



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 29th NOVEMBER 2021**.

Please note that the doors to the Town Hall will be closed at 6.20pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing bognortc@bognorregis.gov.uk before midday on Monday 29th November 2021. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 29th November from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED this 22nd day of November 2021

TOWN CLERK

AGENDA AND BUSINESS

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

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

- a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To Approve the Minutes of the Meeting held on 22nd November 2021
 4. ADJOURNMENT for public question time and statements
 5. Clerk's report from previous Minutes
 6. To receive the Town Force Report
 7. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: -
 - Temporary disbandment of the partnership and transfer of remaining budget currently in earmarked reserves
 - To receive an update from the BRHAPB Chairman on the event held at The Track on 13th November 2021 to launch the new Guide to Novels set in Bognor Regis
 - To receive the Notes of the Meeting held on 4th November 2021 (if available)
 8. Report on Town Centre Issues including any reports on meetings with the BID Management Board (if available)
 9. Guidelines for all persons attending meetings of Bognor Regis Town Council and access by appointment only to the Town Hall during opening hours
 10. To receive the reports from the Health & Safety Inspection undertaken by Ellis Whittam on 6th September 2021 for the Town Force Lock Up Unit
 11. To undertake the annual review of the Town Crier role as agreed at the Committee Meeting held 5th February 2018 (Min. 160 refers)
 12. Consideration of input from the Committee for the content of the 2022 Town Newsletter
 13. To resolve to suspend Standing Orders (S.O. 7a) to revisit the previous decision to recommend to Council that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year - Min. 80 refers
 14. To rescind the previous decision regarding the unspent Grant Aid 2022 Budget to allow for ratification of decision to award £8,000 to Sarah Boote-Cook for their Grant Aid application for a '2022 Jubilee Street Party on the Prom' event omitted in error from the applications considered at the Extraordinary Meeting held on 8th November 2021

15. To consider creation of a Corporate Identity to facilitate awareness of the Town Council's work and support in the community
16. Making Theatre Gaining Skills including: -
 - Update on the DWP funded programme which has now completed
 - Consideration of request to once again act as "Lead Accountable Body" (LAB) in support of their application for funding from the Department of Work and Pensions (DWP)
17. To consider future provision of the Bognor Regis 2 Hour Free Parking Discs including support for request to be made to ADC for an extension to the Disc Scheme from 2023
18. Civility and Respect Project - consideration of inclusion of a Bullying and Harassment Statement on the Town Council's website
19. Rolling Capital Expenditure - to ratify expenditure of £3,332.00 plus VAT for purchase of new Water Bowser
20. Financial Reports including: -
 - To note Committee I&E Reports for the months of October 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 September and October 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
21. Correspondence
22. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
23. To note any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held 18th October 2021
24. Town Force: Note of outstanding debtors and to consider recommendation to write off an outstanding debt

Agenda items 23 & 24 will contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 22nd NOVEMBER 2021

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett,
S. Goodheart, H. Jones, S. Reynolds and
B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. D. Kemp - DCK Accounting Solutions Ltd
Cllr. Mrs. J. Warr in the public gallery
1 member of the public in the public gallery

The Meeting opened at 6.44pm

81. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Cunard due to annual leave and Cllrs. Erskine and Woodall who were unwell.

82. DECLARATIONS OF INTEREST

The Chairman asked Members if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

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

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 5 for any discussion relating to Bognor Regis Community Gardeners, or Rox Music & Arts

83. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th SEPTEMBER AND THE EXTRAORDINARY MEETING HELD ON 8th NOVEMBER 2021

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27th September and the Extraordinary Meeting held on 8th November 2021 as an accurate record of the proceedings and these were signed by the Chairman.

84. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.50pm

There were no questions from those seated in the public gallery.

However, written questions had been submitted by Cllr. Brooks who was unable to attend the meeting in person. In response to Cllr. Brooks' question about items requested to be placed on future Agendas that had been delayed owing to Covid-19, the Chairman confirmed that, in terms of requests made to the Policy and Resources Committee, these were discussed by the Chairman and Officer and were largely addressed in the order in which they had been received, unless considered particularly urgent. He understood a similar process was also adopted by the other Committees.

The remaining questions received from Cllr. Brooks had been in relation to staffing matters and it was not, therefore, possible to discuss these further as they were of a contractual nature and fall within the remit of the Joint Consultative Sub-Committee (Staffing).

The Chairman reconvened the Meeting at 6.52pm

85. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2022/2023

The Chairman adjourned the Meeting at 6.53pm

Cllr. Mrs. Warr, who did not serve on the Policy and Resources Committee, asked questions of the Accountant and made statements on the draft 2022/2023 budget.

Whilst acknowledging that a rise in the Precept was probable, Cllr. Mrs. Warr asked whether there were ways in which any increase could be kept to a minimum. Attention was drawn to the revised Budget Summary papers, that had been circulated at the meeting, which incorporated significant savings and thereby reducing the Precept first proposed.

Two questions had also been submitted by Cllr. Brooks, for the Accountant, to which responses had been sent to Cllr. Brooks directly.

The Chairman thanked the non-Committee Members for their input.

The Chairman reconvened the Meeting at 6.55pm

86. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2022/2023 INCLUDING RECOMMENATIONS FROM COMMITTEES

- 86.1** The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

It was also **NOTED** that all Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2023. These had been prepared in liaison with the Town Council's Accountant and the Chairman of this Committee and based on the recommendations from the various Committee Meetings. It was further **NOTED** that the Budget Summary, and breakdowns, had subsequently been revised to those previously circulated.

The Clerk reminded Members that these should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

- 86.2** The Chairman proceeded to invite Mr. Kemp to address Members regarding the draft Budget before them.

Mr. Kemp reminded Members that the 2021/2022 Budget had resulted in a deficit of £11,395 and that this needed to be rectified. He went on to explain that the draft Budget before Members had been prepared at a time when there were still significant unknowns, particularly in relation to

staffing costs. Negotiations are ongoing between the National Employers, who are offering a 1.75% pay increase, which falls short of the 10% uplift that unions representing local government services are demanding. Whatever the outcome, the scales agreed will reflect directly on Bognor Regis Town Council. Furthermore, from April 2022 national insurance contributions, by both employees and employers, will rise by 1.25% under new health and social care reforms in England. Whilst the government plans to compensate public sector employers for this increase, it will not apply to the Town and Parish Council's as they are not subject to capping rules.

Following discussions with the Chairman of the Policy and Resources Committee, Mr. Kemp reported that revisions had been made to the first draft of proposals, incorporating significant savings in two particular areas, thereby reducing the proposed Precept from 9% to 3.64% on Band D equivalents.

Given the effect of all the requests coming forward from the Committees, savings of around £26,000 had been found within the Administration Budget and a reduction in the Rolling Capital Programme from £60,000 to £30,000 had also been identified.

The Chairman thanked Mr. Kemp for his report and invited questions from the Committee.

86.3 In response to a question about the intended purpose of a budget for Capital Funding Provision, Mr. Kemp explained that money is set aside in the Precept to replace assets as and when needed, such as replacing Town Force vehicles, office equipment etc.

A Member asked whether it was wise to target a Precept of 3.64% or, as an Accountant, would Mr. Kemp recommend a higher Precept. The advice given was that no council should ignore increases in inflation and that any Precept should be in alignment.

It was noted by a Member that the Band D equivalents figures had gone down and the question was asked as to whether this was usual. Mr. Kemp replied by stating that this was not as a result of properties changing Band but that these figures were affected by new property (not new build) occupations, and also the principal authorities' calculations built-in to factor for uncollectable council tax. Therefore, it was likely that the reduction in equivalency suggested either an increase in student accommodation, or in the number of people claiming benefits. Mr. Kemp went on to say that last year the equivalencies for Bognor Regis had gone up, which was unusual since universally there was shown to be a decrease, but that this could account for the decrease this year by way of a correction.

The Chairman then read questions submitted by a Committee Member who had been unable to attend the meeting.

- 86.4** Having received all comments and questions from Members, the Chairman moved first to a decision regarding the Ward Allocations with concern having been expressed about the recommendation from the Community Engagement and Environment Committee to increase this budget from £2,000 to £4,000. A Member commented that there was often monies unspent in these budgets and that they did not, therefore, feel it was necessary for an increase. Following a vote, it was unanimously **AGREED** that there should be no increase in Ward Allocations for the 2022/2023 financial year and these should remain at £2,000.
- 86.5** Discussion then moved on to the Flexible Community Fund (FCF), for which the Community Engagement and Environment Committee had recommended an increase in the budget from £5,000 to £7,000. Consideration was given as to whether the budget for the FCF should not be increased but instead moved across to be incorporated into the Grant Aid budget. However, there was opposition to this suggestion as the FCF could be applied for quickly and easily throughout the year, whereas Grant Aid funding was much more prescribed and only open to applications during a certain timeframe. Following a vote, it was unanimously **AGREED** that the Budget should remain within the Community Engagement and Environment Committee and that there should be no increase in the Flexible Community Fund for the 2022/2023 financial year, remaining at £5,000.
- 86.6** In considering the 2022/2023 budget for Christmas Illuminations, whilst it was noted that the proposed budget of £55,000 was double the budget for 2021/2022, comment was made in relation to the high-quality and spectacular effect of the new illuminations. The Christmas displays, funded by Bognor Regis Town Council, are always so well received, encouraging people into the Town Centre and helping local businesses to thrive.

A Member asked whether the increase in the budget for Christmas Illuminations could be covered by General Reserves, instead of increasing the Precept. Mr. Kemp stated that, in his opinion, the biggest funding issue is that the Town Council have never owned Christmas lights but instead lease them every year, which creates an ongoing revenue commitment. He felt it would be unwise to fund any purchase out of Reserves. The Town Clerk pointed out to Members that, were the Town Council to purchase their own Christmas lights then installation of the displays and maintenance, for example, would need to be considered, all of which would be an additional cost to the Council.

The Chairman acknowledged that there were alternative avenues to be explored for the future, in relation to sourcing Christmas Illuminations, and asked that the Events, Promotion and Leisure Committee carry out an investigation into the benefits of purchasing or leasing lights.

For 2022/2023, following a vote, Members **AGREED** a budget of £55,000 for Christmas Illuminations.

Cllr. Mrs. Warr, seated in the public gallery, left the Meeting

An explanation of the budget for Christmas Activities was requested by a Member, to which Mr. Kemp replied that it was to cover unknown costs with any unspent monies going back into General Reserves.

- 86.7** Consideration then moved to the recommendation from the Community Engagement and Environment Committee that £5,000 funding be made available to the Bognor Regis in Bloom Working Group to allow for tree planting as part of the Queen's Platinum Jubilee.

Mr. Kemp left the Meeting

The location proposed for the tree planting was queried, as there had been mention of this being in an area that bordered with Bognor Regis, in Bersted, but details of the exact location had not yet been decided upon.

Mr. Kemp returned to the Meeting

The Chairman sought clarification from the Town Council's Accountant as to whether Working Groups can provide funding. Mr. Kemp confirmed that Working Groups could not, and that this funding would have to come under the control of the Community Engagement and Environment Committee. He went on to say that, as the tree planting for the Queen's Platinum Jubilee was a one-off, it could be treated as a Capital project. Each Committee has a Capital Cost Centre and can manage their own projects.

Following a vote, Members unanimously **AGREED** that £5,000 be provided from the Rolling Capital Programme to the Community Engagement and Environment Committee, as a one-off Capital Budget, for the Queen's Platinum Jubilee tree planting project.

- 86.8** In considering the budget decisions taken so far, following a recalculation, Mr. Kemp informed Members that the proposed draft Budget would result in an increase of 2.26% in the Precept for a Band D property for 2022/2023.

In light of the reductions made to the budgets proposed, a Member suggested that the Committee task the Joint Consultative Sub-Committee (Staffing) with making similar savings. This was **NOTED** by the Chairman.

Mr. Kemp provided a summary of the draft Budget proposed for 2022/2023.

Subsequently, Members unanimously **AGREED** to **RECOMMEND** to Council the draft Budget resulting in a required Precept for 2022/2023 of £969,817, a 2.26% increase in the Precept, equivalent to a 2.7% increase on a Band D Equivalent property or £3.47 per annum given the reduction in the Tax Base.

The Chairman thanked the Town Council's Accountant, and the Town Clerk, for the time and attention they had given to the preparation of the draft Budget for 2022/2023.

The Meeting closed at 8.11pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Purchase of a replacement water bowser

Town Force have two water bowzers which carry 1100 litres of water each and are used 3 times a week throughout the summer months. The older one had to be taken to a garage last month where upon examination it was established that bearings in one of the wheels have collapsed and caused extensive damage. This unfortunately resulted in the bowser being beyond economical repair, after 19 years of extensive use. Quotes for a like for like replacement came in at £3,708.75 exc. VAT and £3,332 exc. VAT.

Members are asked to ratify the expenditure of £3,332 under Agenda item 19 later in the meeting for the replacement bowser.

Opportunity to replace the 24-year-old cherry picker

An opportunity has arisen to purchase a replacement cherry picker from a reputable company that has been maintaining the hydraulics of the Council's current cherry picker for the last 10+ years. It is a CTE Zed 20.2H that sits on a Nissan Cabstar, 2014 reg, mileage around 40,000 and it will come with a new MOT and new LOLER certification. The cherry picker has a working height of 20 metres, twice that of the current machine. It seems like an ideal replacement, especially as it would fit under the shutter at the yard, unlike most newer machines. Market research will be undertaken to establish whether this cherry picker represents good value for money.



Graffiti removal

Further to the previous report of an offender being caught in the act by an off duty Met Police Officer in Hotham Park in August, a representative from the Youth Offender's team has recently been in touch to advise that the matter is not going to court.

This means that the Town Council will not be able to recover the removal cost of £192 inc. VAT unless a separate claim is lodged through the Small Claims Court by the Town Council. It has been suggested that the youngster assists Town Force with clearing graffiti. This request is carefully being considered as the current staffing levels limits staff availability to mentor/supervise a young person. Furthermore, as the youngster would be using graffiti removal chemicals and paint, rather than just shadowing Town Force, advice from the Town Council's insurers is being sought.

Regrettably we are once again seeing an increase in graffiti incidents.

Licences vs. leases for BRTC Assets on the Promenade

There has been no progress, a response from the Arun DC solicitor is still awaited.

Town Force yard

The Town Force Health & Safety report has been received and will be reviewed as soon as practicably possible.

Following two contractual failures by a keyholding company, it was mutually agreed to terminate their contract. A new contractor has been appointed following receipt of three quotes.

Training

The team attended a Graffiti Removal course refresher on 3 November and the Town Force Senior Member passed his Chainsaw refresher course.

Planting

Plant changeover went smoothly and winter bedding as well as bulbs have now been planted in all areas. Winter hanging baskets have been installed at the Railway Station and at the Picturedrome cinema.

A resident was taken up on their offer of donating a boat for roundabout planting. It is currently at the yard awaiting installation on Orchard Way roundabout where it will replace a boat that is beyond repair.

All planters located on the Place St Maur side of the Regis Centre and a nearby memorial bench had to be relocated to allow for the construction work on the Place to commence. These are now sited on Arun DC land in front of Mountbatten Court, south of the seafront mounds and near the sub-station in Belmont Street where the BRTC Twinning bench is located.

Roundabout signage to acknowledge BRTC contribution towards the roundabout maintenance

The BRTC sign acknowledging the Town Council's contribution towards maintenance of the Rowan Way roundabout has disappeared. A replacement sign has been made and will be installed in due course.

Sponsored planters

Wes Building & Landscaping Solutions sign has had to be removed from the Chichester Road planter upon expiry of the contract.

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

Events Support

Town Force have supported the Remembrance Sunday Service and the Carnival Christmas Lights Switch-On through provision of equipment.

Christmas preparations

Town Force Manager, Town Force Senior Member, Events Officer and a volunteer have installed the Christmas trees at the William Hardwicke, outside the Methodist Church and in Rose Green.

The picket fence which was placed around the William Hardwick tree on 25th November got vandalised within less than 24 hours of being in situ.

Installation of Christmas banners in the High Street and throughout the precinct was completed on 25th November.

Assistance will be provided to the In Bloom Working Party who are installing and decorating a 12ft Christmas tree at the Railway Station on 2nd December.

Odd Jobs for 3rd parties (extra revenue)

- BR BID - Disposal of their Christmas Wish sculpture, installation of Christmas banners in the High Street and the precinct, installation of a Christmas tree outside the Methodist Church;
- Arun District Council - Removal of hanging baskets from the Arcade;
- Aldwick Parish Council - Installation of a Christmas tree in Rose Green;
- Pier Co - Investigation of water ingress into screen 4.

Examples of other jobs

In addition to the routine jobs, TF have also collected trophies and winners plaques and assisted with setting up the In Bloom Awards evening; adjusted timers of the Town Hall balcony lights; turned water off and drained the pipes at the allotments and on the seafront (showers); attached and subsequently removed poppies to lampposts around the Town Hall and on the Town Hall balcony; assisted with moving furniture in the Council Chamber in preparation for a Council Meeting, got cheques signed (and continue to do so), serviced BRTC noticeboards (and continue to do so), done odd jobs at the allotments and dealt with a range of graffiti.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
29th NOVEMBER 2021**

AGENDA ITEM 7 - BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: -

- **TEMPORARY DISBANDMENT OF THE PARTNERSHIP AND TRANSFER OF REMAINING BUDGET CURRENTLY IN EARMARKED RESERVES**
- **TO RECEIVE AN UPDATE FROM THE BRHAPB CHAIRMAN ON THE EVENT HELD AT THE TRACK ON 13th NOVEMBER 2021 TO LAUNCH THE NEW GUIDE TO NOVELS SET IN BOGNOR REGIS**
- **TO RECEIVE THE NOTES OF THE MEETING HELD ON 4th NOVEMBER 2021 (IF AVAILABLE)**

REPORT BY THE TOWN CLERK

FOR DECISION

Temporary disbandment of the Partnership and transfer of remaining budget currently in earmarked reserves

As Members will be aware the BRHAPB has been responsible for delivering a number of successful projects including, the heritage trails, blue plaques and updating the interpretive signage boards etc. They are currently launching a literary guide that lists as many known novels as possible that reference Bognor Regis, are making plans to hold a literary festival in the spring, and launch a short story competition.

As the current staffing situation does not allow the capacity for Officers to arrange and attend additional meetings, in order for the BRHAPB to continue with the delivery of their projects, it is proposed that the board is temporarily disbanded, and the group continues to operate under the banner of the Bognor Pier Trust C.I.C.

The Bognor Pier Trust have worked alongside the BRHAPB for some time now and played a major role in the delivery of the heritage trails to which they have contributed financially. The current BRHAPB Chairman, who is also a member of the Pier Trust, is happy to steer the group in the interim period until such a time that it can be reformed and brought back under the umbrella of the Town Council. Town Council Members who attend these meetings are obviously still invited to do so. However, please bear in mind any attendance will be in the capacity of a member of the public, whilst the group is temporarily disbanded.

Members are also asked to consider donating the remaining funds of £4,140.48, that are currently earmarked for the BRHAPB, to be donated to the Bognor Pier Trust to support the ongoing projects. The Chairman will keep an up-to-date balance sheet of any expenditure and regularly update the Town Clerk with any progress in the interim period.

DECISIONS

Do Members **AGREE** to temporarily disband the Bognor Regis Heritage & Arts Partnership Board?

Do Members **AGREE** to donate the remaining earmarked funds of £4,140.48 to the Bognor Regis Pier Trust C.I.C.?

To receive an update from the BRHAPB Chairman on the event held at The Track on 13th November 2021 to launch the new Guide to Novels set in Bognor Regis

The Chairman of the Heritage & Arts Partnership Board (BRHAPB) has kindly provided the following update on the Literacy Guide Event held on 13th November 2021 at The Track.

"On Saturday 13th November, we launched the new Guide to Novels set in Bognor Regis with the Event at The Track, Bognor Regis Station.

Six authors profiled in the Guide attended, Beryl Kingston, Helen Christmas, Sharon Martin, Juliet West, Graham Minett and Mike Jupp.

The event was opened by Mayor Goodheart. It was a tremendous success with many of the authors selling out completely on a number of the novels they had brought along.

The authors also committed to attend the next event, a Literature Festival we have planned for Spring 2022.

At the launch, we also showed the artwork prepared by 130 pupils of Nyewood Infants School for our forthcoming Short Story competition leaflet and the Mayor presented prizes to each class winner and the overall winner.

There was good press coverage before and after the event by the Bognor Regis Observer and the authors were busy on their social media networks.

It is another feather in the cap for the Partnership delivering a Literature Event and provides a strong platform for future events.

There are plenty of photos on the Observer site and Cllr. Goodheart said he would add some to the Mayor's page.

There is fantastic positivity in the Partnership at the moment, which I hope we can build on following the highly successful Book Event."

DECISION

Members are asked to **NOTE** the update.

To receive the Notes of the Meeting held on 4th November 2021 (if available)

The Notes of the Meeting held on 4th November 2021 are still awaited and will be circulated to Members once these are received.

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021

AGENDA ITEM 8 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD (IF AVAILABLE)

REPORT BY THE TOWN CLERK

FOR INFORMATION

As the current staffing situation does not allow the capacity for Officers to attend meetings of the Bognor Regis BID Management Board, draft Minutes of the last meeting held on 4th November 2021 have kindly been provided by the BID Board Coordinator.

These are attached as **Appendix 1**.



Minutes of Meeting: BR BID Board Meeting Thursday 4th November, 2021

BR BID Ltd Board Meeting: DRAFT MINUTES OF MEETING

Meeting date: Thursday 4 August 2021

Start time: 17:30

Location: The Track, Bognor Regis

Present:

BR BID Directors: J. Passingham (Chairman) (JPas), M. Reynolds (Vice Chairman) (MR) G. Burt (GB), G. Mitchell (GM), A. Vanderpump (AVP)

Board Members:

R. White (BRRB) (RW), D. Vine (ADC) (DV)

BR BID Team:

H. Allen (HA), C. Clark (CC), C. Harwood (CH)

Apologies: D. Hardy (DH) J. Pardey (JPar) G. Frost (BRTC) (GF)

Minutes: CH

Minutes of Meeting

1. Introductions & Welcome

The Chairman welcomed the full Board.

2. Apologies for absence

The Chairman noted apologies received from Board members.

3. Declaration of interests

No declarations of interest were made.

4. Minutes of Board Meeting and Matters Arising: Full Board Meeting 12th August 2021

- Thank-you gift for Mark Halls in-hand: GB

- Budget circulated to Board: HA
- HA still awaiting GDPR confirmation from JPar
- HA had replied to Bognor Regis British Lions via email regarding the Director's decision not to fund a town centre defibrillator.
- BCRP Meeting: HA to report back at agenda item nine.
- HA and JPas have met to discuss action plan for contingencies if BID does not get voted in for a second term.
- GB to find out whether the land at London Road is private – **action carried forward**

5. BID Team Update

HA had circulated a comprehensive BID Team Update covering the period 12th August to 25th October to all Board Members prior to the meeting. Updates to the report are noted below.

5.1 Christmas: CC reported 44 businesses are signed up to the Christmas Window Trail, 26 for late night opening, and four businesses are signed up to use the market barrow. In comparison to the 15 businesses signed up last year, this is an outstanding achievement in increasing business engagement by the BID's Ambassador.

HA reported that the BID has secured an additional £5k funding for promotional activities for Christmas through the Welcome Back Fund. Promotional activities for Bognor Regis town centre will be the most comprehensive to date.

HA detailed fantastic examples of BID businesses working together: The Pier, The William Hardwicke, ECOSwap are holding their own mini events which the BID is promoting through the christmasbognorregis website.

5.2 Two Hour Free Parking Discs 2022 : 9000 parking discs have been delivered to the BID office. Will be distributed to retailers w/c 22.11.21, on sale to public from Saturday 27 November.

5.3 BID Renewal 2023: The Chairman referenced "BID Renewal 2023" (page 12, section 6.3 of Team Update). A discussion was held regarding a potential 'no vote' campaign from BID businesses. Suggestion to do regular, shorter updates and potentially video updates from the BID Co-Ordinator. Ongoing focus for renewal year 2022-23.

6. Budget update

HA provided latest update, showing that BID finances, and those generated through external funding and commercial activity is being managed effectively against parameters set at start of financial year.

HA reported that nominal codes have been updated on Xero enabling precise regular tracking of spend on objectives and projects against the agreed annual budget.

HA noted that best practice is for BIDs to send out a breakdown of (unaudited) previous financial year's spend with levy bills for the forthcoming financial year. Discussions had been started with ADC Revenues & Benefits as to how to deliver this for the 2022-23 financial year.

7. Update on levelling Up Fund

The BID Board of Directors and Members congratulated ADC on their successful application to the Levelling Up Fund, which would result in the transformation of the Regis Centre. DV explained that,

as with all government funding, there was still much to be done before delivery could commence, and would update the BR BID as soon as details were available.

8 . Well Known Town

8.1 Tourism / Promotion – link to Renewal

HA explained that it is vital that Bognor Regis has a destination website focused on attracting visitors. HA presented the suggestion that the BID could deliver a destination website as part of its proposals to businesses for renewal in 2023. The suggestion was that this would underpin activity under the “Well Known Town” objective.

HA had produced a full report on potential options for the BR BID to pursue and distributed a summary of all options, potential costs, benefits and drawbacks for the Board’s consideration. Following discussion, it was agreed that this was a viable activity for the BID to pursue, and would directly meet levy paying businesses’ ‘priorities for the “Well Known Town Objective”. It was agreed that HA would circulate the full report to Directors and Board Members for full consideration.

- **Action:** HA to circulate the destination tourism website report via email to Board for their consideration.
- **Action:** HA to arrange meeting with BRRB as potential delivery partners for future activity in this area.

8.2: Regionally Significant Event for Bognor Regis

Following an enquiry at the launch of “The Track”, HA had met with Wayne Hemmingway (WH) to gain information on approaches to the delivery of significant “Place Making Events” – established events that reflect the unique qualities of a place, attracting significant (resident and non-resident) visitor numbers on an annual basis. WH had shared that these type of high quality events take between 12-18 months to prepare, and require active collaboration from all involved. Potential costs were suggested to be in the region of £350k, with The Arts Council potentially available for eligible activities. WH had offered to visit Bognor Regis at no charge to speak to all interested parties about how such events benefit places financially and in increasing pride.

HA observed that, as it would require 1-2 years of planning for a large-scale event, with partnership collaboration, this could be progressed now, with a view to delivery in 2025, ideally coinciding with potential completion of works at the Regis Centre site. However, in view of renewal preparation demands, it was more realistic for the BID to focus on delivering smaller, regular events to a high standard in 2022 than attempting to deliver something bigger, without the necessary time, budget, expertise, staffing and financial resources to do it really well.

HA referenced the “Splash of Vintage” events and the idea it could be co-ordinated with BRTC’s Drive Through Time, but had noted BRTC’s decision to hold the 2022 event in West Park. HA reported that CH is exploring options for delivering “Street Food Nights” in summer of 2022, which would be reported at January 2022 meeting.

- **Action:** BID Team / Directors to discuss events for 2022 as an agenda item in January meeting.

9: Welcoming Town

9.1: Business Crime Reduction Partnership: Update on BCRP meeting 03.11.21

18 BCRP Members had attended the meeting on 3 November 2021, where HA reinforced the need to provide Police with evidence to support claims about crime in the town centre. There had been increased engagement with the reissue of the BCRP survey sent out a second time to members on 4 November 2021.

HA reported the challenge of delivering both the BID Co-Ordinator and BCRP Manager role effectively, and concerns re service provision with the additional responsibilities that would arise in the run up to renewal in 2022. Following recommendations from Chichester BID and Crawley BCRP, HA had contacted "National Business Crime Solution" and recommended the Board of Directors support a one year trial of their "Connect" service. JPas referenced the multiple benefits this would provide BCRP Member businesses – particularly national chains who would not have to double report.

All Directors voted in favour of a one year trial of the service.

HA reported that all evidence had been submitted with regards to BR BID BCRP's accreditation, and that the two hour accreditation interview was scheduled with the NABC on 17 November 2021. Formal accreditation demonstrates that a BCRP is meeting the necessary standards for data protection and integrity, and enables a higher level of data sharing with partners, including Sussex Police.

9.2 BCRP: Ratify exclusion recommendations

No exclusions presented for ratification. Going forwards, this decision will revert to BCRP Steering Group.

10. BID Communications /Administration

HA circulated proposed meeting changes and schedule for meetings for 2022. Proposal recommends quarterly formal Board Meetings in line with the Articles of Association, and Directors' Meeting to take a more informal 'workshop' format. The changes also minimised the potential for "meeting overload" for Directors taking on additional responsibilities for BCRP Steering group. HA also requested the reinstatement of weekly Team meetings with the Chairman.

The proposed change to scheduled meetings was agreed by all Directors.

11. AOB

GB asked the Board if the BID should deliver a big event if this is what the BID businesses are saying they'd like. With his experience in event organisation, he noted that big events take a lot of time, staff and funding, and questioned whether this is a sole direction the BID should take in renewal year and 2023. He recommended that businesses be consulted on their views as to the BID should continue doing a 'little bit of everything' or focus on being the driving force behind a large-scale regional event.

Mtg close: 19.45

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

**AGENDA ITEM 9 - GUIDELINES FOR ALL PERSONS ATTENDING
MEETINGS OF BOGNOR REGIS TOWN COUNCIL AND ACCESS BY
APPOINTMENT ONLY TO THE TOWN HALL DURING OPENING HOURS**

REPORT BY THE TOWN CLERK

FOR INFORMATION

Members will be aware that due to the pandemic the use of the Council Chamber for all Town Council and Committee meetings has only been available for use again since October 2021. To enable this to happen, Officers were required to produce detailed risk assessments and guidance as to how access to meetings for both Members and the public would be managed.

Members have all been advised of the Covid secure procedures that Arun District Council, as building owners, have implemented for anyone entering the Town Hall building whether for an appointment or meeting. This is strictly on an appointment-only basis and no access will be permitted otherwise. Each morning the Town Council provide a list of all pre-booked appointments for the day to the member of ADC front desk staff.

On arriving at the building during the daytime, you must come in via the main entrance and wait, in the designated area to be checked into the building, by ADC front desk staff.

If you have a pre-booked appointment with a member of BRTC staff, your name will be on the list provided to them, and you will be permitted entrance to the building, after signing in and answering some Covid related questions.

Face coverings must be worn at all times when moving around the communal areas of the Town Hall building (unless you are medically exempt). This includes the wearing of face coverings when using the WC facilities.

ADC staff will continue to ask visitors to scan the QR code on the entrances as this remains good practice. Whilst this cannot be enforced, it does assist Track and Trace in the event of any positive Covid occurrence in ADC's premises.

As a Member of Bognor Regis Town Council, if you are attending a Town Council or Committee meeting in the evening, then access to the building is via the side door using Councillor proximity passes. You should proceed to the foyer area where you will be checked in by Town Council staff.

All staff, and Councillors, must use the door entry system on each entry and exit, and no 'tailgating' should be occurring. This is a further important part of ADC's Covid secure procedure allowing them to report on staff/councillors present, should ADC be contacted by Public Health England for Track and Trace purposes.

There are a limited number of spaces available in the public gallery due to social distancing requirements. Any member of the public wishing to attend the meeting must pre-book a place by emailing bognortc@bognorregis.gov.uk before midday on the day of the meeting. No entry will be permitted to those who have not pre-booked a place before the midday cut off time.

All pre-booked attendees will be provided in advance with the Covid guidance for the use of the Town Hall and this guidance must be adhered to at all times.

Non-Committee Members who are wanting to be in the public gallery during a meeting are requested instead to watch the meeting via the live stream in order to limit the number of people in the building. If you have questions for the Committee, these can be submitted in advance.

If a Non-Committee Member does however wish to be in attendance, they will be present as a member of the public, sitting in the public gallery and must therefore pre-book a place by midday on the day of the meeting to ensure that we remain within the numbers permitted. Member's ability to attend will of course also be subject to the remaining number of places available and no exceptions can be made. No entry will be permitted to those who have not pre-booked a place before the midday cut off time, including Members of the Town Council that do not sit on the Committee in question. Agendas are usually published one week prior to a meeting, and always at least 3 clear working days before, thereby allowing ample time for seats in the public gallery to be requested. Members are politely asked to respect these procedures and, in doing so, refrain from making any requests after the midday deadline.

Please be reminded, that as tenants of this building, we must be seen to be abiding by the District Council's Covid protocols, as our landlord, and all Town Councillors are therefore respectfully requested to adhere to the procedures that are necessary to ensure the safety of those using the building.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

AGENDA ITEM 10 - TO RECEIVE THE REPORTS FROM THE HEALTH & SAFETY INSPECTION UNDERTAKEN BY ELLIS WHITTAM ON 6th SEPTEMBER 2021 FOR THE TOWN FORCE LOCK UP UNIT

REPORT BY TOWN CLERK

FOR INFORMATION

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

A copy of the Executive Summary and Safety Action Plan for the Town Force Lock Up is attached as **APPENDIX 1**.

There are 18 actions within the Safety Action Plan that are all identified as being medium in significance of priority rating. A copy of the document has been forwarded to the Town Force Manager so that the actions that have been identified can be progressed.

DECISION

Members are invited to **NOTE** the 2021 Health & Safety Inspection Executive Summary and Safety Action Plan for the Town Force Lock Up as circulated.

Assessment/Inspection - Yr4 Visit 2021 Town Force

Bognor Regis Town Council - Town Force



Score Band	Green	Manager Name	Erika Adama
Date and Start Time	11 Nov 2021 at 9:30am	Job Title	Town Force Manager
		Auditor	Michelle Mitcham

Action Status

Key	 Medium	 High	 Critical
Open	18	-	-
Closed	-	-	-

Contents

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

A Executive Summary

Scope:

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

Summary:

In 2000 the Council established a Town Force Team to improve the appearance of the town and provide a quick response to issues raised by residents. The team of four full time employees are highly-adaptable, multi-skilled individuals who help to keep the town tidy, well maintained and attractive. They work in partnership with other organisations and personnel, including the local volunteer groups, the District Council's contractors and other businesses.

Activities/Areas/Premises covered/not covered:

All areas of the depot were seen including the external areas at the rear and front of the depot.

Attendees:

Erika Adams Town Force Manager

Chris Ingham Town Force Senior Member.

Michelle Mitcham Health and Safety Consultant

Purpose of Report

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

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

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

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

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

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

This report becomes uncontrolled when printed.

About Risk Assessments

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

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

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

About Workplace Inspections

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

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

Introduction

Terminology

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

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

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

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

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

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

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

Key Definitions

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

Priority Rating - Section B Safety Action Plan

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

“Critical” Immediate risk. Complete within 48hrs.

“High” Serious legal contravention. Complete within 7 days.

“Medium” Legal contravention. Complete within 3 months.

“Low” Minor contravention. Complete within 6 months.

Risk Rating – Section C Assessment/Inspection Report

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








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

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

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

B Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
WORKPLACE-SMOKING - Action: Smoking areas unsuitably located	M	Ensure the wall mounted ashtray is emptied. It was noted that other tenants use the same smoking facilities and therefore the responsibility should be jointly held.	10/02/2022	
WORKPLACE-OTHER - Workplace- Additional observation 1	M	Clean the yard of verdigris and ensure the drain is not blocked.	10/02/2022	
WORKPLACE-OTHER - Workplace- Additional observation 3	M	Highlight the step nosing at the rear fire exit.	10/02/2022	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 1	M	Fit "Fire Exit Keep Clear" approved luminescent signage to the gates and fencing at the rear of the building.	10/02/2022	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 2	M	Re-locate the flammables bin, currently under the mezzanine floor, to the other side of the workshop	10/02/2022	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 3	M	Check the combination lock on the gates at the rear of the building to ensure the combination code has not been changed by any of the other tenants and retain records.	10/02/2022	
WORK EQUIPMENT- SAFETY - Action: Assessments required	M	Complete work equipment risk assessments for the concrete mixer and compressor to identify the hazards, risks and control measures that are relevant to the operation.	10/02/2022	
LONE WORK- MONITORING/SUPERVISION - Action: Periodic supervision is recommended	M	Arrange for the periodic supervision of lone workers, to ensure safe practices are being adhered to.	10/02/2022	
COSHH- INFORMATION & ASSESSMENT - Action: Inventory of substances required	M	Update the list of the hazardous substances used, created or stored on, or transported from the premises.	10/02/2022	
COSHH- INFORMATION & ASSESSMENT - Action: Safety data sheets not obtained	M	For all hazardous substances used obtain a copy of the supplier's health and safety data sheet, for example; for LPG, cement, petrol, 2 stroke and diesel.	10/02/2022	
COSHH- INFORMATION & ASSESSMENT - Action: COSHH assessments required	M	Carry out a COSHH Assessment for each hazardous substance in use or created.	10/02/2022	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
COSHH- INFORMATION & ASSESSMENT - Action: Ensure substances assessed before first use		Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.	10/02/2022	
COSHH- INFORMATION & ASSESSMENT - Action: Ensure inventory reviewed & updated		Review the hazardous substance list at least annually or whenever significant changes occur.	10/02/2022	
COSHH- INFORMATION & ASSESSMENT - Action: Ensure COSHH assessments reviewed		Review COSHH assessments at least annually to verify that control measures remain adequate to control any health risk.	10/02/2022	
NOISE AT WORK- NOISE ASSESSMENT - Action: Noise assessment(s) not reviewed		Periodically review your noise assessments in light of changing circumstances or as a result of information from your health surveillance programme.	10/02/2022	
NOISE AT WORK- CONTROL MEASURES - Action: Use of hearing protection not monitored		Carry out and record spot checks on the use of hearing protection, follow through with employees who frequently do not wear the protection provided.	10/02/2022	
VIBRATION-MANAGING EXPOSURE - Action: Periodic checks required		Conduct checks to ensure that work is done in accordance to agreed controls to limit vibration exposure.	10/02/2022	
VIBRATION-OTHER - Vibration- Additional observation 1		Periodically review vibration assessments in light of changing circumstances, equipment or as a result of information from your health surveillance program.	10/02/2022	

1 **CORE TOPICS**

MANAGEMENT OF H&S- POLICY

Current control: Policy is current

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

Current control: Policy brought to staff attention

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

Action: Policy not brought to staff attention

The Health and Safety Policy must be readily available to Town Force staff. Make the policy available by providing a copy in the staff room at the depot.

MANAGEMENT OF H&S- ORGANISATION

Current control: Effective structure in place

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

Current control: Overall responsibility accepted

The members of the Town Council have overall and final responsibility for the safe running of the business.

Current control: Specific H&S responsibilities allocated

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

Current control: H&S training adequate

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

Current control: Reporting of H&S concerns adequate

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

MANAGEMENT OF H&S- MONITORING ETC

Current control: Monitoring carried out

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

Current control: H&S plan developed

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

Current control: H&S performance criteria established

The council has established performance criteria for health and safety.

Current control: H&S performance reported

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

MANAGEMENT OF H&S- COMMS & CONSULTATION

Current control: Staff involvement

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

Current control: H&S on meeting agendas

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

Current control: Non-union representation

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

MANAGEMENT OF H&S- TRAINING

Current control: Induction training includes H&S

Induction training for new staff includes health and safety subjects.

Current control: Basic H&S training in place

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

Current control: Specific training needs identified

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

Current control: Training records kept

Accurate records of the training provided are maintained.

Current control: Training needs reassessment/review

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

Current control: E-learning

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

MANAGEMENT OF H&S- RISK ASSESSMENT

Current control: Risk assessments in place

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

Current control: Carried out by competent persons

Risk assessments are carried out by suitably competent persons.

Current control: Risk assessment reviews undertaken

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

Current control: Staff informed of findings

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

MANAGEMENT OF H&S- ACCIDENTS ETC

Current control: Reporting procedure in place

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

Current control: Investigations conducted

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

Current control: Accident book provided

An Accident Book is provided for the recording of accidents.

Current control: Ill-health reporting in place

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

Current control: RIDDOR reporting arrangements in place

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

MANAGEMENT OF H&S- EMERGENCY PLANS

Current control: Procedures in place

Procedures for serious or imminent danger are established.

Current control: Procedures communicated

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

Current control: Arrangements in place with external bodies

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

MANAGEMENT OF H&S- NOTICES

Current control: H&S law poster displayed

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

Current control: Employer's liability certificate displayed

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

Current control: No smoking signs displayed

No smoking signs are displayed at entrance to buildings.

WORKPLACE-PEOPLE AT RISK

People at risk 1

All employees

WORKPLACE-CLEANLINESS & WASTE

Current control: Good decorative order

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

Current control: General housekeeping adequate

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

Current control: Adequate/suitable waste receptacles

Adequate and suitable waste receptacles are provided throughout the workplace.

WORKPLACE-DOORS & GATES

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

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

Current control: Powered doors/gates maintained regularly

The shutter door at the front of the building is inspected and maintained by Prestige Doors who last serviced the shutter in January 2021.

WORKPLACE-FALLS/FALLING OBJECTS

Current control: Stored materials etc stable

Stored materials and objects are stable.

Current control: Suitable shelving

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

Current control: Floor level changes marked

Changes of level on flooring are marked.

Current control: Filing cabinets suitable

Filing cabinets are fitted with anti-tilt mechanisms.

WORKPLACE-FLOORS & TRAFFIC ROUTES

Current control: Floors free of trips & slips

The floors are free from slipping and tripping hazards.

Current control: Floors in good condition

The floors/floor coverings are in good condition.

Current control: Roads/paths in good condition

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

Current control: Outdoor surfaces suitably maintained

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

Current control: Suitable handrails on stairs & steps

Suitable handrails are fitted to stairs/steps.

WORKPLACE-LIGHTING

Current control: Sufficient indoor lighting

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

Current control: Sufficient traffic route lighting

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

Current control: Sufficient external lighting

Adequate lighting is provided to all of the external areas.

WORKPLACE-ROOM DIMENSIONS/SPACE

Current control: Workrooms have sufficient space

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

WORKPLACE-SMOKING

Current control: No smoking policy in place and adhered to


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

Current control: Smoking areas provided

Smoking areas are provided for staff and include suitable waste facilities.

Current control: Smoking areas suitably located

Smoking areas are located away from air inlets/windows.

 Action: Smoking areas unsuitably located

LAST ACTION

Ensure the wall mounted ashtray is emptied. It was noted that other tenants use the same smoking facilities and therefore the responsibility should be jointly held.

Not actioned

WORKPLACE-TEMPERATURE

Current control: Suitable temperature maintained

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

Current control: Rest areas & other facilities at suitable temperature

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

Current control: Warm/cool rooms available where necessary

Alternative conveniently accessible places are provided for employees to warm/cool themselves periodically throughout the day/shift.

WORKPLACE-VENTILATION

Current control: Adequate supply of air

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

WORKPLACE-WELFARE

Current control: Suitable & sufficient sanitary facilities

Suitable and sufficient sanitary conveniences are provided and readily accessible.

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

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

Current control: Sanitary facilities adequately ventilated, lit etc

Sanitary conveniences are suitably ventilated, lit and kept clean.

Current control: Adequate supply of drinking water

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

Current control: Secure space for belongings

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

Current control: Suitable & sufficient rest areas

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

Current control: Suitable changing facilities

Suitable changing facilities are provided with storage for work clothing.

Current control: Hot drink can be obtained/prepared

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

Current control: Means of heating food available

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

TRANSPARENT/TRANSLUCENT SURFACES

Current control: Apparent or suitably marked

Transparent or translucent surfaces are apparent or suitably marked.

Current control: Safe cleaning of windows

Windows can be cleaned safely.

WORKPLACE-WINDOW RESTRICTORS

Current control: Window restrictors not required

The premises are not accessible by children or vulnerable adults. There is therefore no requirement for window restrictors to be fitted.

WORKPLACE-WORKSTATIONS & SEATING

Current control: Suitable workstations & seating provided

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

Current control: Seating provides adequate support

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

WORKPLACE-OTHER

M Workplace- Additional observation 1

Clean the yard of verdigris and ensure the drain is not blocked.

LAST ACTION

Not actioned

M Workplace- Additional observation 3

Highlight the step nosing at the rear fire exit.

LAST ACTION

Not actioned

ELECTRICAL SAFETY- HAZARDS

Hazard (high/medium/low): Electric shock

Medium

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

ELECTRICAL SAFETY- PEOPLE AT RISK

People at risk 1

All employees

ELECTRICAL SAFETY- FIXED WIRING

Current control: Fixed wiring tests in date

Fixed wiring tests were last carried out in February 2020 and should be re-tested in 2025..

Current control: Electrical Installation Condition Report

An Electrical Installation Condition Report (EICR) has been obtained for the recent fixed wiring test and is held on file.

Current control: Electrical Installation Condition

The recent fixed wiring test has identified the electrical installation as being in a satisfactory condition.

ELECTRICAL SAFETY- PORTABLE APPLIANCES

Current control: PAT testing in date

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

Current control: Inventory of portable appliances available

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

Current control: Employees trained on pre-use checks

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

ELECTRICAL SAFETY- OTHER CONTROLS

Current control: Switchgear areas suitable

Electrical switchgear areas are free from storage of combustible materials and access to the switchgear is free of obstructions.

GAS- HAZARDS

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

Hazard (high/medium/low): Asphyxiation

Low

GAS- PEOPLE AT RISK

People at risk 1

All employees

GAS- OTHER

Gas- Additional observation 1

Although there is gas supply to the premises, this has not been commissioned and no gas appliances are in use.

Gas- Additional observation 2

It was previously recommended the LPG powered gas beacons are inspected by a "Gas Safe" engineer. However, I was informed that a gas engineer has advised that these cannot be "gas safe" tested.

CLEANING- HAZARDS

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

Medium

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

Medium

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

Medium

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

Medium

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

Medium

CLEANING- PEOPLE AT RISK

People at risk 1

All employees

CLEANING- SAFE SYSTEMS OF WORK

Current control: Written safe system of work available

Where necessary a written safe system of work is available.

CLEANING- HAZARDOUS SUBSTANCES (COSH)

Current control: Employee training/supervision adequate

Employees are suitably trained and supervised in the safe and correct use of hazardous cleaning materials and substances.

Current control: Hazardous substances used by authorised/trained persons

Use of hazardous cleaning materials and substances is restricted to trained/experienced authorised persons only.

Current control: Safety data sheets obtained for hazardous substances

MSDS have been obtained for all hazardous cleaning substances.

Current control: Safety data sheets available to users

MSDS are made available to users.

Current control: Safety data sheets reviewed

MSDS are reviewed at least annually.

Current control: Hazardous substances storage

Hazardous substances are stored in their original containers.

Current control: Marking hazardous substance containers

Hazardous substance containers are clearly marked.

CLEANING- EQUIPMENT

Current control: Training provided

Employees are trained in the safe use of work equipment prior to use.

Current control: Training recorded

All training is recorded.

Current control: User checks

Training includes basic instruction in simple user checks of portable electrical appliances.

Current control: Defect reporting

Training includes instructions on reporting details of faulty/damaged portable appliances and to take appliances out of use until repaired.

Current control: Inspection/testing performed

Combined inspection/testing is done on portable electrical appliances by a competent employee or a contractor.

CLEANING- BARRIERS & NOTICES

Current control: Barriers & notices provided

Where applicable safety warning barriers and/or notices are used during cleaning work.

CLEANING- PERSONAL PROTECTIVE EQUIPMENT

Current control: Suitable PPE provided

Suitable personal protective equipment is provided and used by all employees undertaking cleaning activities, i.e., rubber gloves, disposable gloves, tabards etc.

CONTRACTOR MANAGEMENT- HAZARDS

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

Medium

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

Medium

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

Medium

CONTRACTOR MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

CONTRACTOR MANAGEMENT- COMPETENCE

Current control: Contractor competence checked

The level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor. This is managed by Management of Bognor Regis Town Council.

CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION

Current control: Checks carried out

Checks are carried out to ensure installation and/or working practices are carried out correctly and recorded where appropriate.

DISPLAY SCREENS- HAZARDS

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

Medium

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

Medium

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

Medium

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

Medium

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

Low

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

Low

DISPLAY SCREENS- PEOPLE AT RISK

People at risk 3

DSE users

DISPLAY SCREENS- USER IDENTIFICATION

Current control: Staff not considered 'users'

Staff are not considered 'users' by virtue of infrequent use of display screens.

FIRE SAFETY OVERVIEW- HAZARDS

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

Medium

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

Medium

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

Medium

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

Medium

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

Medium

FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK

People at risk 1

All employees

FIRE SAFETY OVERVIEW- RISK ASSESSMENT

Current control: Risk assessment carried out

A specific fire risk assessment has been carried out.

Current control: Risk assessment reviewed periodically

The fire risk assessment is reviewed periodically.

Current control: Action plan in place or in progress

The recommendations from the fire risk assessment have been implemented or an action plan is in place to address outstanding recommendations.

FIRE SAFETY OVERVIEW- EVACUATION PLANS

Current control: Evacuation plan prepared

A fire evacuation plan has been prepared.

Current control: Employees trained/familiar with plan

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

FIRE SAFETY OVERVIEW- FIRE DRILLS

Current control: Periodic drills conducted

Periodic fire drills are carried out to ensure that all employees can evacuate the premises as quickly as possible.

FIRE SAFETY OVERVIEW- DISABLED PERSONS

Current control: General arrangements in place

General arrangements are in place for the evacuation of disabled persons.

FIRE SAFETY OVERVIEW- EMERGENCY SERVICES

Current control: Procedures in place for calling emergency services

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

Current control: Arrangements in place to liaise with emergency services

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

FIRE SAFETY OVERVIEW- DETECTION & ALARMS

Current control: Automatic fire alarm fitted

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

Current control: Fire alarm audible in all occupied areas

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

Current control: Weekly fire alarm tests conducted

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

Current control: Fire alarm serviced at suitable intervals

The fire alarm system is subjected an annual service by Arundel Alarms which was last carried out in February 2021.

FIRE SAFETY OVERVIEW- ASSEMBLY POINTS

Current control: Suitable assembly point arrangements in place

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

FIRE SAFETY OVERVIEW- FIRE DOORS

Current control: Functioning fire doors fitted

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

FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES

Current control: Staircases have colour-contrasting nosings

Staircases have colour contrasting stair nosings.

FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS

Current control: Adequate, suitably positioned fire extinguishers provided

An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided.

Current control: Extinguishers serviced

All fire extinguishers are annually inspected and serviced by P A Fire Systems, this was last completed in March 2021.

Current control: Employees trained how to use extinguishers

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

FIRE SAFETY OVERVIEW- SIGNAGE

Current control: Suitable fire signs displayed

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

Current control: Fire action notices displayed

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

FIRE SAFETY OVERVIEW- WEEKLY CHECKS

Current control: Weekly checks conducted

Weekly fire checks include verifying that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Weekly fire checks on extinguishers are recorded.

FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING

Current control: Luminescent signage provided

Luminescent fire signage is used instead of emergency lighting.

FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER



Fire Safety- Additional observation 1

Fit "Fire Exit Keep Clear" approved luminescent signage to the gates and fencing at the rear of the building.

LAST ACTION

Not actioned

M Fire Safety- Additional observation 2

Re-locate the flammables bin, currently under the mezzanine floor, to the other side of the workshop

LAST ACTION

Not actioned

M Fire Safety- Additional observation 3

Check the combination lock on the gates at the rear of the building to ensure the combination code has not been changed by any of the other tenants and retain records.

LAST ACTION

Not actioned

FIRST AID AT WORK- HAZARDS

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

Medium

FIRST AID AT WORK- PEOPLE AT RISK

People at risk 1

All employees

FIRST AID AT WORK- NEEDS ASSESSMENT

Current control: Needs assessment completed

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

FIRST AID AT WORK- PERSONNEL

Current control: Adequate first aiders (FAW trained)

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

Current control: Adequate first aiders (EFAW trained)

In accordance with the first aid needs assessment, an adequate number of first aiders trained in Emergency First Aid at Work are provided for all work shifts.

FIRST AID AT WORK- EQUIPMENT

Current control: First aid kits provided

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

Current control: Persons nominated to check kits

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

Current control: Company vehicles have first aid kits

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

Current control: Identities of first aiders published

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

Current control: Remote workers have access to first aid

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

MANUAL HANDLING OPERATIONS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries

Lifting, supporting, carrying and putting down loads and equipment associated with grounds, road and external activities.

MANUAL HANDLING OPERATIONS- PEOPLE AT RISK

People at risk 1

All employees

MANAGING MANUAL HANDLING OPERATIONS

Current control: Manual handling avoided

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

Current control: Manual handling risks assessed

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

Current control: Manual handling training provided

Manual handling training was provided in March 2021 for employees identified as being at risk based on Task / Individual / Load / Environment methodology.

Current control: PPE provided

Protective clothing is issued to employees to minimise the risk of manual handling injuries and does not impede the wearers ability to safely undertake manual handling duties

WORK EQUIPMENT- PEOPLE AT RISK

People at risk 1

All employees

WORK EQUIPMENT- SAFETY

Current control: Use restricted

The use of work equipment is restricted to trained/experienced or authorised personnel.

Current control: Suitable guards provided

Suitable guards are fitted to prevent access to dangerous parts of any work equipment.

Current control: Isolation available

Work equipment provided has a means to isolate from any energy sources e.g. Electricity, gas, compressed air etc.

Current control: Assessments completed

Work equipment risk assessments have been completed and they have been communicated to all staff concerned. There is also a record of this.

Current control: Safety signs etc provided

Safety signs / information on work equipment is suitably displayed, easily readable and where required, conforming to legislation.

Action: Assessments required

Complete work equipment risk assessments for the concrete mixer and compressor to identify the hazards, risks and control measures that are relevant to the operation.

LAST ACTION

Not actioned

WORK EQUIPMENT- OTHER

Work Equipment- Additional observation 1

Pump trucks are serviced and inspected annually.

2 COMMON TOPICS

FUEL OIL/OIL STORAGE- HAZARDS

Hazard (high/medium/low): Contamination of land and/or water courses

Medium

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Exposure to hazardous oils

Medium

FUEL OIL/OIL STORAGE- PEOPLE AT RISK

People at risk 1

All employees

FUEL OIL/OIL STORAGE- CONTROLS 1

Current control: Container strength and structural stability

All oil containers are of suitable strength and structural stability.

LADDERS & STEPLADDERS- HAZARDS

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

Medium

Hazard (High/Medium/Low): Falling objects

Medium

LADDERS & STEPLADDERS- PEOPLE AT RISK

People at risk 1

All employees

LADDERS- CONTROLS

Current control: Ladders of sufficient height

The height of the ladders used is sufficient for the height of the activities for which they are required to avoid over stretching and overreaching.

Current control: Three points of contact can be maintained

Three points of contact can be reasonably maintained for the duration of most of the work when using the ladders and a good hand hold is available.

Current control: Work area cordoned off

The work area is cordoned off by the erection of a soundly constructed barrier/safety tape with suitable warning signs displayed.

Current control: Ladders kept away from traffic routes

Ladders are positioned away from traffic routes.

Current control: Ladders checked before use

Ladders are checked by the user before use.

Current control: Ladders erected on firm level ground

Ladders are erected on firm level ground.

Current control: Ladders secured in place

Ladders are secured in place before use for example by using secured tying in methods at the top and bottom of the ladder.

Current control: Ladders rested against solid surfaces

Ladders are rested against solid surfaces.

Current control: Ladders used in suitable weather conditions

Ladders are used when weather conditions are suitable.

Current control: Ladder users competent

Ladder users are competent to use them safely.

Current control: Ladders used only when justifiable

Ladders are only used as a workstation where the use of other safer equipment cannot be used due to specific site features or it is not justified because of the low risk and the short duration of use.

Current control: Ladders suitable for use

Ladders are of a suitable class rating for use, i.e. for older/existing equipment- BS2037/ BS1129 Class 1 (heavy-duty and industrial use), BS EN131 (trade and light industrial use). For newer equipment- BS EN131 Professional

Current control: Users wear suitable footwear

Ladder users wear suitable footwear.

Current control: Ladder training recorded

Instruction and training of ladder users is recorded.

Current control: Ladders stored securely

Ladders are stored securely to prevent falling and to prevent damage by other stored articles

Current control: Stepladders only used for short duration

Stepladders are only used for a short duration to put away and retrieve stock or to carry out minor repairs to the property or fixtures.

Current control: Stepladders of suitable class rating

The stepladders provided are of a suitable class rating for use, i.e. for older/existing equipment- BS2037/ BS1129 Class 1 (for heavy-duty and industrial use), BS EN131 (for trade and light industrial use). For newer equipment- BS EN131 Professional

Current control: Stepladder height sufficient for task(s)

The height of the stepladders used is sufficient for the height of the activities for which they are required to avoid over stretching and overreaching.

Current control: Three points of contact can be maintained

Three points of contact can be reasonably maintained for the duration of most of the work when using the stepladders and a good hand hold is available.

Current control: Work area cordoned off

The work area is cordoned off by the erection of a soundly constructed barrier/safety tape with suitable warning signs displayed.

Current control: Stepladders checked before use

Stepladders are checked by the user before use or after potential damage to the stepladder or dirt/mud on steps (rungs) or feet.

Current control: Stepladder users wear suitable footwear

Stepladder users wear suitable footwear.

Current control: Stepladder users competent

Stepladder users are competent to use them safely and have received suitable training.

Action: Only use stepladders only for short duration

Where an alternative safe means of access can be provided then this must be used. If the work is likely to last significantly longer than 30 minutes alternative safe arrangements must be considered.

LONE WORK- HAZARDS

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

Medium

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

Medium

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

Medium

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

Medium

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

Medium

LONE WORK- PEOPLE AT RISK

People at risk 1

Lone workers

LONE WORK- PROHIBITIONS

Current control: No prohibitions considered necessary

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

LONE WORK- EMERGENCIES

Current control: Satisfactory emergency provisions in place

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

Current control: Mobile communications available

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

Current control: Fixed panic alarms available

Fixed panic alarms are available (and easily accessible).

Current control: Mobile alarms available

Mobile panic alarms and/or 'man down' systems are in place.

LONE WORK- MONITORING/SUPERVISION

Current control: Relevant monitoring of information

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

M Action: Periodic supervision is recommended

Arrange for the periodic supervision of lone workers, to ensure safe practices are being adhered to.

LAST ACTION

Not actioned

LONE WORK- MISCELLANEOUS

Current control: Risk assessment undertaken

Risk assessments cover the work undertaken by lone workers.

Current control: Staff consulted

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

Current control: Limits set on lone working

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

Current control: Manual handling

Items can be lifted safely by lone workers.

LPG- HAZARDS

Hazard (high/medium/low): Fire/explosion etc.

Medium

LPG- PEOPLE AT RISK

People at risk 1

All employees

LPG- CONTROLS

Current control: Cylinder storage suitable

Cylinders are stored in a safe, secure place with adequate ventilation away from sources of ignition. The area has been designated as a 'no smoking' area.

Current control: Cylinders stored upright

Cylinders are securely stored in an upright position.

PERSONAL PROTECTIVE EQUIPMENT- HAZARDS

Hazard (High/Medium/Low): Failure to provide the correct PPE for the risks involved.

Medium

Hazard (High/Medium/Low): Failure of Employees to wear the designated PPE.

Medium

Hazard (High/Medium/Low): Worn, damaged or ineffective PPE.

Medium

PERSONAL PROTECTIVE EQUIPMENT- PEOPLE AT RISK

People at risk 1

All employees

PERSONAL PROTECTIVE EQUIPMENT- CONTROLS

Current control: Risk assessments carried out

Risk assessments have been carried out to determine the need for PPE.

Current control: Appropriate PPE issued

Employees are issued with PPE appropriate to the hazards to which they may be exposed.

Current control: PPE issue recorded

Records are kept of PPE issued.

Current control: Staff trained

Employees receive instruction and training in the wearing of PPE.

Current control: Adequate procedure for reporting defective PPE

A procedure has been established to enable employees to report defective PPE.

Current control: Wearing of PPE enforced

Supervisors enforce the wearing of PPE.

Current control: Adequate PPE storage

Appropriate accommodation is provided for the storage of PPE when it is not in use.

Current control: PPE issued on an individual basis

PPE is issued on a personal basis where sharing may result in hygiene issues.

Current control: PPE does not increase risk

The PPE does not increase the overall risk to the employee.

Current control: Items of PPE compatible

Where different items of PPE are required to be worn they are compatible with each other.

Current control: PPE periodically checked

PPE is periodically checked to ensure it remains effective against the risk for which it is designed.

VIOLENCE AT WORK- HAZARDS

Hazard (High/Medium/Low): Physical violence

Medium

Hazard (High/Medium/Low): Aggressive behaviour

Medium

Hazard (High/Medium/Low): Verbal abuse

Medium

VIOLENCE AT WORK- PEOPLE AT RISK

People at risk 1

All employees

VIOLENCE AT WORK- POLICY

Current control: Employees consulted

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

Current control: Policy devised & implemented

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

Current control: Employees instructed/informed

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

Current control: Incidents record/investigated

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

VIOLENCE AT WORK- EMERGENCY RESPONSE

Current control: Silent alarms/panic buttons provided

Silent personal attack alarms or panic buttons are provided and fitted in appropriate easily accessible positions and training has been provided to all relevant employees.

Current control: Counselling available

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

3 AGRICULTURE & OUTSIDE WORK

GROUNDS MAINTENANCE- HAZARDS

Hazard (High/Medium/Low): Vehicles

Medium

Hazard (High/Medium/Low): Moving machinery

Medium

GROUNDS MAINTENANCE- PEOPLE AT RISK

People at risk 1

All employees

People at risk 4

Members of the public

GROUNDS MAINTENANCE- RISK ASSESSMENT

Current control: Site-specific risk assessments completed

A site specific risk assessment has been completed for each working location and/or site.

Current control: Refuelling operations included

Refuelling operations have been included in the assessment.

Current control: COSHH assessments referenced

COSHH assessments for the hazardous substances have been completed and are referenced in the risk assessment.

Current control: Personnel briefed

Personnel have been briefed on the risk assessment(s).

Current control: Copies of RA's available on site

A copy of all risk assessments and supporting documentation is available on site.

GROUNDS MAINTENANCE- STORAGE

Current control: Transportable site vault available

Stores and equipment are secured in a transportable site vault when not in use.

Current control: Equipment etc stored in vehicle

Stores and equipment are secured in the enclosed rear section of the vehicle when not in use.

Current control: Flammable class containers used for fuels

Fuels are stored in suitable flammable class containers.

Current control: Fuels secured in transportable flammables unit

All fuels are secured in a transportable flammables storage unit.

Current control: Flammables containers secured in vehicle

Flammable containers are secured in the enclosed rear section of the vehicle when not in use.

GROUND MAINTENANCE- REFUELLING

Current control: Fuel requirements assessed prior to work

The fuel requirements for each site are assessed before leaving for the work site.

Current control: Required fuels carried in suitable containers

The estimated quantities of fuel are transferred into the appropriate type of container i.e. Petrol highly flammable, diesel flammable.

Current control: Vehicle fitted with extinguisher

The vehicles are fitted with fire extinguishers.

Current control: Staff review risk assessment before refuelling

Staff review the risk assessment before starting refilling operations.

Current control: Refuelling carried out when engine cool and not running

Refuelling operations are carried out when the engine is cool and is not running, outside and away from ignition sources.

Current control: Refuelling away or downwind of ignition sources

Refuelling operations are carried out down wind of any potential ignitions sources.

Current control: Correct funnels used

Staff only use correct funnels during fuelling operations converted drinks bottles should not to be used.

GROUND- TRAINING/AUTHORISATION

Current control: Machinery use restricted

Only authorised personnel are permitted to use machinery.

Current control: Training records retained

Records are retained of all formal equipment training and all in house equipment familiarisation training.

GROUNDS MAINTENANCE- GUARDING

Current control: Suitable guards fitted

Suitable guards are fitted to prevent access to dangerous parts of the machines.

Current control: Guards correctly secured

The guards fitted are correctly secured in position to prevent access to dangerous parts of machinery.

Current control: Adjustable guards correctly positioned

Adjustable guards fitted are correctly positioned to prevent access to dangerous parts of machinery.

Current control: Records retained

Records are maintained of all on site inspections and testing done on guards.

GROUPS MAINTENANCE- NOISE & VIBRATION

Current control: Risk assessments completed

A specific risk assessment has been completed for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration.

Current control: All equipment assessed

All equipment used has been assessed to identify the levels of noise and vibration levels during use.

Current control: Equipment serviced and maintained

Equipment is serviced and maintained to the manufacturers recommendations in order to reduce noise and vibration as far as practicable.

Current control: Occupation health screening in place

Employees undergo Occupational Health Screening to identify any signs of noise or vibration injury.

Current control: Hearing protection issued

Employees are provided with noise protection PPE, that still enables them to communicate with each other if required.

Current control: Risk assessments communicated

Employees receive instruction and training on the contents of the noise and vibration risk assessment.

OUTSIDE WORK- HAZARDS

Hazard (High/Medium/Low): Hypothermia

Medium

Hazard (High/Medium/Low): Frostbite

Medium

Hazard (High/Medium/Low): Trenchfoot

Medium

Hazard (High/Medium/Low): Heatstroke, Sunburn

Medium

Hazard (High/Medium/Low): Slips, Trips, Falls

Medium

Hazard (High/Medium/Low): Drowning

Medium

Hazard (High/Medium/Low): Infection, HIV, Hepatitis B or C, Leptospirosis, Tetanus

Medium

Hazard (High/Medium/Low): Electric shock

Medium

OUTSIDE WORK- PEOPLE AT RISK

People at risk 1

All employees

OUTSIDE WORK- HOT/COLD ENVIRONMENTS

Current control: Risk assessment conducted

A risk assessment has been carried out prior to work and considers susceptibility of individuals' health / fitness.

Current control: Suitable PPE provided

Suitable personal protective clothing has been provided for workers exposed to cold or excessive heat

Current control: Workers encouraged to avoid UV exposure

Workers are encouraged to cover up when working outdoors to avoid exposure to UV radiation.

Current control: Exposure times limited

Exposure time is reduced to a minimum to avoid any heat / cold stress.

Current control: Regular breaks provided

Regular breaks are provided for workers working in hot/cold environments allowing them to cool/warm up.

Current control: Staff informed of effects of heat/cold exposure

Workers are given advice of the effects of heat stress and cold stress, and effects of UV radiation.

OUTSIDE WORK- WEATHER

Current control: Risk assessment conducted

A risk assessment has been carried out prior to work and covers the effects adverse weather conditions e.g. ice, wind, snow.

Current control: Gritting materials available

Gritting materials are available for workers in order to treat work areas in use when icy weather.

Current control: Suitable clothing/equipment provided

Suitable clothing / equipment is provided for those having to work in wet, windy, icy, wintry, fogging conditions.

OUTSIDE WORK- BIOLOGICAL HAZARDS

Current control: Suitable vaccinations against biological hazards offered

Suitable vaccinations are offered to employees potentially at risk from biological hazards.

4 HAZARDOUS SUBSTANCES & AGENTS

ASBESTOS- HAZARDS

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

Medium

ASBESTOS- PEOPLE AT RISK

People at risk 1

All employees

ASBESTOS SURVEY

Asbestos survey not required

Although the building was constructed before the year 2000, a survey has confirmed that no asbestos containing materials are present within the assessed areas.

COSHH- SUBSTANCES USED/PRODUCED

Examples of substances used/produced

Hazardous substances including: Hazardous substances including: paints, lubricants, fuels, chemical weed killers, pesticides, graffiti cleaning materials

COSHH- HAZARDS

Hazard (High/Medium/Low): Exposure by inhalation

Medium

Hazard (High/Medium/Low): Exposure by ingestion

Medium

Hazard (High/Medium/Low): Exposure by skin contact

Medium

Hazard (High/Medium/Low): Exposure by contact with eyes

Medium

Hazard (High/Medium/Low): Exposure by injection

Medium

COSHH- PEOPLE AT RISK

People at risk 1

All employees

COSHH- INFORMATION & ASSESSMENT

M Action: Inventory of substances required

Update the list of the hazardous substances used, created or stored on, or transported from the premises.

LAST ACTION

Not actioned

M Action: Safety data sheets not obtained

For all hazardous substances used obtain a copy of the supplier's health and safety data sheet, for example; for LPG, cement, petrol, 2 stroke and diesel.

LAST ACTION

Not actioned

M Action: COSHH assessments required

Carry out a COSHH Assessment for each hazardous substance in use or created.

LAST ACTION

Not actioned

M Action: Ensure substances assessed before first use

Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.

LAST ACTION

Not actioned

M Action: Ensure inventory reviewed & updated

Review the hazardous substance list at least annually or whenever significant changes occur.

LAST ACTION

Not actioned

M Action: Ensure COSHH assessments reviewed

LAST ACTION

Review COSHH assessments at least annually to verify that control measures remain adequate to control any health risk.

Not actioned

COSHH-TRAINING & SUPERVISION

Current control: Control measures monitored by supervision

Control measures arising from the COSHH assessments are monitored by supervision.

Current control: Training on hazardous substances given

Employees exposed to hazardous substances have been provided with information, instruction and training on the risks to health and the precautions to be taken.

Current control: Training records kept

Training records are kept for each employee.

COSHH-STORAGE

Current control: Substances stored safely

Substances hazardous to health are stored safely.

COSHH- PPE & RPE

Current control: Appropriate PPE provided

Protective clothing and equipment is provided to the employees exposed to hazardous substances.

LEGIONELLA- HAZARDS

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

Medium

LEGIONELLA MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

LEGIONELLA MANAGEMENT- GENERAL CONTROLS

Current control: Cold water entering building monitored

Cold water entering the building and stored in tanks is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

Current control: Hot water monitoring in place

Hot water temperature is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

NOISE AT WORK- HAZARDS

Hazard (High/Medium/Low): Noise arising from:

Grounds maintenance equipment; lawn mowers, pressure washers, generators and hedge cutters, chain saws, leaf blowers

NOISE AT WORK- PEOPLE AT RISK

People at risk 1

All employees

NOISE AT WORK- NOISE ASSESSMENT

Current control: Noise assessment(s) conducted

A noise survey was carried out by CHS in October 2017 for grass cutting operations.

Current control: Corrective/preventative measures implemented

All corrective/ preventative measures identified in the specific noise assessments have been implemented.

M Action: Noise assessment(s) not reviewed

Periodically review your noise assessments in light of changing circumstances or as a result of information from your health surveillance programme.

LAST ACTION

Not actioned

NOISE AT WORK- CONTROL MEASURES

Current control: Hearing protection zones defined

Areas with average noise exposure levels above 85 dB(A) are clearly identified as Hearing Protection Zones with the mandatory hearing protection warning signs displayed.

Current control: Hearing protection provided and worn

Suitable hearing protection is provided and worn by all employees working in areas where average noise exposure levels of 85 dB(A) or more have been identified.

M Action: Use of hearing protection not monitored

Carry out and record spot checks on the use of hearing protection, follow through with employees who frequently do not wear the protection provided.

LAST ACTION

Not actioned

NOISE AT WORK- PPE

Current control: Hearing protection available

Hearing protection is available to all employees working in areas where average noise exposure levels of 80 to 85 dB(A) have been identified.

NOISE AT WORK- OTHER CONTROLS

Current control: Suitable storage for PPE available

Facilities are available for the clean storage of reusable hearing defenders.

Current control: Health surveillance provided and records kept

Health surveillance is provided for employees where there is a health risk and health records are maintained.

Current control: Employees informed of health risks

Information is given to relevant employees on the health risks of noise exposure.

VIBRATION-HAZARDS

Hazard (High/Medium/Low): Occupational ill health from Hand Arm Vibration Syndrome (HAVS)

Medium

Hazard (High/Medium/Low): Carpal Tunnel Syndrome

Medium

Hazard (High/Medium/Low): Back Pain

Medium

Hazard (High/Medium/Low): Whole body vibration

Medium

VIBRATION-PEOPLE AT RISK

People at risk 1

All employees

VIBRATION-RISK ASSESSMENT

Current control: Risk assessment conducted

A vibration assessment was undertaken by CHS on vibrating tools and equipment in October 2017.

Current control: Equipment vibration data obtained

Vibration data is obtained for all new equipment, and records retained.

Current control: Vulnerable employees considered

Assessment is made for vulnerable persons e.g. older employees, people with pre-existing conditions, pregnant workers, young workers.

Current control: Process for individual assessment in place

A process is established for individual assessment for employees who experience symptoms of HAVs, Carpal Tunnel or associated back pain from WBV (Whole body vibration).

VIBRATION-HEALTH

Current control: Staff consulted on vibration policy

Staff have been consulted on a vibration policy either directly or via representatives.

Current control: Training on vibration conducted

Training and information has been provided on vibration and the potential health effects.

Current control: Immediate action when daily ELV met

Where the daily ELV (Exposure Limit Value) is met, immediate action is taken to reduce exposure.

Current control: Controls in place where EAV met/exceeded

A programme of controls to eliminate or reduce exposure has been established for where exposure is over the EAV (Exposure Action Value).

Current control: Health surveillance in place

Health surveillance is provided to all personnel likely to be regularly exposed above the daily Exposure Action Value. Employee's with pre existing conditions and vulnerability to HAVS are also included.

Current control: Health surveillance records retained

Records are retained of all health surveillance for 40 years.

VIBRATION-EQUIPMENT SELECTION & MAINTENANCE

Current control: Suitable equipment selected

Equipment selected is suitable for the intended use i.e. it is powerful enough, correct type, suitable for the work environment.

Current control: Vibration levels considered for new equipment

When purchasing new equipment, consideration is given to the vibration levels and how it will be used by personnel.

Current control: Work equipment regularly serviced

Work equipment is regularly serviced to reduce any additional vibration.

Current control: Vehicles suitable for their environment

Vehicles purchased are suitable for the environment for which they are used. E.g. road vehicles not driven off road.

Current control: Suspension systems regularly maintained

Vehicles suspension systems are regularly maintained e.g. tyres, cab and seat suspension.

Current control: Solid tyres replaced before excessive wear

Solid tyres are replaced before wear limit e.g. on FLT's, sweepers.

VIBRATION-MANAGING EXPOSURE

Current control: Work planned to avoid long exposure

Work is planned to avoid long exposures and sufficient breaks provided.

Action: Periodic checks required

Conduct checks to ensure that work is done in accordance to agreed controls to limit vibration exposure.

LAST ACTION

Not actioned

VIBRATION-PPE

Current control: Protective clothing provided

Protective clothing is provided to keep workers warm and dry.

VIBRATION-OTHER

Vibration- Additional observation 1

Periodically review vibration assessments in light of changing circumstances, equipment or as a result of information from your health surveillance program.

LAST ACTION

Not actioned

PESTICIDES-HAZARDS

Hazards: All pesticides should be treated as hazardous substances

Medium

PESTICIDES-PEOPLE AT RISK

People at risk 1

All employees

People at risk 4

Members of the public

PESTICIDES-CONTROLS PART 1

Current control: Correct selection considered

Consideration has been given to the correct use and selection of pesticides.

Current control: Application outdoors and/or with good ventilation

Pesticide application usually takes place out of doors, so general ventilation is normally good.

Current control: Adequate washing facilities provided

Adequate washing facilities, i.e. hot/cold water, soap and towels are provided.

Current control: Washing facilities stocked and clean

Washing facilities are suitably stocked and maintained in a clean condition.

Current control: Separate eating area provided

A separate eating area is provided.

Current control: Separate accommodation for personal clothing

Separate accommodation is provided for the storage of personal outdoor clothing.

Current control: Suitable PPE provided & worn

Suitable personal protective equipment (PPE) is provided and worn.

Current control: Emergency eyewash provided

Emergency eyewash facilities are provided.

Current control: Substances stored securely

Substances are kept in the supplier's containers in a secure storage area.

5 SPECIALIST SECTORS

WORKING AT HEIGHT- HAZARDS

Hazard (High/Medium/Low): Work on ladders/staging/trestles, e.g. painting & decorating

Medium

Hazard (High/Medium/Low): Erection of scaffolding and / or other steelwork

Medium

Hazard (High/Medium/Low): Any activity undertaken from a scaffold or MEWP

Medium

Hazard (High/Medium/Low): Using ladder/stepladder/kick stool to store/retrieve goods at height

Medium

Hazard (High/Medium/Low): Work performed in trees, such as cutting branches

Medium

WORKING AT HEIGHT- PEOPLE AT RISK

People at risk 1

All employees

WORKING AT HEIGHT- CONTROLS

Current control: Work at height avoided where possible

Whenever possible work at height is avoided.

Current control: Work risk assessed if unavoidable

If work at height is carried out then a risk assessment is completed first.

Current control: Necessary equipment provided

All necessary equipment is provided to ensure safe access to and egress from a place of work.

Current control: Work at height properly planned

All work at height is properly planned.

Current control: Safe systems of work in place and staff involved are aware

Safe systems of work for "Work at Height" have been established and those persons involved understand them.

Current control: Planners/supervisors of work at height trained & competent

Those who work, plan or supervise work at height are competent and properly trained.

WORKING AT HEIGHT- OTHER

Work at Height- Additional observation 1

The harnesses and lanyards are inspected every 6 months.

Work at Height- Additional observation 2

Two members of the Town Force staff have undertaken IPAF training.

6 TOOLS, EQUIPMENT & SYSTEMS

COMPRESSED AIR- HAZARDS

Hazard (High/Medium/Low): Catastrophic failure leading to explosive event

High

Hazard (High/Medium/Low): Catastrophic failure leading to high speed ejected objects

High

Hazard (High/Medium/Low): Catastrophic failure leading to high speed ejected particles

High

Hazard (High/Medium/Low): Rapid release of compressed air

High

Hazard (High/Medium/Low): Air injection injuries to personnel

Medium

Hazard (High/Medium/Low): Personnel struck by ejected objects and particles

Medium

Hazard (High/Medium/Low): Personnel breathing contaminated air for RPE

Medium

Hazard (High/Medium/Low): Personnel exposed to hazardous substances

Medium

COMPRESSED AIR- PEOPLE AT RISK

People at risk 1

All employees

COMPRESSED AIR- EXAMINATION & SERVICING

Current control: Written scheme of examination available

Where required a written scheme for the periodic inspection of the system has been prepared by a competent person and is kept available for inspection.

Current control: System tested as per written scheme

The pressure system is being examined and tested in accordance with the written scheme by a competent person. Records are kept of all inspection and testing.

Current control: System regularly serviced

The system is regularly serviced.

MOBILE ACCESS TOWERS- HAZARDS

Hazard (High/Medium/Low): Tower collapse

Medium

Hazard (High/Medium/Low): Overturning of the tower

Medium

Hazard (High/Medium/Low): Falls from the tower

Medium

Hazard (High/Medium/Low): Falling objects

Medium

MOBILE ACCESS TOWERS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Other bystanders

MOBILE ACCESS TOWERS- CONTROLS

Current control: Tower is assessed as most suitable platform

The use of the mobile tower is assessed as the most suitable work platform.

Current control: Tower erected by trained & competent persons

The tower is erected by trained people.

Current control: Tower erected on stable ground with outriggers where required

The tower is always erected on stable ground and outriggers used where required by the instruction manual.

Current control: Work platform has edge protection & toe guards

The work platform is provided with edge protection and toe guards.

Current control: Rules on moving tower clearly established

Rules on moving the tower have been clearly established.

Current control: Tower inspected by competent person

To prevent the use of an incorrectly erected or damaged tower it is inspected by a competent person.

Current control: Tower inspected after being moved

The tower is inspected after it is moved.

Current control: Warning notices/barriers erected

Warning notices and barriers are erected.

Current control: Access prevented when tower unattended

When the tower is left unattended unauthorised access is prevented.

Current control: Instructions available

Instructions for the erection of the tower are available.

Current control: Inspection reports recorded

Inspection reports are recorded.

7 TRANSPORT, MOVEMENT & STORAGE

VEHICLE USE (NON-GOODS)- HAZARDS

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

Medium

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

Medium

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

Medium

Hazard (High/Medium/Low): Breakdown

Low

VEHICLE USE (NON-GOODS)- PEOPLE AT RISK

People at risk 2

Drivers

People at risk 3

Members of the public

People at risk 4

Other road users

VEHICLE USE (NON-GOODS)- CONTROLS

Current control: Pre-journey checks carried out

All drivers of council-owned vehicles are instructed to carry out daily and weekly vehicle checks and checks are retained as evidence of compliance.

Current control: Staff advised of maximum driving/working hours

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

Current control: Risk assessment completed

A risk assessment on vehicle use has been completed.

Current control: Drivers licences checked

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

Current control: Emergency procedures communicated

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

Current control: First aid boxes carried where required

All vehicles carry appropriate first aid boxes where required.

Current control: Vehicles appropriately maintained

Company vehicles are maintained in line with the manufacturers servicing schedule.

Current control: Vehicles have valid MOT certificates where required

Company vehicles more than 3 years old and used on the public highway have current and valid MOT Test Certificates.

Current control: Company vehicle drivers have adequate insurance

All council vehicle drivers have adequate insurance cover.

Current control: Instructions on mobile phone use communicated

Clear written instructions are given on the safe use of mobile phones in vehicles.

WAREHOUSES- HAZARDS

Hazard (High/Medium/Low): Pedestrians struck by vehicle

Medium

Hazard (High/Medium/Low): Vehicle collisions

Medium

Hazard (High/Medium/Low): Personnel struck by falling objects

Medium

Hazard (High/Medium/Low): Damage to plant and equipment from vehicles

Medium

Hazard (High/Medium/Low): Damage to facility/premises from vehicles

Low

WAREHOUSES- PEOPLE AT RISK

People at risk 1

All employees

WAREHOUSES- MEZZANINE AREAS

Current control: Edge protection suitable

The mezzanine floor has adequate and substantial edge protection with double handrails and toe boards.

Current control: Suitable access/egress

The mezzanine has suitable and sufficient means of access and egress via fixed staircase(s).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

**AGENDA ITEM 11 - TO UNDERTAKE THE ANNUAL REVIEW OF THE
TOWN CRIER ROLE AS AGREED AT THE COMMITTEE MEETING HELD 5th
FEBRUARY 2018 (MIN. 160 REFERS)**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Annual Review

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

Activities undertaken since the last review

Whilst the Bognor Regis Town Crier continued to be in demand following the last review in September 2019, Covid-19 had an obvious impact on the role. However, Members will be pleased to learn that, since restrictions have been lifted, the level of interest in the Bognor Regis Town Crier and confirmed engagements, as reported at Council Meetings, has not waned.

Although the Town Crier's activities were restricted throughout much of 2020/2021, Jane continued her work in developing the role, thereby promoting the Town of Bognor Regis.

Not only was Jane invited to become the Secretary with the Ancient & Honourable Guild of Town Criers, but she was also approached to draft a Proclamation to be read ahead of the lighting of the beacons for The Queen's Platinum Jubilee celebrations in June 2022. As was reported to Members at the Policy and Resources Committee Meeting, held 2nd August 2021, Jane's Proclamation was officially chosen and will be read in countries as far away as Bermuda, Canada, Hawaii and New Zealand. In light of this prestigious honour, Members agreed that up to £1,500 could be budgeted, from the Town Crier's Earmarked Reserves, so that a new regalia could be commissioned for the Town Crier to wear for the reading of the official Proclamation during the Platinum Jubilee celebrations (Min. 47 refers). Whilst the regalia will have its unveiling for this event it will then provide the Town Crier with an alternative regalia, for future use, to the current one made in 2017 and for which funds have been set aside.

When news of this fantastic achievement was first announced, it was featured not only in the local press, including Jane's personal appearance on BBC South Today, but also on the BBC programme 'Have I Got News For You', and articles were published in newspapers such as The Guardian and the New York Times.

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

National Town Crier Competitions

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

It was agreed by this Committee, at the meeting held on 30th September 2019, that of the total budget available for the Town Crier of £2,000, a maximum of £750 may be spent annually on competition expenses (Min. 68 refers). At that same meeting, Members went on to consider the potential of holding a Bognor Regis Town Crier Competition, and agreed that the issue should be considered further. It was further agreed that the maximum that may be committed to any such event in 2020, or thereafter, funded from the existing Town Crier's budget of £2,000 per annum, should be £750. However, owing to Covid-19, National Town Crier Competitions did not take place in 2020.

The AHGTC are seeking a Town to host the 2022 Guild Championship, due to the original venue, Kingsbridge in Devon, having to withdraw. As Members had considered Bognor Regis hosting their own Town Crier competition, it seems that this would be a fantastic opportunity to volunteer ourselves. The Guild Championship is the most prestigious and 'official' Town Crier competition of the Ancient & Honourable Guild of Town Criers, and as this would be our first competition, the hosting of a Guild Championship, would not only offer prestige and an impressive platform to work from, but also bring substantial promotion and the certainty that a lot of Criers would want to take part. We have been informed that the Guild would be very favourable of Bognor Regis hosting and as such prior to this meeting, to enable Members to give full consideration, have held initial discussions as to what we envisage for this.

To tie in with pre-existing Town Crier competitions for 2022, and the Town Council's calendar of events, we would propose holding the Championship in June 2022 (Friday to Sunday). It is intended to seek financial support from local businesses, to help with the costs of hosting the event, in exchange for being advertised as a sponsor of the Championship. It is hoped that the competition could take place on the seafront, utilising the newly renovated seafront bandstand, with the Criers also 'parading' their brightly coloured robes through the Town Centre, creating a real spectacle.

As this would be a 'bigger' competition than previously considered by Members, it is felt a larger amount than the formerly agreed £750 would be required. Initial discussions between the Town Crier and Events Officer suggest £2,000 is considered by Members, for hosting the 2022 Guild Championship. This is proposed to be primarily funded from the Town Crier's Earmarked Reserves, of which there is currently £3,500 available. A further £1,800 is still available from the current year's Town Crier Budget, with another £2,000 being available from the start of the next financial year.

DECISION

Do Members **AGREE** to host the Ancient & Honourable Guild of Town Criers '2022 Guild Championship' with a budget of £2,000 funded from the Town Crier's Earmarked Reserves?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

**AGENDA ITEM 12 - CONSIDERATION OF INPUT FROM THE COMMITTEE
FOR THE CONTENT OF THE 2022 TOWN NEWSLETTER**

REPORT BY THE CIVIC & OFFICE MANAGER

**FOR INFORMATION
& DECISION**

Publication period

As Members know, the Annual Town Council Newsletter is usually produced around mid-March, subject to Purdah, and is distributed to every home within the five Wards of Bognor Regis.

However, it is the Officer recommendation that the 2022 Town Newsletter is produced towards the latter part of April/early May. Doing so would allow, as an example, for the Mayor's Civic Reception to feature, including photos of the Grant Aid awards being made, thereby promoting the huge financial support that the Town Council makes each year, by way of Grant Aid, also promoting the recipient organisations. Furthermore, dates and details of Town Council events would likely be more definite by late April/early May, whereas publishing this information too early in the year can sometimes see the information within the Newsletter become outdated.

Overall design

Prior to the 2018 edition the Town Newsletter was A2 in size and folded in half to make an A3, 4-page document in a gloss finish. However, at the Council Meeting held on 12th March 2018, Members agreed that the 2018 edition would be produced as an A4, 8-page, publication in a matte finish. This has continued to be the style chosen by Members in the past couple of years.

Front cover

The Photo Competitions, for the Town Newsletters published in 2019 and 2021, were a great opportunity to showcase the photographic talent of local people in the Town and involved members of public by inviting them to judge the winning entry on social media. The winning images were featured on the front cover of the relevant Town Newsletter, with the title of the piece of work and name of photographer credited beneath the image. Members may wish to consider running the Photo Competition again for the 2022 Town Newsletter.

Contents

Editorial in the 2021 edition included the following: -

- *Message from the Mayor, including a focus on the Mayor's Charities*
- *Photo Competition - winning photo featured on the front page*
- *Town Councillor Who's Who*
- *Report from Chairman of the P&R Committee*
- *Illustrated breakdown of Budget for coming year*
- *Bognor Regis Heritage Trails*
- *Town Force*
- *Blue Plaques*

- *Bognor Regis in Bloom including a feature on the Tree Wardens*
- *Climate Change*
- *Allotments*
- *Events*

Officer suggestions for articles in the 2022 Town Newsletter include the following: -

- Message from the outgoing Mayor, including the Civic Reception and Grant Aid awards ceremony
- Standing for Election in May 2023
- The Queen's Platinum Jubilee
- Town Crier National Competition hosted by Bognor Regis Town Council
- Report from Chairman of the Policy and Resources Committee
- Illustrated breakdown of Budget for coming year
- Events diary
- 300th anniversary since the birth of Sir Richard Hotham
- Regeneration – completed works at Picturedrome Cinema and Place St Maur; future plans for Alexandra Theatre and Sunken Gardens, for instance.

Members are invited to offer their suggestions on the content, including provision of any examples from other publications, and layout/style for the 2022 Town Newsletter.

DECISIONS

Do Members **AGREE** with the Officer recommendation that the 2022 Town Newsletter is produced towards the latter part of April/early May?

Members are invited to **AGREE** the layout/style for the 2022 Town Newsletter.

Do Members **AGREE** to run a photography competition for the front cover of the 2022 Town Newsletter?

Members are invited to **AGREE** the content of the 2022 Town Newsletter.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

AGENDA ITEM 13 - TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7a) TO REVISIT THE PREVIOUS DECISION TO RECOMMEND TO COUNCIL THAT ANY UNSPENT MONIES FROM THE GRANT AID 2022 BUDGET IS RETURNED TO GENERAL RESERVES AT THE END OF THE FINANCIAL YEAR - MIN. 80 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Extraordinary Meeting of the Policy and Resources Committee held on 8th November 2021, consideration was given by Members to the applications received for funding from the Grant Aid 2022 budget. Having considered the applications, Members agreed to recommend to Council that any unspent monies from the Grant Aid 2022 Budget (£8,478.51) is returned to General Reserves at the end of the financial year.

Owing to an administrative error, it has subsequently become apparent that an application was omitted from those considered at the meeting. To enable Members to ratify their subsequent decision to support this application, Members will need to agree to rescind their previous decision in light of this new information and ratify the decision for this additional award to be made from the remaining Grant Aid 2022 budget.

To enable the Committee to consider revisiting their previous decision, then Standing Orders will need to be suspended.

DECISION

Do Members **RESOLVE** to suspend Standing Orders (S.O. 7a) to enable them to revisit their previous decision to recommend to Council that any unspent monies (£8,478.51) from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year - Min. 80 refers.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

AGENDA ITEM 14 - TO RESCIND THE PREVIOUS DECISION REGARDING THE UNSPENT GRANT AID 2022 BUDGET TO ALLOW FOR RATIFICATION OF DECISION TO AWARD £8,000 TO SARAH BOOTE-COOK FOR THEIR GRANT AID APPLICATION FOR A '2022 JUBILEE STREET PARTY ON THE PROM' EVENT OMITTED IN ERROR FROM THE APPLICATIONS CONSIDERED AT THE EXTRAORDINARY MEETING HELD ON 8th NOVEMBER 2021

REPORT BY THE TOWN CLERK

FOR DECISION

At the Extraordinary Meeting of the Policy and Resources Committee held on 8th November 2021, consideration was given by Members to the applications received for funding from the Grant Aid 2022 budget.

It came to light immediately following the meeting that an application for £8,000 to hold a '2022 Jubilee Street Party on the Prom' had been submitted by Sarah Boote-Cook and unfortunately, due to an administrative error, this had been omitted from the applications considered at the meeting.

Members that had been present at the meeting were emailed and asked if they wished to support an award of Grant Aid to this application from the £8,478.51 that remained unallocated following the decisions previously taken.

Confirmation of support to award a grant for £8,000 was subsequently received by email from Cllrs. Barrett, Cunard, Goodheart, Stanley and Woodall.

At the Extraordinary Meeting when the Grant Aid awards were considered, Members had agreed to recommend to Council that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year. To enable this award for the Jubilee Street Party to be made, Members will need to agree to rescind their previous decision in light of this new information and ratify the decision for this additional award to be made from the remaining Grant Aid 2022 budget.

DECISION

The Committee is therefore invited to **AGREE** to rescind their previous decision regarding the unspent Grand Aid 2022 budget and **RATIFY** the award of £8,000 Grant Aid to Sarah Boote-Cook for a '2022 Jubilee Street Party on The Prom' event whilst noting that the remaining amended balance of £478.51 will be returned to General Reserves at the end of the financial year.

AGENDA ITEM 16

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021

AGENDA ITEM 16 - MAKING THEATRE GAINING SKILLS INCLUDING: -

- UPDATE ON THE DWP FUNDED PROGRAMME WHICH HAS NOW COMPLETED
- CONSIDERATION OF REQUEST TO ONCE AGAIN ACT AS "LEAD ACCOUNTABLE BODY" (LAB) IN SUPPORT OF THEIR APPLICATION FOR FUNDING FROM THE DEPARTMENT OF WORK AND PENSIONS (DWP)

REPORT BY TOWN CLERK

FOR INFORMATION AND DECISION

Update on the DWP funded programme which has now completed

The following report has been received from Hilary Strong from Making Theatre Gaining Skills following the completion of the DWP programme in which the Town Council acted as "Lead Accountable Body" (LAB).

*"As Sheila has left, I thought it best to send you this update on the DWP funded programme which has now completed. The spreadsheet attached – **Appendix 1** (names removed) shows the progression outcomes for the 47 people who attended courses and also provides analysis of the barriers they faced in moving into employment. I should be grateful if you could forward to the relevant committee that supported the partnership and to express my grateful thanks for facilitating this contract. As you can see, a lot of Bognor citizens have benefited as a result. I am also copying in Councillor Daniells as she was appointed observer last Autumn.*

Some key points to mention:

- *98% is an extremely high completion rate, especially when considering that the participants attend voluntarily, and many have issues of anxiety or depression to deal with. It reflects the success of the MTGS programme.*
- *The DWP are not expecting high progression rates as they refer people with a broad range of issues, so our outcomes are considered successful.*
- *Several young people have opted to go to full-time college meaning they no longer claim Universal Credit.*
- *Because MTGS is an accredited examination centre (with NCFE) we can offer 1-1 or small group learning sessions in functional skills which in turn, provides them with the opportunity to gain formal qualifications.*

I am now in discussion with Marc Smith at the DWP and hopeful that they will provide a second grant for a series of three-week courses, possibly starting in January 2022. If this comes together, I should be most grateful if the Council approves a continuation of the arrangement whereby you act as Lead Accountable Body. There is no doubt that we could not have delivered this programme without that support.

Finally, I should like to extend a general invitation to staff and Councillors to visit the Makerspace as a lot has happened since our last open day. We now have a superb training kitchen which has already been booked for cookery

classes and are currently installing three proper workshop spaces and a carpentry room which will be available for community use from December. We also have a small consulting room for 1-1 advice and guidance which Mind have already booked for weekly drop-in for young people".

Consideration of request to once again act as "Lead Accountable Body" (LAB) in support of their application for funding from the Department of Work and Pensions (DWP)

BACKGROUND

Making Theatre Gaining Skills C.I.C. (MTGS) was established in 2013 and, with innovative training techniques, uses creativity to engage people at risk of exclusion from the labour market, so that they can gain confidence and progress into employment or further training. It provides an innovative solution to long-term unemployment focusing on transferable skills such as problem solving, task management and effective communication and resourcefulness.

MTGS has once again applied for funding from the Department of Work and Pensions (DWP) and are very hopeful that their application will be successful. However, the DWP require any applicant to form a partnership and for the partnership to nominate a "Lead Accountable Body" (LAB) and a request has been made to the Town Council to once again fulfil this role. The ethos of any DWP Community Grant is to enable small organisations to deliver mutually beneficial programmes with minimum interference from them.

The role of the LAB is to manage the funds on behalf of the Partnership. As funding ultimately comes from the public purse there has to be some level of monitoring and to this end DWP would prefer the LAB to be a body such as a District or Town Council. As a District Council have the right to apply for funding from DWP themselves, and apparently ADC do this, it may not be appropriate for them to also be a LAB for another organisation, hence the application to BRTC.

DECISIONS

Members are asked to **NOTE** the update on the DWP funded programme which has now completed.

Members are asked to consider the request to support the Making Theatre Gaining Skills request for the Town Council to once again act as the Lead Accountable Body for their DWP funding bid?

Progression report for DWP: October 2020 - September 2021

Course		Progression				
Start date	Started	Completed	Date	Employment	Work exp	Training
02-Nov-20	Y	Y	26-Aug-21	Y		Y
07-Dec-20	Y	Y	23-Dec-20	Y		
27-May-21	Y	y	04-Jun-21			
07-Dec-20	Y	Y	23-Dec-20	Y		
07-Dec-20	Y	Y	23-Dec-20	y		
07-Dec-20	Y	Y	23-Dec-20	Y		
07-Dec-20	Y	Y	23-Dec-20	Y		
07-Dec-20	Y	Y	23-Dec-20	Y		
07-Dec-20	Y	Y	23-Dec-20			Y
22-Mar-21	Y	Y	26-Mar-21	Y		
22-Mar-21	Y	Y	26-Mar-21	Y		
22-Mar-21	Y	Y	26-Mar-21			
22-Mar-21	Y	Y	26-Mar-21	Y		
22-Mar-21	Y	Y	26-Mar-21	Y		
22-Mar-21	Y	Y	26-Mar-21			
22-Mar-21	Y	Y	26-Mar-21			
19-Apr-21	Y	Y	07-May-21		Y	
19-Apr-21	Y	y	07-May-21		y	
19-Apr-21	Y	Y	07-May-21			y
19-Apr-21	Y	Y	07-May-21			Y
19-Apr-21	Y	Y	07-May-21			
19-Apr-21	Y	Y	07-May-21			
19-Apr-21	Y	Y	07-May-21			
27-May-21	Y	y	04-Jun-21	Y		y
27-May-21	Y	y	04-Jun-21			Y
27-May-21	Y	y	04-Jun-21			Y
19-Jul-21	Y	Y	06-Aug-21			
27-May-21	Y	y	04-Jun-21			
19-Jul-21	Y	Y	06-Aug-21	Y		
19-Jul-21	Y	Y	06-Aug-21	Y		Y
19-Jul-21	Y	Y	06-Aug-21		Y	
19-Jul-21	Y	Y	06-Aug-21	Y		
19-Jul-21	Y	Y	06-Aug-21			
19-Jul-21	Y	Y	06-Aug-21			
19-Jul-21	Y	Y	06-Aug-21		Y	
06-Sep-21	Y	Y				
06-Sep-21	Y	Y	24-Sep-21			
06-Sep-21	Y	Y	24-Sep-21			
06-Sep-21	Y	Y	24-Sep-21			
06-Sep-21	Y	Y	24-Sep-21		Y	
06-Sep-21	Y	Y	24-Sep-21			
06-Sep-21	Y	Y	24-Sep-21	Y		
25-Oct-21	Y	Y				
25-Oct-21	Y	Y	29-Oct-21			
25-Oct-21	Y	Y	29-Oct-21			

25-Oct-21	Y	Y	29-Oct-21			
25-Oct-21	Y	Y	29-Oct-21			
25-Oct-21	Y	N				
	49	48		16	5	8
		98%		33%	10%	16%

Analysis of 47 participants' disabilities/health issues

Condition			Number	Percentage
Mild mental health issues (eg anxiety)			26	55%
Moderate mental health issues (eg depression)			6	13%
Autism			9	19%
Dyslexia, Dispraxia etc			5	11%
Physical disabilities			5	11%
Homeless/supported living			6	13%
Continuing to work with MTGS Learning dept			21	45%

Notes
Working in taxi rank. Maths and English Function Skills
Now in permanent job at Butlins
Working at B & M (Kickstart)
Re-building freelance dress-making business
Now working as Marketing Asst (Kickstart) MTGS
Now working full-time at Wiley's Publishers
Now working full-time (agency perm job)
Has started ICT with MTGS, needs small p/t job
Self-employed hairdresser
About to start a Kickstart contract (Dave Phillips)
Not fit for work
Now working as Warehouse worker through agency
Started work 14/6/21 but now f/t carer for daughter (Dave Phillips)
interested in completing the Project Mgmt part of the Google courses
No recent contact. Workcoach reports she is applying for kickstarts.
Peer mentor for MTGS
Peer mentor for MTGS
Maths with MTGS volunteering in charity shop
Now taking part in subsequent provision, going very well. Has applied for a digital course with the college
LCWRA
Not fit for work
Enjoyed her time on MTGS but struggled with Anxiety. Is now enjoying working with Maximus on WHP.
Now working in garage
Now in full-time education (reported Morgan)
Started full-time study Chi College
Not fit to work
Working in pub
Started F/T college course at Chi and working p/t Wetherspoons
Volunteering with Tea and Chat
Tonia reports she has a job
Will retire shortly
Not fit for work
Volunteering with Tea and Chat
Progressing to work experience with Mind.
Kickstart: Media assistant for fitness company

[illegible]

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021

AGENDA ITEM 17 - TO CONSIDER FUTURE PROVISION OF THE BOGNOR REGIS 2 HOUR FREE PARKING DISCS INCLUDING SUPPORT FOR REQUEST TO BE MADE TO ADC FOR AN EXTENSION TO THE DISC SCHEME FROM 2023

REPORT BY THE TOWN CLERK

FOR DECISION

A request has been received from the Bognor Regis Business Improvement District Co-Ordinator for consideration to be given to the future provision of the Bognor Regis 2 Hour Free Parking Discs, in light of the current agreement with ADC expiring in 2023.

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

The request from the Bognor Regis Business Improvement District Co-Ordinator is detailed below: -

"Dear Partners at ADC and BRTC,

As I understand it, the current arrangements for the Bognor Regis 2 Hour Parking Discs run to the 2022-23 financial year. Discs for 2022 are currently in production and will be distributed to retailers to go on sale from date of BRTC Christmas Lights Switch On event on 27th November. The BR BID will be arranging for production of the 2023 discs in the latter part of 2022.

Mindful of the need for forward planning, possible renegotiation of terms, elected member agreement, timely allocation of budgets, plus any complications around local elections scheduled for 2023, I would like to initiate the conversation about future provision. From an operational and delivery perspective, this would ideally be with another five year agreement running from 2023 – 2028 (for Parking discs in the calendar years 2024, 2025, 2026, 2027, and 2028).

Having said that.....

To slightly complicate matters, the BID's first five year term comes to an end on 31st March 2023. This means that we are fully committed to our funding commitment, production costs and management, promotion and distribution to retailers of the discs for the calendar year 2023.

*If the BID **secures a second term**, operations will continue in their smooth, professional way through to 31st March 2028, with ongoing funding*

commitment (subject to consideration of any new terms proposed), productions costs and management, promotion and distribution of the two hour parking discs until 2028.

*However, if the BID is **not** successful in achieving a second term, we need to work on a contingency for:*

- All aspects of disc storage, management of sales to retailers and associated administration, banking and financial record keeping associated with the 2023 discs from 1st April 2023 to the end of the year...*

AND

- Identify who could assume responsibility for the contribution the BID currently makes to the scheme. This is a financial commitment of around £12k per annum (contribution towards ADC costs, plus production of discs and promotion materials), plus staffing hours equivalent to an average 2 hours per week, and the capacity to store up to 100 boxes of parking discs. If a commercial provider is identified, there might need to be a discussion about where the profits go."*

As a point of information, at the Town Council Meeting held on 10th August 2020, Min. 258.3 refers the following decision was taken: -

*"Following debate Members **RESOLVED** to commit up to £21,000 within the 2021/22 budget as the Town Council's contribution to the 2021 parking disc scheme with negotiations with ADC over the exact amount up to this maximum to take into account any changes in circumstances to the levels of parking and that this maximum commitment and review of the contribution level be applicable until the end of this Administration and that as a result make the necessary allowance each year in the Town Council's Budget up to and including that for 2023/24."*

This decision provides for Parking discs up to and including 2023.

As reported under the Clerk's Report at the Policy and Resources Committee Meeting held on 26th October 2020 - Min. 161.1 refers, following Members request that a review of the Town Council's contribution to the Parking Disc Scheme be undertaken, this was raised at the BRTC/ADC Liaison Meeting. The CEO of ADC advised at that time, that this was currently part way through a 3-year agreement to provide stability to all those involved and therefore a review would not be appropriate at the current time. However, it is possible that a review could be undertaken in the future in preparation for a further 3-year agreement but that it had to be accepted that any review could result in the Town Council's contribution increasing or decreasing.

In view of the above, if Members were minded to support the scheme financially going forward past 2023, they may wish to consider requesting that a review of the Town Council's contribution to the Parking Disc Scheme now be undertaken whilst accepting that any review could result in the Town Council's contribution increasing or decreasing and therefore impacting on the Town Council's budget.

Members are therefore asked to consider the following proposals: -

- To consider requesting ADC undertake a review of the Town Council's financial contribution to the 2 Hour Free Parking Scheme to establish if any reduction in the level of support might be achieved.
- To start negotiations with Arun District Council to seek their support for an extension to the 2 Hour Free Parking Disc Scheme when the current agreement expires in 2023 for a period of three or five years.
- To financially commit to a further three-year or five-year agreement to support the Bognor Regis 2 Hour Free Parking Disc Scheme, subject to consideration of any new terms proposed by Arun District Council (currently £21,000 per annum).
- For Officers to enter into discussions with the Bognor Regis BID Co-ordinator regarding plans for a contingency to be put in place to take on responsibility of the administration and the financial contribution the BID currently makes to the scheme in the event of the BID not securing a second term, with a report made back to Members at a future meeting.

DECISION

Members are asked to consider how they wish to proceed in relation to the proposals as detailed above?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

**AGENDA ITEM 18 - CIVILITY AND RESPECT PROJECT - CONSIDERATION
OF INCLUSION OF A BULLYING AND HARASSMENT STATEMENT ON THE
TOWN COUNCIL'S WEBSITE**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Throughout our sector, there are growing concerns about the impact bullying, harassment and intimidation is having on our councils, councillors and staff and the resulting effectiveness of local councils. In response to this, the Civility and Respect Project has been founded and is supported by representatives from across our sector including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

If left unresolved, incivility directed at the Clerk or another member of staff, for instance, can lead to the following: -

- The employee brings a Grievance against the employing council for failure to protect them from harassment or bullying; this brings with it the cost of independent investigation and might lead to a claim for constructive dismissal
- The employee resigns and moves to other employment, which brings a period of disruption and the likelihood of few or no applicants for the vacancy
- The Council acquires reputational damage and can have difficulty in attracting experienced staff.

However, this situation can be nipped in the bud if other councillors stand up to the poor behaviour of one of their number. It should also be noted that the Committee on Standards in Public Life has recommended to Governments that sanctions be reinstated in the Code of Conduct.

The primary aim of the Civility and Respect Project is to coordinate a programme of work designed to promote civility and respect in public life, including good governance, positive debate and to support the well-being of councillors, professional officers and staff. As part of its regular communications to keep the sector updated on developments as the project progresses, the first newsletter includes updates on the Civility and Respect Project mission, project overview, anti-bullying petition, local government call for evidence regarding the abuse and intimidation of councillors, and a bullying and harassment statement (attached as **Appendix 1**).

If Members are minded to agree, the suggested wording reads as follows: -

'We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.'

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be: - Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff'.

DECISION

Members are invited to consider the inclusion of a bullying and harassment statement on the Town Council's website using the wording suggested in the Civility and Respect Project's Newsletter.

CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 1 | NOVEMBER 2021



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

Throughout our sector, there are growing concerns about the impact bullying, harassment and intimidation is having on our councils, councillors and staff and the resulting effectiveness of local councils. In response, this Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

The primary aim of the project is to coordinate a programme of work designed to promote civility and respect in public life, including good governance, positive debate and to support the well-being of councillors, professional officers and staff.

The group appointed a project manager, Michelle Moss, who started in October. Michelle has a background in project management and has 6 years' experience as a Parish Clerk in various local councils.

The project team is now focused on progressing the aims of the working group, and this is the first of a series of project updates to let everyone know what is being done on the project to address these issues.

Q: How will I be kept up to date about the project progress?

A: The team will produce regular newsletters and articles as the project progresses and utilize social media to keep you up to date. Newsletters will be emailed initially and will all be available on the Civility and Respect web pages of SLCC and NALC websites.

Q: What are the timescales for delivering the project?

A: The project will initially run until the end of 2022, and progress will be assessed against a set of critical success factors agreed by the project assurance board.

The Project Workstreams

The working group had identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the sector. These factors have been organized into six project workstreams which together will deliver on the Civility and Respect Working Group mission.

MISSION STATEMENT

'Civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, professional officers and staff, in person or online, is totally unacceptable whether that is by councillors, professional officers, staff or members of the public.

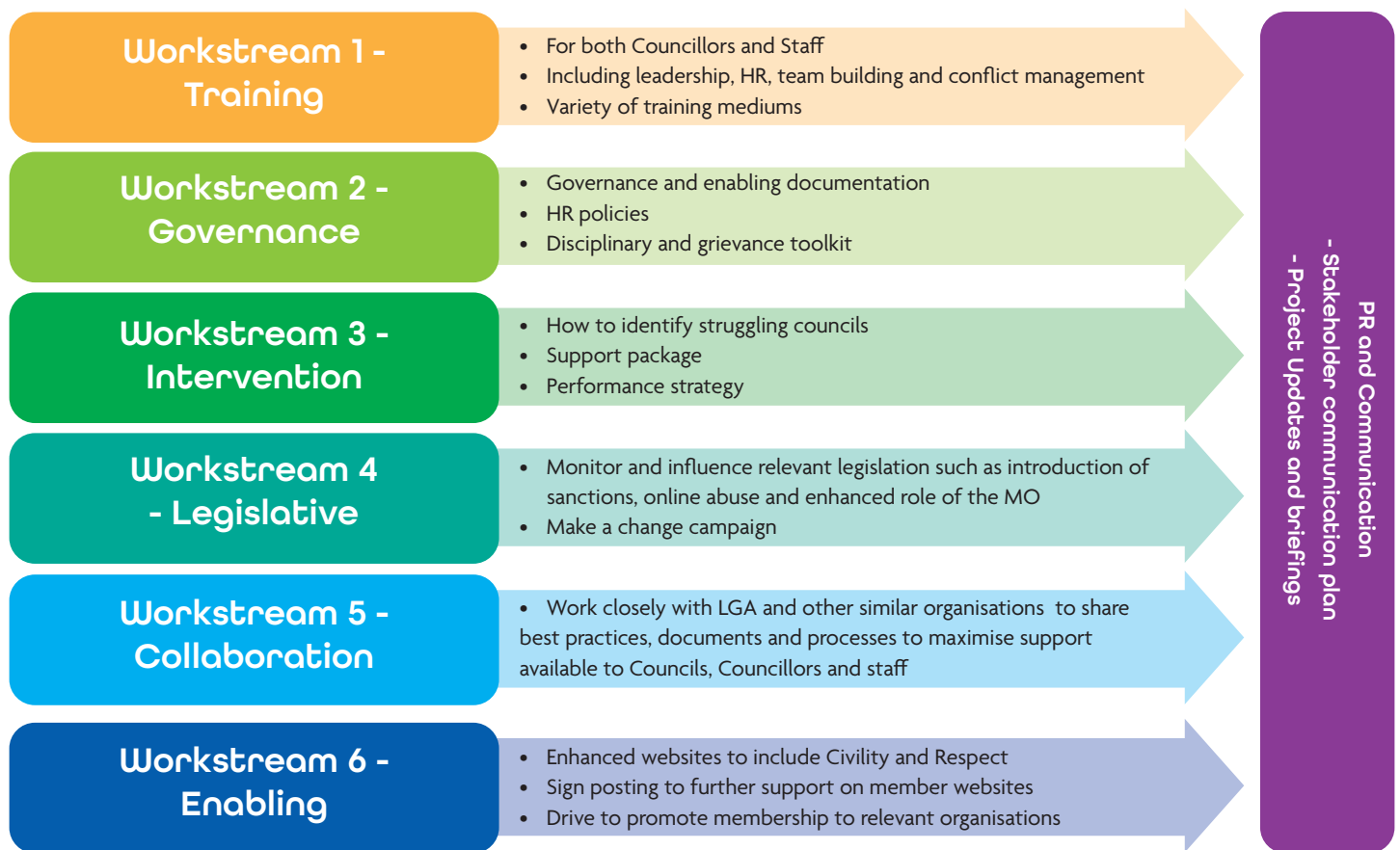
We are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff'.

ANTI-BULLYING PETITION

The petition calling for amended legislation to enable sanctions against councilors who persistently engage in unacceptable behavior, such as harassment and bullying including racist, sexist and ableist abuse, expires on 25 November 2021. The 10,000 signatures required for government to respond to this petition has been achieved, the next milestone is government debate at 100,000.

IF YOU WOULD LIKE TO ADD YOUR SIGNATURE TO THE PETITION CLICK HERE





The project will deliver information hubs within existing SLCC and NALC websites to provide guidance and support to councils and staff, and will also signpost to additional support. The support will include training, governance and intervention to provide extra support to struggling councils. The training will incorporate a variety of mediums for skills-based training for both councillors and staff, such as developing leadership, tackling online abuse, team synergy and mediation skills. The governance workstream will focus on defining and centralizing the good practices, policies and documentation which support strong governance and HR practices, many of which already exist. We will also be working with other partners in the sector such as Local Government Association (LGA) to share best practices and add weight to the campaigns to amend legislation around issues such as introducing sanctions, and enhancing the roles of the monitoring officers.

Bullying and harassment is never acceptable



LOCAL GOVERNMENT ASSOCIATION (LGA) CIVILITY IN PUBLIC LIFE CALL FOR EVIDENCE: ABUSE AND INTIMIDATION OF COUNCILLORS

The LGA has committed to promoting civility in public life and supporting the well-being of elected members. This is a long-standing area of work for the LGA, but the recent tragic death of Sir David Amess MP has brought this issue into marked focus. Everyone in public life should be able to go about their daily business without fear of attack. Now, more than ever, this is a challenge that we as a sector are determined to meet.



To support their Civility in Public Life programme, the LGA has been developing and now launched a call for evidence of abuse and intimidation of councillors - Click here to go to the survey (or search for Civility in Public life on the LGA website) The call for evidence is an ongoing part of the LGA Civility in Public Life Programme, capturing elected members' experiences and emerging trends around abuse and intimidation from the public.

The survey is primarily designed to capture the experience of councillors, but candidates who have run for election, officers who have supported candidates or councillors and members of the public can also share their reflections.

The evidence gathered will help the LGA develop a body of evidence to support LGA calls for legislative and systemic change and develop support for elected members. More information on the LGA Civility in Public Life Programme and relevant resources is available on the LGA webpage.

BULLYING AND HARRASSMENT STATEMENT

As a first step in the promotion of civility and respect, councils may wish to add a statement to their websites stating that bullying, harassment and intimidation will not be tolerated.

This is a suggested wording for those councils wishing to add a bullying and harassment statement to their websites:

'We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.'

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff'.

This policy applies throughout all council meetings, but it also applies to any councillor or council staff away from council meetings



STOP BULLYING



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



AGENDA ITEM 19

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021

AGENDA ITEM 19 - ROLLING CAPITAL EXPENDITURE - TO RATIFY EXPENDITURE OF £3,332.00 PLUS VAT FOR THE PURCHASE OF NEW WATER BOWSER

REPORT BY THE TOWN CLERK

FOR RATIFICATION

Members are invited to ratify the following expenditure: -

- £3,332.00 plus VAT for a 1100L Western Global Poly Water Bowser mounted on Highway Tow Chassis as detailed in the Town Force Manager's report - Agenda Item 6 refers.

DECISION

The Committee is therefore invited to **RATIFY** the £3,332.00 plus VAT expenditure for the item as noted above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th NOVEMBER 2021**

AGENDA ITEM 20 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of October 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 SEPTEMBER AND OCTOBER 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 September and October 2021.

DECISIONS

To **NOTE** receipt of the financial reports for the month of October 2021.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 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
29th NOVEMBER 2021**

AGENDA ITEM 21 - CORRESPONDENCE

FOR INFORMATION

- 1. Arun District Council - Council Vision 2022-2026 - circulated to Councillors and on social media**
2. The Office of the Sussex Police & Crime Commissioner - Newsletter, 22nd October 2021 - circulated to all Councillors.
3. The Bognor Regis Herald - Daily update, 24th October 2021.
4. Neighbourhood Alert - Neighbourhood Watch Launches 'Say No To Asb' Campaign, 25th October 2021 - circulated to all Councillors and shared on social media.
5. WSCC - News Release: West Sussex gets share of Safer Streets Funding - circulated to all Councillors.
6. Neighbourhood Alert - Keep Your Home Safe and Secure This Autumn, 26th October 2021 - circulated to all Councillors and shared on social media.
7. NALC - Newsletter, 27th October 2021 - circulated to all Councillors.
8. Public Sector Network Newsletter - The latest from the UK's largest Public Sector Network, 27th October 2021.
9. WSCC - Arun County Local Forum, virtual meeting to be held at 6pm on Monday 8th November. Shared on social media and circulated to all Councillors.
10. WSCC - News Release: Verges' potential explored to help tackle biodiversity crisis - circulated to all Councillors.
11. VAAC - Weekly E-Bulletin Updates, 28th October 2021.
12. WSCC - News Release: Bognor Regis officially welcomes The Track - circulated to all Councillors.
13. The Bognor Regis Herald - Update 28th October 2021.
14. NALC - Report on Climate Change, 28th October 2021 - circulated to all Councillors.
15. WSCC - Environment Agency Flooding Information – Sussex. Shared on social media.
16. WSCC - Your latest news on Covid-19 - Happy Halloween - and more - circulated to all Councillors.
17. Neighbourhood Alert - Arun Weekly Bulletin 29/10/2021. Shared to social media and emailed to all Councillors.
18. Parish Online - Newsletter, October edition.
19. WSCC - News Release: Repair and improvement work starts at closed section of A285 at Duncton.
20. Neighbourhood Alert - You Are Invited To Attend Our Free Webinar As Part of Our Serious Crime Event In November - circulated to Councillors and on social media
21. NALC - Chief Executive's Bulletin
22. Office of Sussex Police and Crime Commissioner - Seeing Safer Streets in action - circulated to Councillors
23. Neighbourhood Alert - Cyber Crime Survey 2021 - circulated to Councillors and on social media
24. Neighbourhood Alert - Get Safe Online - Christmas Shopping - circulated to Councillors and on social media

25. VAAC - Funding Focus - November 2021: Climate Change and Environment
26. NALC - Job Listings
27. Mulberry Training - Councillors & Officers Training Programme: **NEW**
The Future of Planning - circulated to Councillors
28. Bognor Regis Herald - Latest issue
29. NALC Events - previously circulated
30. West End Shops and Traders Meeting Notes Oct 2021
31. WSCC - Global challenges and county-wide transport and highways initiatives
32. Sussex by the Sea Update 02.11.21 Tourism South East FREE Group Travel Workshop this Thursday
33. St Wilfrid's Hospice eNewsletter November 2021
34. Latest daily update Bognor Regis Herald 4 November 2021
35. Arun Business Partnership - November Newsletter
36. Neighbourhood Alert - Arun Weekly Bulletin 05/11/2021 - circulated to Councillors
37. WSCC - Governance Committee to discuss procedures at council meetings
38. NALC - Chief Executive's Bulletin
39. The Office of Sussex Police and Crime Commissioner - National Award for Sussex Police data analytics team - circulated to Councillors
40. Neighbourhood Alert - Independent Joint Audit Committee Jac 06/11/2021 - circulated to Councillors and on social media
41. 39 Club AGM - forwarded to the Town Council Representative
42. Home Start - Arun - November 2021 Newsletter
43. West Sussex Mind 2020-21 Impact Report
44. GovNews - 2 Days To Go, Develop a Process-driven Culture
45. West Sussex MIND - NEW! Workplace Wellbeing networking event this December
46. Cabinet -16 November 2021 - agenda
47. Arun District Council - Town/Parish Precepts - 2022-23
48. Local Councils Update Issue 256: November 2021
49. FW: Meeting Notes from WEST November Meeting - circulated to Councillors
50. Ordnance Survey - Essential Maintenance to OS Data Services
51. NALC - Events - previously circulated
52. Sussex by the Sea Update 09.11.21 How's Business Survey and Sustainability Webinar invitation
53. Neighbourhood Alert - 23M People Used 123456 As A Password - circulated to Councillors and on social media
54. Clerks and Councils Direct Issue 138 November 2021
55. NALC Newsletter
56. WSCC - Have your say on Recycling Centre trial booking system - circulated to Councillors and on social media
57. WSCC - November's Cabinet meeting to take place next week (16th November)
58. Your new, jam-packed edition of the VAAC e-bulletin
59. WSCC - Get double protected for winter with flu vaccine and Covid-19 booster
60. Canine Care Card Service & Community Talks from Dogs Trust Shoreham - circulated to Councillors and on social media
61. Member of the Public - accident 3rd November 2021 - claim to Highways
62. WSCC - Your latest news on Covid-19 - recycling centres consultation - and more

63. Neighbourhood Alert - Recognising, recording and reporting anti-social behaviour free webinar - circulated to Councillors and on social media
64. Twinning minutes for October and November agenda
65. Neighbourhood Alert - Weekly Bulletin - circulated to Councillors and on social media
66. Need some extra help with Parish Online?
67. WSCC - Public Consultation on recycling centres - previously circulated
68. The Regis School Newsletter 12/11/2021
69. NALC Legal Update November 2021
70. Member of the Public enquiring how to report housing fraud
71. Member of the Public - Thanks for assistance given regarding his mother's accident and retrieving her car
72. NALC - Chief Executive's Bulletin
73. The Office of Sussex Police and Crime Commissioner - Newsletter 12 November 2021 - circulated to Councillors
74. NALC - Job Listings
75. West Sussex Fire and Rescue Service - Have your say on the future of your fire and rescue service! - circulated to Councillors, BRTC website and on social media
76. WSCC - Support available to help family and friend carers know their rights - circulated to Councillors
77. The High Sheriff of West Sussex - Letter of thanks to the Town Mayor for the tour of Bognor Regis on 11th November
78. NALC Events - previously circulated
79. WSCC - Cabinet approves improvement changes to adult care and support
80. WSCC - Have your say on £3.1 million investment into Sussex domestic abuse strategy - circulated to councillors and on social media/website
81. NALC - Newsletter
82. WSCC - Black Friday and Christmas 2021: How to stay safe when shopping online - circulated to Councillors and on social media
83. WSALC - Fire service public consultation - previously circulated
84. Census UK - Newsletter for Local Authority Partners Issue 35
85. VAAC e-bulletin - all your important news and updates
86. WSALC - Local Government Bulletin 17 November
87. Bognor Regis BID Update to Share with Colleagues
88. VAAC Don't miss our Case for Support Bootcamp next week
89. WSCC - Your latest news on Covid-19 - Supporting Anti-Bullying Week - and more
90. WSCC - Donate a tree scheme takes root with start of planting 'season'
91. WSALC - Civility and Respect Newsletter - note from Trevor Leggo - circulated to Councillors
92. Arun & Chichester Citizens Advice November 2021 Newsletter
93. NALC - Chief Executive's Bulletin
94. The Office of Sussex Police and Crime Commissioner - Stronger sentencing for dog thieves - circulated to Councillors
95. Notification of the death of Terry Rickards - Vice Chair of Sussex Neighbourhood Watch Federation
96. NALC - Job vacancies
97. Neighbourhood Alert - The Best Way To Keep Hackers Out of Your Online Accounts - circulated to Councillors and on Social Media
98. Family Support Work - Thanks for Grant Aid award

- 99.** WSALC and WSCC - Your Town and Parish Council News November 2021 - adult safeguarding - flood consultation- and more – circulated to Councillors
- 100.** Neighbourhood Alert - Safe Online Shopping - circulated to Councillors and on social media
- 101.** Sussex by the Sea Update 23.11.21 Friendly Reminders: Webinar Event - "Sustainability in Tourism - A Greener Restart" and Call for Business Feedback.
- 102.** Neighbourhood Alert - 15M Lost To Online Shopping Scams Last Christmas - circulated to councillors and on Social Media
- 103.** NALC - Newsletter
- 104.** Public Sector Network Newsletter - November 2021