



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
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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 20<sup>th</sup> NOVEMBER 2023.**

All Members of the Policy and Resources Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 20<sup>th</sup> November from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

**DATED this 14<sup>th</sup> DAY of NOVEMBER 2023**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. 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
4. To Approve the Minutes of the Meeting held on 25<sup>th</sup> September 2023
  5. ADJOURNMENT for public question time and statements
  6. Clerk's report from previous Minutes
  7. To receive the Town Force Report
  8. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: -
    - To consider the future involvement of the Town Council with the Board, deferred from the previous meeting – Min. 56.2 refers
  9. Report on Town Centre Issues including any reports on meetings with the BID Management Board
  10. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, for September 2023
  11. To receive a report in relation to Boom Community Bank and consider any further action - referred by the Community Engagement and Environment Committee at the meeting held on 2<sup>nd</sup> October 2023 – Min. 39 refers
  12. To note the revised Health and Safety Policy Manual with the Policy statement to be signed by the Chair of the Committee
  13. To receive the Minutes of the AGM of the Arun District Association of Local Councils held on 20<sup>th</sup> October 2023
  14. Rolling Capital Programme including: -
    - To ratify expenditure of £4,190.00 excluding VAT for a replacement grass cutting trailer – Min. 55.2 refers
  15. Financial Reports including: -
    - To note Committee I&E Reports for the month October 2023 - 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 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations
  16. Correspondence
  17. To resolve to move to Confidential Business (S.O. 3d) - (contractual and staffing)
  18. Town Force: Note of outstanding debtors
  19. To ratify any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 20<sup>th</sup> November 2023

Agenda items 18 and 19 will contain confidential items and require a resolution to exclude public & press.

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



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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 25<sup>th</sup> SEPTEMBER 2023**

### **PRESENT:**

Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart, Miss. C. Needs, P. Ralph, N. Smith, P. Wells and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Ken Blamires (Chair of Bognor Regis Heritage & Arts Partnership Board) (part of meeting)  
1 Member seated in the public gallery  
1 member of the public

*The Meeting opened at 6.30pm*

### **49. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **50. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. J. Barrett and Cllr. F. Oppler with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

### **51. DECLARATIONS OF INTEREST**

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest

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

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

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

The Chair 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 items 8, 12 and 13***

***Cllr. Ralph declared an Ordinary Interest in Agenda item 12 as a customer of Barclays***

***Cllr. Smith declared an Ordinary Interest in Agenda item 8***

***Cllr. Wells declared an Ordinary Interest in Agenda item 8, and a Disclosable Pecuniary Interest in Agenda item 9 stating that he would leave the Meeting when this item was discussed***

**52. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31<sup>st</sup> JULY 2023 AND THE EXTRAORDINARY MEETING HELD ON 21<sup>st</sup> AUGUST 2023**

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 31<sup>st</sup> July 2023 and the Extraordinary Meeting held on 21<sup>st</sup> August 2023 and these were signed by the Chair.

**53. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chair adjourned the Meeting at 6.32pm***

The Chair of the Bognor Regis Heritage & Arts Partnership Board asked that Agenda item 8, relating to the future involvement of the Town Council with the Board, be deferred to allow time for a meeting to be held between the two parties to firstly discuss the matter.

In relation to Agenda item 13, a member of the public asked who could use the Correx boards for advertising, to which the Chair replied that this was a question for the Events, Promotion and Leisure Committee and offered to raise this on the member of public's behalf, subject to the decision taken by the Policy and Resources Committee when the item was discussed later in the meeting. Mention was made by the member of the public about the absence on Facebook of a live recording following the Events, Promotion and Leisure Committee Meeting held in September 2023. The Town Clerk explained that the decision had been taken to remove the recording owing to a problem with inappropriate auto-generated captions.

***The Chair reconvened the Meeting at 6.37pm***

**54. CLERK'S REPORT FROM PREVIOUS MINUTES**

**54.1 31<sup>st</sup> January 2022 - Min 116.4 - NALC campaign for remote meetings**

The Committee were advised of the continuing campaign for councils in England to have the choice to meet remotely. A link was shared with Members on 10<sup>th</sup> January 2022 asking Members to consider signing the petition calling on the UK Government and Parliament to allow councils in England to have this choice. The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) had set up the petition which was also being supported by The National Association of Local Councils (NALC) and The Society of Local Council Clerks (SLCC).

At the Policy and Resources Committee Meeting held on 28<sup>th</sup> March 2022, Members were asked to consider a call from The Society of Local Council Clerks (SLCC) to pass a Motion in relation to the petition launched by the Association of Democratic Services (ADSO) and Lawyers in Local Government (LLG) with regard to remote and hybrid meetings, and write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow council's the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures – Min. 142 refers. This Motion was unanimously supported by those Members present at the meeting and the letter was sent.

An update was received via the SLCC News Bulletin of 4<sup>th</sup> September 2023 advising of progress through the House of Lords of the Levelling Up and Regeneration Bill, and most importantly a proposed amendment for the option of remote meetings. Whilst there was a vote to support the proposal (169 to 156 votes), the Bill still has to return to the House of Commons. The CEO of SLCC wrote to Lee Rowley, MP., Parliamentary Under Secretary of State at the Department of Levelling Up, Housing and Communities (DLUHC) emphasising the importance of this amendment to the sector. The response from Lee Rowley MP was as follows: -

***Letter to the CEO of the Society of Local Councils Clerks from Lee Rowley MP., Parliamentary Under Secretary of State***

*"Thank you for your letter of 11 July on behalf of the Society of Local Council Clerks about the reintroduction of virtual meetings of local authorities.*

*I am grateful for you getting in touch and letting me know the strong view of your colleagues regarding virtual and remote meetings; I welcome the carefully considered arguments put forward by your organisation and others in the sector in recent months. There is obviously a delicate balance to be struck here between ensuring the ability for people to take part in local democracy in a way which is accessible and works, along with ensuring that citizens are able to attend council meetings in person to interact with their local representatives and to hold them to account. Physical attendance at meetings remains important in building strong working relationships between councillors and to deliver good governance and democratic accountability.*

*As I know you will know, the House of Lords voted to support the amendment to the Levelling Up and Regeneration Bill tabled by Baroness McIntosh of Pickering. The Government will be setting out its position on this matter when the Bill returns to the House of Commons in the autumn.*

*I am grateful for you getting in touch and thank you for sharing your thoughts on this important matter which we have certainly noted and will consider as part of that response."*

**54.2 19<sup>th</sup> April 2023 - Min. 168 - ADC Match-funding for Events supported by the Town Council's Grant Aid process - Bognor Regis Carnival Association**

At the Policy and Resources Committee Meeting held in March 2023, Bognor Regis Carnival Association was identified as being potential recipients of a share of the £12.5K match-funding that had become available, subject to the agreed criteria being met. Following consideration of their application at the April meeting, Members unanimously agreed that £1,380 should be awarded to the Carnival Association for the provision of new elements to their existing event. As part of the ongoing monitoring of grants awarded by the Town Council, a breakdown of how the funding was allocated within their event has now been received and is available from the Clerk if required by any members of the Committee.

**54.3 5<sup>th</sup> June 2023 – Min. 6.1 - Bognor Regis Twinning Association Interpretive Signage Board for Place Saint-Maur**

Place St Maur was named as such as a result of the Town of Bognor Regis being twinned with Saint-Maur-des-Fossés in France. During the refurbishment of Place St Maur, the Twinning Association had met with Arun District Council to discuss ways in which this connection between the two Towns could be better promoted on this site of significance.

One of the ideas to come from the meeting was the installation of an interpretive signage board.

Back in November 2022, the Committee agreed to support the Bognor Regis Twinning Association towards the costs to install an interpretation board on the Place St Maur subject to ADC permissions. Following ADC confirming their agreement for the board to be installed on a concrete base to be located in the grassed border leading into this area from the seafront promenade, the Town Force team have now undertaken the installation with the cost being shared by ADC and BRTC.

The Bognor Regis Twinning Association had also requested that the bench previously gifted to the town by Saint-Maur-des-Fossés located in Belmont Street be relocated to the Boules piste area in Hotham Park and this action has now also been completed by the Town Force team with the agreement of ADC.

An email has also recently been received from the Vice-Chair of the Bognor Regis Twinning Association to say: -

*"I have just got back from holiday and since I have been away it seems a lot has gone on in Bognor! I haven't yet seen the newly located bench or the interpretation board except in pictures, but I should like to say thank you to everybody who has made this possible. We got there in the end!"*

*Thank you to Bognor Regis Town Council and the Bognor Regis Heritage Trust for financing different aspects of this project."*

#### **54.4 31<sup>st</sup> July 2023 – Min. 30.2 New location for the Model Bathing Machine**

Members were updated at the last meeting that liaison with the Chair of the Museum had been undertaken and that following his initial discussions with the Royal Norfolk Hotel he had received a very positive response to the possibility for this to be located within their grounds. The Chair of the Museum has subsequently met with the Manager of the Hotel and an architect along with the Town Force Supervisor who had taken the Model Bathing Machine to the Hotel so that they could see the actual artwork and discuss this further. The Chair has since come back to say that the meeting was very successful, and they had agreed for it to be sited on a pole on the corner of their grounds as discussed, which they would confirm to him in writing.

Based on this the Chair of the Museum has instructed an architect to apply for planning permission, and once received, they will organise for the fabrication of a pole on which it will be sited and arrange its installation to be funded by the Society. The need to get some form of basic agreement drawn up which would ensure that access to the Royal Norfolk Hotel grounds would be granted to Bognor Regis Town Council staff to carry out any ongoing maintenance as required such as painting or repair to the model as this is to remain in the Town Council's ownership will also need

to be considered as well as clarification on the ongoing insurance liability. Members will be updated further as the project progresses.

**54.5 31<sup>st</sup> July 2023 - Min. 35 - Arun District Association of Local Councils (ADALC)**

Members were advised at the last meeting of the forthcoming ADALC Conference to be held on 10<sup>th</sup> October 2023 and asked to consider the topics for discussion proposed by ADALC. Members are asked to note that West Sussex Association of Local Councils have advised that unfortunately the Conference has been postponed until a later date which will be confirmed in due course. The BRTC representatives have been advised accordingly.

**54.6 25<sup>th</sup> September 2023 – Annual Review of the Town Crier Role - Agenda Item 15**

Just by way of an update to the Civic & Office Manager's Report published as part of the agenda, which advises that 12 metres of fabric for the replacement of the original livery, which is now 6 years old had been purchased. The Town Crier has advised the Clerk of her plans to make a new waistcoat with matching breeches at a cost of approximately £560.00 in the near future. This will be funded from the Town Crier's Earmarked Reserve which incorporates an allowance for such replacements.

**55. TO RECEIVE THE TOWN FORCE REPORT INCLUDING: -**

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

**55.1 Update on highway maintenance, following a meeting with WSCC on 22<sup>nd</sup> August 2023, and agree how to proceed - Min. 13 refers**

Concern was expressed in relation to highway maintenance, regarding feedback allegedly received by WSCC from members of the public, as referenced in the report, which indicated that the public preference was for uncut verges and preservation of wildlife. A Member commented that whilst they supported initiatives promoting wildlife such as bees, these should not be at the detriment of the appearance of a roadside verge, particularly when located at key gateways into the Town such as Shripney Road.

There were many comments from Members around how environmentally unfriendly it would be to remove the hedge on Shripney Road with the consensus being that more attention to its maintenance could result in an improved appearance of the hedge, which was currently patchy in places. The Clerk highlighted to Members that the hedge was the responsibility of the Town Council and increased maintenance to improve the appearance would result in more visits by Town Force, which could attract further incidents of verbal abuse when lanes need to be closed to carry out the work.

Members acknowledged the duty of care that the Council has towards staff but felt that alternative suggestions should be considered to address the

negative impact to all concerned when carrying out maintenance of the central reservation on Shripney Road.

Therefore, Members **DISAGREED** to the removal of the Shripney Road central reservation hedge, in an attempt to speed up maintenance visits and reduce staff exposure to verbal abuse and requested that the Town Clerk speak with Town Force to find ways in which the hedge's appearance can be improved and to identify the best time of day to carry out maintenance work at this location. It was suggested a report be brought back to the next meeting.

**55.2 To consider the repair or replacement of grass cutting trailer**

Members unanimously **AGREED** to purchase a new grass cutting trailer at a cost of no more than £4,300 excluding VAT.

**55.3** Comments were made about graffiti in the Town with the suggestion that national retailers worked with local authorities to reduce access to spray cans. It was felt that Town Force were having to spend too much time removing graffiti and that there should be more enforcement carried out by Sussex Police.

**56. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 12<sup>th</sup> SEPTEMBER 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS; TO CONSIDER THE FUTURE INVOLVEMENT OF THE TOWN COUNCIL WITH THE BOARD**

The Assistant Clerk's report, and the Notes of the meeting held on 12<sup>th</sup> September 2023, was **NOTED**.

**56.1** Members **RESOLVED** to **AGREE** the recommendation, from the Bognor Regis Heritage & Arts Partnership Board, that £2,000 be utilised to cover costs associated with the Punch & Judy Festival being held in Bognor Regis.

**56.2** Having listened to the views of the Chair of the Bognor Regis Heritage & Arts Partnership Board, during an earlier adjournment for public question time and statements, Members **AGREED** to **DEFER** consideration of the Town Council's future involvement, to allow time for Officers to meet with Board Members to discuss a way forward, with a report brought back to the Policy and Resources Committee.

**57. TO NOTE THE MEMBERSHIP OF THE 2 HOUR FREE PARKING LIAISON WORKING PARTY AND TO RECEIVE AN UPDATE FROM ADC'S ENVIRONMENT COMMITTEE MEETING HELD ON 7<sup>th</sup> SEPTEMBER 2023 RELATING TO THE SCHEME (IF AVAILABLE) – MIN. 41 REFERS**

***Cllr. Wells redeclared his Disclosable Pecuniary Interest and left the Meeting***

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

It was also **NOTED** by Members that Councillors Goodheart, Nash (unless subsequently appointed as the ADC rep), Miss. Needs, Waterhouse and Woodall were appointed as the Town Council Representatives to the BRTC 2 Hour Free Parking Liaison Working Party.

*Cllr. Wells returned to the Meeting*

58. **TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL'S UKSPF BIKE REPAIR STATIONS PROJECT AND TO FURTHER CONSIDER AND AGREE ANY FINANCIAL COMMITMENT BY THE TOWN COUNCIL IN RELATION TO ITS UKSPF LIGHTING PROJECT – MIN. 14 REFERS**

The Town Clerk's report was **NOTED** with the location of the lights, and their design, briefly touched upon.

Having previously agreed to support in principle the Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project, Members **RESOLVED** to **AGREE** that provision of up to £2,500, with an additional budget of 30% for potential inflation, would be included in future budget setting for ongoing costs, such as power supply and maintenance, associated with the project.

*Cllr. Woodall requested that his abstention from the vote be noted*

59. **TO NOTE THE UTILISATION OF £400 FROM THE PUBLICITY AND PROMOTION BUDGET BY THE EVENTS, PROMOTION AND LEISURE COMMITTEE, RATIFIED AT THEIR MEETING HELD ON 11<sup>th</sup> SEPTEMBER 2023, TOWARDS THE COSTS FOR THE LIVE BROADCAST OF THE WOMEN'S WORLD CUP FINAL AND TO RECEIVE A RECOMMENDATION THAT THE REMAINING EXPENDITURE OF £210 BE FUNDED FROM AN APPROPRIATE BUDGET – MIN. 39.1 REFERS**

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

Members unanimously **RATIFIED** expenditure of £610.00 towards the live broadcast of the FIFA Women's World Cup Final, with £400 funded from the Publicity and Promotions Budget, and **RESOLVED** to **AGREE** that the remaining £210 would be shown as an overspend of this budget at the end of the financial year.

60. **TO RECEIVE AN UPDATE ON PROVISION PROVIDED BY BARCLAYS BANK, FOLLOWING CLOSURE OF BOGNOR REGIS BRANCH, AND TO CONSIDER ASKING ARUN DISTRICT COUNCIL, AS LANDLORD, TO WRITE TO THOSE BANKS CLOSING BRANCHES IN BOGNOR REGIS TOWN CENTRE ABOUT SETTING UP A BANKING HUB IN THE TOWN HALL – MIN. 30.1 REFERS**

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

Members unanimously **AGREED** to write to Arun District Council, as Landlord of Bognor Regis Town Hall, to request that they consider the provision of a community banking hub in the building.

**61. TO CONSIDER A RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE THAT THE LAMP POST BANNER MAINTENANCE EARMARKED RESERVES OF £3,000 FOR 2022/23 BE RETURNED TO GENERAL RESERVES AND REALLOCATED FOR THE UTILISATION OF CORREX BOARDS BY WAY OF PROMOTION – MIN. 42 REFERS**

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

After a short discussion about the pros and cons of lamp post banner advertising compared to the use of Correx boards, Members **RESOLVED** to **AGREE** that the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 be returned to General Reserves and reallocated for the Events, Promotion and Leisure Committee to use the funding towards the utilisation of Correx boards by way of promotion in the Town.

**62. TO AGREE THE CRITERIA FOR APPROVAL OF MEMBER ABSENCE FROM MEETINGS**

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

It was unanimously **AGREED** that the following reasons for Member absence from Town Council meetings would be included in the criteria for approval: - Annual leave; Compassionate leave; Dependency needs; Educational commitments; Illness; Mayoral engagement; Medical appointments; Prior engagement; Shielding; Working.

If apologies for absence were received because a Councillor was attending another meeting, then Members also **AGREED** that this would be a reason to be approved, however, reserved the right to approve absence for this reason if it becomes persistent. For instance, where a dual-hatted Councillor frequently chooses to attend meetings of another council over carrying out their duties as an elected Town Councillor, then Members may review whether this absence should be approved.

Members unanimously **AGREED** that giving no apologies for absence would not be acceptable and therefore not be approved.

In answer to a question of whether apologies for absence given after a meeting would be acceptable the Clerk pointed out that it would not be possible to approve the absence as this could only be done during the meeting, not after the fact. Members were reminded that they have a duty to be at meetings of the Town Council, to which they have been summoned, and that they should advise the Town Clerk or Committee Clerk

of any absence prior to the meeting. These should not be given via another Councillor on their behalf.

A Member suggested that a caveat should be included demanding that apologies for absence be given by the Member in question, and not by a fellow Councillor on their behalf. Another Member felt that such a caveat could not be enforced, for example, in the case of a spouse having to report the absence of a Councillor as a result of an emergency.

**63. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE**

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

The excellent work of the Town Crier and the publicity that the role brings was a view widely shared by those present. Questions around whether enough was being budgeted, for travel etc., were raised with it suggested that this be a consideration in the next budget setting process, in recognition of how the role has grown and of the tremendous amount that the Town Crier achieves.

**64. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2024 TOWN NEWSLETTER**

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

Members unanimously **AGREED** to the production of the condensed A4, 4-page version, with QR code for the full edition, for the 2024 Town Newsletter. It was suggested that if recyclable paper were used to produce the Newsletter that this be highlighted by the inclusion of a logo stating that the publication could be disposed of in this way.

The inclusion of articles in the 2024 Town Newsletter, as suggested by Officers in the report, was **AGREED** and Members were invited to email the Town Clerk with any further article suggestions of their own by the end of the week.

**65. TO NOTE THAT THE 3-YEAR PARTNERSHIP AGREEMENT WITH BOGNOR REGIS SEAFRONT LIGHTS IS COMING TO AN END AND TO CONSIDER ANY FUTURE FUNDING**

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

With budget setting yet to take place, some Members were wary of considering another funding agreement in partnership with Bognor Regis Seafront Lights until the Town Council had looked at it's budget as a whole.

Members **AGREED** that the Town Clerk would invite representatives from Bognor Regis Seafront Lights to give a presentation, to include their future plans, prior to the next meeting of the Policy and Resources Committee.

**66. ROLLING CAPITAL PROGRAMME INCLUDING: -**

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

**66.1 To ratify expenditure of £5,549 excluding VAT for a zero turn Ariens Apex 48R ride on mower**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £5,549 excluding VAT for a zero turn Ariens Apex 48R ride on mower.

**66.2 To ratify expenditure of £1,138.07 excluding VAT for works to ensure the new Ford Transit van is highway compliant and fit for purpose**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £1,138.07 excluding VAT for works to ensure the new Ford Transit van is highway compliant and fit for purpose.

**66.3 To ratify expenditure of £677.32 excluding VAT for a replacement BRTC branded gazebo and feather flag for use at Councillor Drop-In Surgeries and similar**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £677.32 excluding VAT for a replacement BRTC branded gazebo and feather flag for use at Councillor Drop-In Surgeries and similar.

**67. FINANCIAL REPORTS INCLUDING: -**

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

**67.1 To note Committee I&E Reports for the month of August 2023 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of August 2023.

**67.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations**

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

**68. CORRESPONDENCE**

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

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that

the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 22 (contractual).

**70. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

***Cllr. Wells declared a Disclosable Pecuniary Interest as a sponsor of Town Council owned planters, although he was not on the current list of debtors previously circulated to the Committee***

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

***The Meeting closed at 8.02pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT**

**REPORT BY THE TOWN FORCE MANAGER**

**FOR INFORMATION**

**Grass cutting trailer**

Following the Committee's approval to purchase a new trailer, Town Force staff viewed the two shortlisted plant trailers and opted for the Nugent P3116H. The Town Force Manager secured a reduction in the asking price which brought the purchase price down to £4,190 excluding VAT. The old trailer was sold for £450, £150 more than previously offered by a local business.

**Digitising Town Force operations**

Following the Committee's decision to defer any decision on the matter and its request for more information (Min. 31 refers), to date no questions from the Committee have been received. In view of this, no time has been dedicated to further research.

**Graffiti**

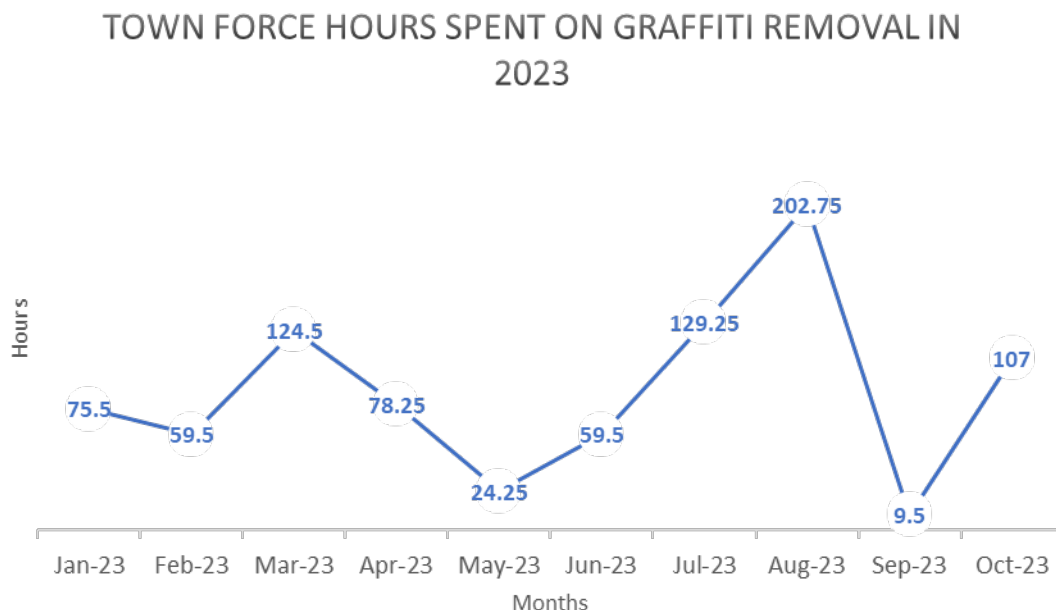
Regrettably, levels of graffiti in the Town remain high with the Town Centre being hit every few days. Removal is being prioritised over other jobs as far as is practicable but as graffiti removal is not the sole area of Town Force activities, delays are unavoidable.

The matter has been raised with the Police and the following response received:

*"Realistically we won't have additional patrols in respect to the current graffiti situation. This isn't because we don't regard it as important it is just down to available resources and overall demand on those officers. The officers we do have will be passing through Bognor town frequently going to or from incidents, however, and will be vigilant to what they see as they do so. In addition, we have neighbourhood officers and PCSO's who have more opportunity to undertake patrols focused on community issues albeit they all cover a large area and have other demands on their time. If we have intelligence about who is responsible for the graffiti we will ensure that all officers and PCSO's are briefed about those individuals. When it is appropriate, we can search people raised in this way to find items used to commit damage. It is important that you continue to report the individual incidents that you become aware of and about any new information you may have about who may be responsible. If you become aware of good quality CCTV of anybody writing / spraying graffiti I assure you we will investigate that positively."*

Each piece of graffiti removed by Town Force continues to be reported to Sussex Police via their website.

The graph below shows TF hours spent on graffiti removal each month:



### **Town Force Accommodation**

A rental car ran into the front of the yard causing damage to the roller shutter and brickwork on 9<sup>th</sup> October. Following liaison with Europcar and their insurers, a claim to recover the cost of repairs has been submitted. The landlord's managing agents have also been kept informed throughout the process.

### **Staffing**

The Town Force Member vacancy has been filled and the team is now fully staffed.

### **Town Force Training**

The following courses have recently been undertaken by various members of the team: IPAF VMP 26 Mobile Work Platforms 1b, Manual Handling, Emergency First Aid at Work, Fire Warden & Fire Safety Awareness, NRSWA operatives (units LA,O1 & O2), PASMA Safe erection & Use of Mobile Scaffold Towers. Ladder course and Abrasive Wheels course are also scheduled to take place later this month.

### **Worknest Health & Safety inspection**

The annual inspection is scheduled to take place on 7<sup>th</sup> December 2023.

### **Horticultural activities**

The continued outbreaks of graffiti impacted the bedding plant changeover programme where deliveries had to be delayed by a week. Winter bedding has now been planted in all areas and winter hanging baskets installed at the Railway Station.

Town Force have historically looked after the winter and summer hanging baskets at the Picturedrome Cinema. This involved installation, watering, deadheading, changeover at the end of the summer and winter season. Since the Picturedrome had an irrigation system installed in June, Town Force were no longer required to water the baskets. However, with the summer baskets still in situ in October, an email and a chaser were sent to the Picturedrome Director enquiring whether Town Force services were needed to remove the summer baskets and arrange planting of winter baskets and their installation.

There being no response, it is now assumed that Town Force services are no longer required.

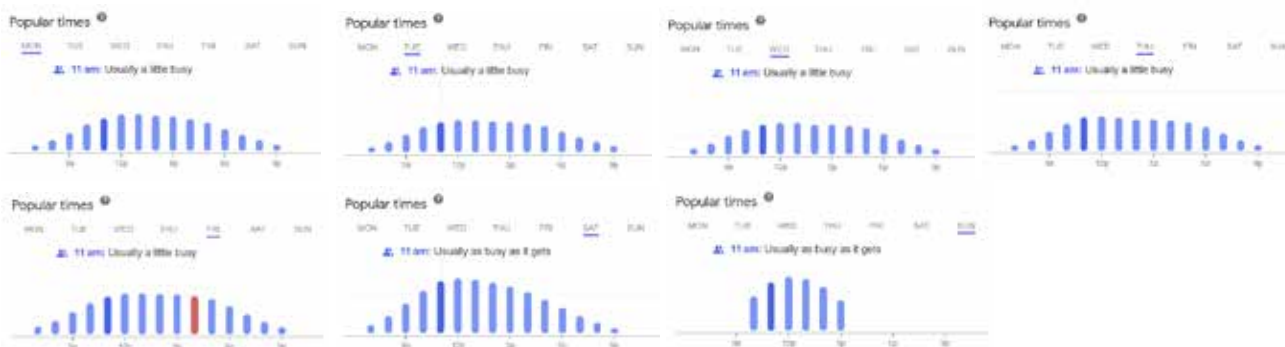
### **Shripney Road central reservation**

Further to the Committee's decision not to remove the hedge along Shripney Road, to speed up the maintenance in order to reduce exposure of Town Force to verbal abuse from inconvenienced drivers, the issue was once again discussed with the team with the traffic movement data and Sainsbury's footfall figures available. Research into the traffic movement along Shripney Road and Sainsbury's footfall figures did not identify a gap long enough to enable Town Force to carry out the work "out of hours" (please note that 6 hours of daylight hours are needed to cut the grass and hedge).

Google indicates typical traffic movements along Shripney Road as fast during these times:

Mondays: 6am - 9.30am and from 5.40pm  
Tuesdays: 6am - 9.45am and from 6.15pm  
Wednesdays: 6am - 9.10am and from 6.35pm  
Thursdays: 6am - 9.10am and from 9pm  
Fridays: 6am - 9.20am and from 9.05pm  
Saturdays: 6am - 8.20am and from 5.45pm  
Sundays: 6am - 9.40am and from 4.15pm

Google data also shows Sainsbury's store getting busy from about 11am daily, with weekends "as busy as it gets" 11am-3pm.



Town Force staff acknowledged the Members' desire to improve the central reservation but felt that they would always be subjected to verbal abuse when working on the central reservation. The only solution that presented itself was to engage a contractor with a tractor-mounted flail. Use of a tractor will speed up the maintenance and although the inner lanes of the dual carriageway will still have to be shut to enable movements of the tractor, the visit should be much quicker. Town Force staff will set up, oversee and remove the traffic management system only (as required by New Roads and Streetworks Act 1991). A trial is currently booked for 23<sup>rd</sup> November 2023.

Since the area is now flooded and traffic restricted to one lane only, WSCC Highways advised that the work may need to be re-scheduled until the road is fully open. The situation continues to be closely monitored. (Please note that when the road was fully closed, permission was requested for Town Force to undertake the work, but WSCC Highways advised that re-opening of the road as a single file lane was imminent).

## **Sponsored Planters**

As reported at the last meeting, Felpham Parish Council (FPC) was written to regarding their designation of the Felpham verges along Felpham Way as Community Road Verges (CRV). Enquiries revealed that the designation occurred in 2022, some 3 years after FPC agreed to have BRTC sponsored planters positioned on the Felpham verges. CRVs are subject to a reduced grass cutting regime by WSCC which has caused issues to the Town Council's sponsors and may have influenced their decision not to renew their sponsorship agreements upon renewal. Town Force did extend the areas they cut to ensure the sponsor signs remained visible but were only able to cut the whole of Felpham Way once the ride on mower was delivered. FPC stated in their response that they had no problems or issues with Town Force cutting the Felpham verges where BRTC sponsored planters are and were happy for Town Force to cut as we felt appropriate.

WSCC advised that the Ladybrook bridge works in the Felpham Way verge area have now been completed. Town Force will reinstate the Town Council's planter and the sponsor sign as soon as is practicable.

Henry Adams did not renew their sponsorship agreement for two planters on Felpham Way. Zoom Internet have also advised of their intention not to renew their agreement for a planter on Felpham Way next month.

Bognor Today have joined the scheme and will sponsor a planter at the junction of Upper Bognor Road and Felpham Way for a year.

Planters currently available for sponsorship are: Felpham Way planter by Arun Leisure Centre roundabout, Martlets planter, A29/Orchard Way Yucca planter and 2 x Durban Road planters.

## **Events**

Town Force supported the Southdowns Music Festival, Punch and Judy Festival and Remembrance Sunday Service.

## **Examples of other jobs**

In addition to the routine jobs, Town Force have also removed bunting from the Town Centre, installed a Blue Plaque at Royal Norfolk Hotel, removed hanging baskets from the Arcade on behalf of ADC, delivered and collected trophies for engraving, delivered equipment for the Allotments & In Bloom Awards Evening, supplied distilled water to the weather station, removed 2 brackets from the front of the Town Hall balcony to enable installation of ex-Aldwick Road Christmas Light displays, turned water off to the seafront showers and at the allotments, completed various jobs at the allotments, put up/removed posters from seafront shelters (and continue to do so) and serviced BRTC noticeboards (and continue to do so).

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 8 – BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO CONSIDER THE FUTURE INVOLVEMENT OF THE TOWN COUNCIL WITH THE BOARD, DEFERRED FROM THE PREVIOUS MEETING – MIN. 56.2 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

At the Policy and Resources Committee Meeting held on 25<sup>th</sup> September 2023, Members were invited to consider the Town Council's future involvement with the Bognor Regis Heritage & Arts Partnership Board (BRHAPB). The purpose in doing so was to agree whether the administration and budget management of the Board should return to the full control of the Town Council, or for the Board to continue running their own operation with elected Members appointed as Representatives and regular reports to Council. Members agreed to defer consideration of the Town Council's future involvement, to allow time for Officers to meet with Board Members to discuss a way forward, with a report brought back to the Policy and Resources Committee (Min. 56.2 refers).

By way of explanation in relation to the Town Council's previous involvement with the Board, historically, BRTC had the Bognor Regis Heritage Vision Programme Board bringing together the Pier and the Picturedrome as linked heritage projects. However, the Pier Trust appointed a consultant, and their advice was that it would be better to decouple the two projects as it was felt that this would give the Pier a greater chance to obtain funding. This action was agreed at the Extraordinary Council Meeting held 31<sup>st</sup> March 2014 (Min. 158 refers) and the Bognor Regis Heritage Board was developed by the Town Council, later to become known as the BRHAPB.

In November 2021, owing to staff resources, Members unanimously agreed to temporarily disband the BRHAPB in order for Board Members to continue with the delivery of their projects, without administrative support from BRTC Officers, with the remaining Earmarked funds of £4,140.48 donated by the Council to the Bognor Pier Trust C.I.C. With staff resources replenished, from January 2022 BRTC Officers were able to reinstate their involvement with the work of the Board. However, the funding remains in the account of the Bognor Pier Trust C.I.C..

As requested by Members at the last Policy and Resources Committee Meeting, a meeting between Officers and Board Members, including Town Councillor Representatives, was held on 1<sup>st</sup> November 2023. It was agreed by all those present that a connection between the Bognor Regis Heritage & Arts Partnership Board and the Town Council was important, as this affiliation had the potential to give the Board greater status, particularly when applying for grant funding. The pros and cons as to whether the remaining funds should be returned to the Town Council's account, or remain in the Bognor Pier Trust's account, were discussed including matters such as VAT and processing payments.

Ideally, the BRHAPB would like to continue managing the budget, with the funds remaining in the Bognor Pier Trust C.I.C. account. They would also be happy to administer the workload themselves, and arrange their own meetings, without BRTC Officer support. In retaining links with the Town Council, membership of the Board would include Town Councillor Representatives, regular updates on the work of the Board would be reported back to the Town Council and BRTC would be credited in the work delivered by the BRHAPB. In return the Board would seek support with an allocation of Town Force Man Hours, the provision of BRTC owned equipment i.e. tables and chairs, attendance of the Town Crier at their events, and hope to retain the provision of storage by BRTC for the Heritage Trail Guides.

There is a balance of approximately £1,600 remaining from the Earmarked funds donated two years ago and in this time the Town Council has made no further budget provision for 'heritage' as it used to do. The BRHAPB would like to expand on successful elements, such as the Punch and Judy Festival for which talks are already happening to host a similar event in Bognor Regis next year, and therefore anticipate greater expenditure to achieve this. Consequently, additional funding to top up the remaining budget would be required for the work of the Board to continue long-term.

In the closing discussions of the meeting held on 1<sup>st</sup> November 2023, it was proposed that a 3-year Funding Agreement with the BRHAPB be agreed, similar to that recently in place between BRTC and Bognor Regis Seafront Lights, to consolidate the Town Council's continued involvement with heritage and arts in the Town and to support the work of the BRHAPB with funding of £2,000 per annum from 1<sup>st</sup> April 2024.

Subject to approval by Members that a 3-year Funding Agreement be entered into with BRHAPB, as the Town Council's 2024/25 budget and therefore any funding provision for heritage won't be agreed until January 2024 it has been necessary for the BRHAPB, through the Bognor Pier Trust C.I.C., to submit an application for Grant Aid 2024 funding before the deadline of 16<sup>th</sup> November 2023. Officers have contacted the Chair of the BRHAPB/Bognor Pier Trust to establish whether it is intended to withdraw the Grant Aid application if the Funding Agreement is agreed and it is hoped that this can be clarified in time for the meeting.

The alternative to that which is proposed would be for the remaining Earmarked funds to be returned to the Town Council and for Officers to resume leading on administering the work of the BRHAPB, and organising meetings etc.

## DECISIONS

Do Members **AGREE** to **SUPPORT** the Bognor Regis Heritage & Arts Partnership Board's proposal to take over the administration of the groups work going forward?

If so, do Members **RESOLVE** to **AGREE** to supporting the Bognor Regis Heritage & Arts Partnership Board by entering into a 3-year Funding Agreement with a budget provision made for £2,000 per annum, commencing 1<sup>st</sup> April 2024?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 9 – REPORT ON TOWN CENTRE ISSUES INCLUDING ANY  
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

The BR BID Board Meeting was held on the 5<sup>th</sup> October 2023 and the following issues were discussed:

**2 Hour Parking Scheme:**

The BID's formal response to the Arun District Council's proposals relating to the 2 Hour Parking Scheme in Bognor Regis, and that submitted by the Town Council, was discussed with an update given to Members following the meeting of ADC's Environment Committee Meeting held on 7<sup>th</sup> September 2023.

**Budget update:**

The BID COO referred to the proposed budget that had been circulated in advance and detailed the impact of Arun District Council's 2 Hour Parking Scheme proposal on the BID's budget and its planned activity (including Christmas). An update was provided to Members on BID Levy collection.

**High Street bench update:**

In response to complaints from businesses about anti-social behaviour, the BID is working with partners at Arun District Council, Bognor Regis Town Council, West Sussex County Council and Sussex Police to explore moving the bench outside the old Post Office at the eastern end of High Street. If the move is supported, the intention is to relocate it, to replace the two older style benches at York Road.

Following an initial survey with businesses in the area, three months of focused monitoring and information sharing with all partners, and the support of BRTC's Community Engagement and Environment Committee Meeting to carry out further research, the next step is a ten-day survey open to all members of the community to feed back their views.

**UKSPF project update from BRTC and BRRB representatives:**

The Town Council's Assistant Clerk reported on progress to date in relation to the Lighting Project, at Waterloo Square, Steyne Gardens and Sunken Gardens, and the Public Bike Repair Station project. Rebecca White, from the Bognor Regis Regeneration Board, updated Members on progress with the Wayfaring project including details of community design workshops taking place on Saturday 28<sup>th</sup> October and Saturday 25<sup>th</sup> November 2023, at The\_Track.

**Well Known Town:**

Focus is on promoting the Town and its businesses this Christmas with 'A Warm Welcome at Christmas' campaign. The BID are also supporting the ice rink and the Town Council's Christmas Lights Switch-On event.

The Punch & Judy Festival, held 30<sup>th</sup> September and 1<sup>st</sup> October 2023, was promoted via Love Bognor Regis. The BID loaned the event organisers gazebos free of charge, supplied a print run of posters to display in business windows, and the BID COO worked to secure commercial bins provided free of charge by ADC Cleansing to support event. The COO also attended the event and offered input at event planning meetings.

UKSPF funded Perception Campaign "STORIES", celebrating people, places and progress. Plan is to start developing and collating content now, with delivery commencing Q4 of 2023-24 Financial Year, with ongoing delivery through 2024-25. List of proposed people will be developed with input from partners at VAAC, BRTC, BRRB. Longer term aim is for members of the community to be able to engage with the platform and submit their own 'people' stories.

### **Welcoming Town:**

Supporting BRRB with development of Wayfaring design with businesses and wider community including engagement opportunity at Place St Maur during the TASTE! event in August 2023, which attracted over 60 design submissions.

Business Crime Reduction Engagement Officer continues to offer excellent in-person support to businesses, acting as a bridge between the Police and businesses for reporting and evidencing crime - 118 in-person interactions with businesses recorded between 20<sup>th</sup> July and 29<sup>th</sup> September 2023. SWL Warden recorded 1,586 interactions with businesses between the same time period.

### **Next Meeting:**

The next Full Board Meeting is scheduled to take place on 30<sup>th</sup> November 2023.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 10 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR SEPTEMBER AND OCTOBER 2023**

**REPORT BY THE ASSISTANT CLERK**

**FOR NOTING**

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day-to-day management of the third-party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

Attached as **Appendices 1** and **3** is an overview for the months of September and October 2023. A summary of business interactions for each month are attached as **Appendices 2** and **4**. It should be noted that businesses in the core retail area are much bigger targets for business crime hence the frequency of interactions with the Community Warden.

It does not yet reflect all locations the Community Warden has covered as part of their patrol. The BID is currently trialling a new "tracking" facility to evidence the Warden's routes, which will be shared at the earliest opportunity.

**DECISION**

Members are asked to **NOTE** the Monthly Community Warden Report, from the Bognor Regis BID, for September and October 2023.



## **BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC**

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Date: 11.10.23

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day to day management of the third party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

### **CONTRACT DELIVERY REPORTING MONTH: September 2023**

**Number of days in month: 30**

**Total number of hours contracted (number days x 8 hours per day) : 240**

**Total number of hours delivered (recorded on invoice) : 264**

**Explanation for any variation between contracted hours and delivered hours:**

Additional warden cover during school holidays, as requested by businesses

### **KEY PERFORMANCE INDICATORS:**

**Number of engagements with business representatives: 699**

**Number of businesses engaged with: 53**

**Number of incidents reported on DISC: 4**

**£ value of stock recovered: £779.89**

**Number of public realm issues reported: 0**

**Any other feedback:**

Please note that statistics reflect interactions with 5 day per week warden. Full 7/7 reporting will start with provision of new mobile phone. Interactions reported here are where the warden has physically entered a business premises to check all is well, or responded to a call for support from a specific business. It does not yet reflect all locations the Community Warden has covered as part of their patrol. The BID is currently trialling a new "tracking" facility to evidence the Warden's routes, which will be shared at the earliest opportunity.

## 1st - 30th September 2023

Employer	Count of Employer
Poundland	58
Kids Stuff Limited	46
JD Sports	46
Sports Direct	45
Morrisons	44
Boots Uk Ltd Store (47 London Rd)	42
New Look Retailers Ltd	34
Savers Health & Beauty Ltd	28
Claire'S Accessories (Uk) Ltd	27
Holland & Barrett Ltd	24
Robert Dyas Ltd	22
SOURCED	20
Costa Coffee (London Road)	19
Yours Clothing	18
Peacocks	17
Network Rail	16
Greggs Plc	15
Wilko	15
Unique Workwear Printing	14
Bon Marche	13
The Works Stores Limited	13
Tesco Express (Station Rd)	12
Grapetree	12
W H Smith Plc	10
Superdrug Stores Plc	9
Grandads Front Room CIC	9
Edinburgh Woollen Mill	9
Clark's Shoes	8
Iceland Frozen Foods Ltd	6
H Samuel	5
Scope	4
Chestnut Tree House	3
London Road Coffee Shop	3
British Heart Foundation	3
West Street News / Patel news	3
Silver News	3
Card Factory	3
Reynolds Ltd + Storage + Funeral Directors	3
Polkadot Stripes	2
Mobility And Comfort Limited	2
The Salvation Army	2
Cash Converters	1
Fone Tech	1
Cancer Research UK	1
Brent Lodge Bird And Wildlife Trust	1
Tina's Barber Shop	1
Tesco (Superstore)	1
Sajaroo Gifts	1

Reeves and Sons Jewellery Ltd	1
Boutique Roma	1
Bubbles Bargain World	1
Subway	1
GOOD AND FAIR SHOP LTD	1
<b>Grand Total</b>	<b>699</b>



## **BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC**

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Date: 15.11.23

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day to day management of the third party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

### **CONTRACT DELIVERY REPORTING MONTH: October 2023**

**Number of days in month:** 31

**Total number of hours contracted (number days x 8 hours per day) :** 232.5 (allowing 30 min lunch break)

**Total number of hours delivered (recorded on invoice) :** 230.75

**Explanation for any variation between contracted hours and delivered hours:**

Early finish - staff sickness

### **KEY PERFORMANCE INDICATORS:**

**Number of engagements with business representatives:** 908

**Number of businesses engaged with:** 53

**Number of incidents reported on DISC:** 11

**£ value of stock recovered:** £2115.85

**Number of public realm issues reported:** 0

### **Any other feedback:**

Please note that statistics now reflect interactions with 7 day per week wardens. Interactions reported here are where the warden has physically entered a business premises to check all is well, or responded to a call for support from a specific business. It does not yet reflect all locations the Community Warden has covered as part of their patrol.

## 7/7 WARDEN INTERACTIONS WITH BUSINESSES, OCTOBER 2023

Employer	Count of Interaction With
Poundland	77
Boots Uk Ltd Store (47 London Rd)	65
Sports Direct	60
Morrisons	60
New Look Retailers Ltd	49
Savers Health & Beauty Ltd	48
JD Sports	48
Kids Stuff Limited	44
Claire'S Accessories (Uk) Ltd	35
Peacocks	30
Tesco Express (Station Rd)	30
Robert Dyas Ltd	28
Holland & Barrett Ltd	24
Costa Coffee (London Road)	19
Superdrug Stores Plc	18
W H Smith Plc	17
The Cat and Rabbit Rescue Centre	17
Network Rail	17
Grandads Front Room CIC	16
SOURCED	15
Greggs Plc	15
Grapetree	15
The Works Stores Limited	14
Yours Clothing	13
Clark's Shoes	13
Unique Workwear Printing	13
Iceland Frozen Foods Ltd	12
Edinburgh Woollen Mill	11
Cards Direct	9
Bon Marche	9
London Road Coffee Shop	8
Chestnut Tree House	6
Cash Converters	5
Coconut Fancy Dress	5
Card Factory	5
Scope	5
Subway	5
Reynolds Ltd + Storage + Funeral Directors	5
Meridian Beds	4
The Salvation Army	3
3 Store	2
Timpson Ltd	2
Mobility And Comfort Limited	2
Heygates Bookshop	1
Dexters Pharmacy	1
Punch & Judy Pub	1
Tesco (Superstore)	1
Bubbles Bargain World	1

JW Sports Ltd	1
Cancer Research UK	1
CEX	1
British Heart Foundation	1
Library	1
<b>Grand Total</b>	<b>908</b>

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 11 - TO RECEIVE A REPORT IN RELATION TO BOOM COMMUNITY BANK AND CONSIDER ANY FURTHER ACTION - REFERRED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE AT THE MEETING HELD ON 2<sup>nd</sup> OCTOBER 2023 – MIN. 39 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

Prior to the Community Engagement and Environment Committee Meeting held on 2<sup>nd</sup> October 2023, Members received a presentation from Boom Community Bank and subsequently agreed to refer the matter to the Policy and Resources Committee for further consideration (Min. 39 refers).

Following the presentation, Cllr. N. Smith emailed the Chair of the Policy and Resources Committee, Cllr. B. Waterhouse, proposing, in conjunction with Cllr. R. Nash, the inclusion of £40,000 in the Town Council's 2024/25 Budget as a grant to enable Boom Community Bank to offer residents of Bognor Regis low-interest loans. Cllr. Smith's email explained that, subject to due diligence by Officers as to the security and capacity of Boom, such a grant would be a one-off payment with no commitment for any further financial assistance in future years.

The development of a No Interest Loans Scheme (NILS) project available to its residents has been identified by Boom Community Bank as an effective way for Council's to tackle the current Cost of Living challenges. Boom Community Bank will receive grant funding in recognition of its position as a local, community based, not for profit lender with a strong interest in supporting the community's financial resilience, including that of its more disadvantaged residents. The grant funds will be used to provide no interest loans to people who typically have no access to the services of mainstream banks and are unable to borrow money from high street banks or lenders and more often have to resort to forms of borrowing that attract punitive interest rates or penalties when repayments are missed. Further details are attached to this report as **Appendix 1**.

**DECISION**

How do Members wish to proceed?



### **Development of a NILS [No Interest Loans Scheme]**

The development of a NILS project available to its residents has been identified by Boom Community Bank as an effective way for Council's to tackle the current Cost of Living challenges.

Boom Community Bank will receive grant funding in recognition of its position as a local, community based, not for profit lender with a strong interest in supporting the community's financial resilience, including that of its more disadvantaged residents.

It is a local cooperative that is owned and controlled by its members, who are also its customers. As an ethical based mutual cooperative in the not for profit third sector, Boom exists to help people in financial difficulty, especially the financially excluded on low incomes and middle-income earners who have developed a sub optimal credit history.

Boom already provides affordable loans with tailored savings plans, ethical savings, and current accounts for everyday banking and is therefore uniquely based to roll out a NILS utilising the infrastructure it already has in place. It is recognised as one of the most inclusive financial institutions in the UK and will continue to help as many residents as possible who fall within its lending capacity and parameters. However, its lending must also deliver a balance of product risk that maintains its long-term financial sustainability.

The introduction of a NILS scheme would add significant capacity to enable Boom to support residents whose affordability would be tested if they were expected to make interest payments in addition to the loan capital but who can demonstrate the ability to repay the capital sum on its own. The scheme would also provide a mechanism for the financially excluded to engage with Boom and over time build both their financial literacy and resilience, including the savings habit.

The grant funds will be used to provide no interest loans to people who typically have no access to the services of mainstream banks and are unable to borrow money from high street banks or lenders and more often have to resort to forms of borrowing that attract punitive interest rates or penalties when repayments are missed. There will be those applicants however who won't meet the eligibility criteria for a NILS loan, and it will be important that the Councils and other local agencies remain available to assist them with more immediate needs such as access to food and fuel vouchers, or white goods and furniture. This project should be seen as one part of a broader cross community partnership to provide financial support to those on the lowest incomes.

The specific outcomes of the project are to:

- meet the immediate need for loan funds of households who are refused credit elsewhere.
- encourage as many residents as possible to develop a longer-term relationship with a reputable lending agency and begin the process of building their financial capacity and competence.

### **The Project Grant**

Boom Community Bank will be granted a total of [£x] and payment will be made in one lump sum up front. This will be used to create a ring-fenced revolving fund within Boom to lend to qualifying applicants. Loan repayments will be used to replenish the fund. The level of available amount of cash to lend will be determined by four factors:

- The size of the loan.
- The length of the loan.
- The lending criteria attached to the loan which is likely to determine the level of delinquency.
- The volume of applicants requiring the initial pump priming membership deposit of £5 which will need to be supported by the fund.

The costs incurred by Boom Community Bank in delivering the NILS will include the costs of credit checks, open banking, loan agreement preparation including docu-sign and the cost of processing the loan. These costs will be absorbed by Boom until such time as the revolving fund is exhausted and the scheme is wrapped up with the agreement of all parties.

As applicants will be on low incomes the lending amounts will also be low. Early evidence from a UK trial of NILS currently underway is that with a loan ceiling of £2,000, the average loan amount being made is around £750. Smaller loan amounts will produce a shorter cash cycle enabling Boom CB to provide a higher volume of loans and thus support more residents. However, the ability to recirculate the lending capital will depend on its judgements around affordability, the number of applicants presenting themselves, and the regulatory framework Boom operates in.

Boom Community Bank will use [15p in the £1 of lending capital] of the grant funding to make a permanent investment in Deferred Boom Shares to be owned in perpetuity by the Council. This capital investment is in place of any administration charge normally made by Boom for managing the NILS. Such a Deferred Share investment, in lieu of a management or administrative charge, offers clear advantages for the Council, for Boom and for the wider community in that it:

- provides transparency and caps the amount of the NILS funding that supports administrative costs.
- removes the burden of calculating, managing, and reporting on administrative costs. Boom CB will however provide sufficient statistical analysis of its lending activity to satisfy the Council's monitoring requirements.
- enables Boom to manage the growing demand for credit among residents who cannot meet its normal lending criteria.

- injects additional regulatory capital into Boom and strengthens its capital base which will enable Boom CB to extend its general lending capacity to further households experiencing financial difficulty.

As an ethical lender Boom will ensure that its lending is appropriate, affordable and in the best interests of the borrower. To determine this, Boom uses several analytical tools including Open Banking and Credit Bureau checks, underpinned by human underwriting. This process differs from most financial institutions who exclusively rely on an algorithm-based judgement.

The personal interaction between the applicant and the Boom underwriter helps build relationship which is crucial to the long-term objective of creating financial resilience based on trust and open dialogue. To deliver maximum value for the funding available and to extend the lending facility to as many applicants as possible, the parameters of the NILS to be run by Boom CB for X residents are that loans will be between £300 and £1,500, and loan periods will be one to three years.

This approach will result in:

- the introduction of a sizable number of new members to Boom who can start their journey towards financial resilience.
- enabling Boom to continue to meet its regulatory obligations and deliver increased loan volumes.
- an opportunity to introduce complementary products, including a pre-paid Engage Debit Card, which offers discounts at high street retailers, improving the applicant's financial outcomes and money management skills.
- the extension of the life of the recirculating lending pot by maximising the recovery of lending capital with organised Credit Control.
- funding the £5 joining fee for each new member as set out in the Boom Rulebook.

Boom's working assumption is that the level of delinquency will be in the range of 12%-15%. From a purely financial perspective, the longer the scheme recovers and recirculates lending capital, the more it will cost Boom to administer it. However, the benefits are that this will raise awareness of Boom CB in the community and enable the organisation to work with as many new residents as possible to develop their money skills and transform their lives which together is a key organisational objective for Boom.

### **The Project Framework**

Lending decisions will be based on an understanding of each applicants' specific circumstances however, some basic agreed parameters of who is eligible to apply for a NILS loan are as follows:

- They must reside in the local government areas of X Council.
- Loan recipients will need a credit score between 400-450 (Boom uses TransUnion for its credit checks and the maximum score is 710).
- Loan recipients won't have had a County Court Judgment (CCJ) in relation to debt in the last 6 months - this is a much lower bar than high street banks which often require several years to have passed since a CCJ before they will consider a loan.

- Loan recipients will not have gambling debts or significant financial evidence of gambling. If they have, they will receive appropriate signposting by Boom and invited to return when they have sought appropriate help.
- Loan applicants must have a remaining disposable income of at least £200 per month- this is checked using an archetypal household income and expenditure model - this judgement can be adjusted should Boom consolidate all existing debts and loans into one reduced overall loan repayment amount and thus increase a household's disposable income.

Loans will be available up to a value of £1,500, and whilst Boom CB will exercise flexibility, loans will generally be considered more favourably for longer term expenditure such as home improvements, white goods, or a car, rather than a short-term need such as a holiday. This will optimise the opportunity to achieve a transformational improvement in an applicant's household finances. Boom will also consider the household's general trajectory in relation to income and expenditure when approving loan amounts and repayment schedules. Child Benefit loans can also be supported through the NILS. These are loans where the repayments are made directly by the DWP on behalf of the borrowers and therefore are effectively secured by a benefit stream. Having these types of loans reduces the risk of a missed payment and ensures that the fund can stretch further to support other borrowers.

### **Project Performance**

A key condition of the grant is the provision of quarterly performance reports by Boom Community Bank to the Council. Details of the reporting requirements include:

- Numbers approved for a NILS loan
- Average size of loan approved, and a breakdown of the range of loans
- Loans made by household type (singles, families etc.)
- Category of loan request - i.e. what was the purpose of the loan
- Loan term vs Loan Value - i.e. longer terms are typical for larger loan requests
- Level of funds remaining to be lent
- Total percentage repayment of loans made
- Number and amount of individual loans repaid
- Amount of loans subject to delinquency
- The number of ineligible applicants, as well as the reason category for ineligibility.
- The number of ineligible applicants signposted to other services and an indication on what these services were.
- Analysis of data/ insight to identify trends.
- The number of households accessing additional financial products through Boom, once engaged through the NILS scheme.

All requests will be consistent with Boom's data protection obligations.

## AGENDA ITEM 12

### BOGNOR REGIS TOWN COUNCIL

#### POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023

#### AGENDA ITEM 12 - TO NOTE THE REVISED HEALTH AND SAFETY POLICY MANUAL WITH THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE

##### REPORT BY ASSISTANT CLERK

##### FOR DECISION

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

Ahead of our next Health & Safety inspection, arranged for December, a review of the Town Council's Health & Safety Policy Manual has been undertaken and the updated version is attached as **Appendix 1** which Members are asked to note.

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

#### DECISIONS

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

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



# **Bognor Regis Town Council**

## **Health and Safety Policy Manual**

**November 2023**

**worknest**  
H&S

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# INTRODUCTION

# 1. INTRODUCTION

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

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

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

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

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

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

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

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

Creation Date	Signed on behalf of WorkNest	Confirmed

## POLICY REVIEW

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

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

Review Date	Signed on behalf of WorkNest	Confirmed
1 <sup>st</sup> July 2016	Ian Hearson	
29 <sup>th</sup> June 2017	Ian Hearson	

<b>22<sup>nd</sup> January 2019</b>	<b>Michelle Mitcham</b>	
<b>1<sup>st</sup> March 2021</b>	<b>Michelle Mitcham</b>	
<b>10 November 2023</b>	<b>Victoria Sigrist</b>	

## DOCUMENT CONTROL

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

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

### Register

<b>Copy Number or Reference</b>	<b>Location kept</b>

## AMENDMENT RECORD

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

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

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

1 <sup>st</sup> March 2021	6	Arrangements	Updated lifting operations	Michelle Mitcham
1 <sup>st</sup> March 2021	6	Arrangements	Updated lone working	Michelle Mitcham
1 <sup>st</sup> March 2021	6	Arrangements	Updated permits to work	Michelle Mitcham
1 <sup>st</sup> March 2021	6	Arrangements	Updated smoking	Michelle Mitcham
1 <sup>st</sup> March 2021	6	Arrangements	Updated training	Michelle Mitcham
1 <sup>st</sup> March 2021	6	Arrangements	Updated vibration	Michelle Mitcham
1 <sup>st</sup> March 2021	6	Arrangements	Updated working time regulations	Michelle Mitcham
1 <sup>st</sup> March 2021	8	Monitoring	Updated section	Michelle Mitcham
November 2023	All		Updated “Ellis Whittam” to “WorkNest”	Victoria Sigrist
November 2023		Arrangements – PPE	Inclusion of reference to “UKCA” marking	Victoria Sigrist
November 2023		Responsibilities	Changed “Deputy Clerk” to “Assistant Clerk”	Victoria Sigrist

## LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk))

## GUIDANCE

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

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

## FORMS

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

# **POLICY STATEMENTS**

## 2. HEALTH AND SAFETY POLICY STATEMENT

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

In order to discharge its responsibilities the council will:

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

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

**Signed:**

**Dated:**

**Position:** Chair of Policy & Resources Committee

# **ORGANISATION FOR HEALTH & SAFETY**

### **3. ORGANISATION FOR HEALTH AND SAFETY**

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

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

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

**Town Council**

**Town Clerk**

**Assistant Clerk (Health and Safety Co-ordinator)**

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

**Senior Town Force Operative**

# **HEALTH AND SAFETY RESPONSIBILITIES**

## 4. HEALTH AND SAFETY RESPONSIBILITIES

### **Bognor Regis Town Council**

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

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

The Council will ensure that:

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

## **The Town Clerk**

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

**She will ensure that:**

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

## **Absence of the Town Clerk**

In the absence of the Town Clerk:

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

### **Assistant Clerk (Health and Safety Co-ordinator)**

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

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

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

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

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

## **Supervisors (the Senior Town Force Operative)**

Supervisors will ensure that in their areas of control:

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

## **Employees**

All employees must:

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

## **WorkNest**

### **WorkNest, in agreement with management, provides us with the following services:**

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

### **WorkNest is also contracted to:**

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

# **HEALTH AND SAFETY RULES**

## 5. HEALTH AND SAFETY RULES

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

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

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

## **General**

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

## **Working Practices**

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

## **Hazard / Warning Signs and Notices**

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

## **Working Conditions / Environment**

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

## **Protective Clothing and Equipment**

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

## **Fire Precautions**

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

## **Accidents**

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

## **Health**

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

## **Employer's Transport**

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

## **Rules Covering Gross Misconduct**

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

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

# **ARRANGEMENTS**

## 6. ARRANGEMENTS

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

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

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

#### **Definitions:**

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

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

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

#### **The Accident Book**

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

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

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

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

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

#### **Reporting Requirements**

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

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

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

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

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

Contact details for the Health and Safety Executive are:

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

**Website:** [www.hse.gov.uk](http://www.hse.gov.uk)

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

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

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

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

## Investigation

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

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

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

Refer:

- Accident/Incident Investigation Report Form

## **Asbestos**

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

This will be achieved by minimising exposure through:

### **Asbestos-related Emergencies**

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

### **Arrangements for Controlling Work on Asbestos**

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

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

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

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

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

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

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

### **Procedures for Dealing with Health and Safety Issues**

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

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

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

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

## **Communication and Consultation**

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

To achieve this objective we will:

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

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

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

## **Contractors**

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

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

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

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

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

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

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

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

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

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

## **Disabled Persons**

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

To achieve this, the Council will:

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

## **Display Screen Equipment**

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

To achieve this objective the Council will:

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

Employees must:

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

## **Driving for Work**

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

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence.

When providing Council vehicles the Council will:

- maintain them to the required legal standard and ensure they are suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle.

## **Implementation**

The Council asks its entire staff to play their part, whether they use a Council vehicle, their own or a hire vehicle.

## **Drivers**

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive

- any accidents / incidents that occurred whilst driving on behalf of the Council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a council vehicle
- only use hands free electronic devices e.g. mobile phone, satellite navigation, mp3 player, when safely set up to do so i.e. using an appropriate hands-free device
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

## **Managers**

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks

## **Drugs and Alcohol**

### **Alcohol**

Employees must not drink alcohol on the Council's premises or the premises of its customers or clients without express permission from the Town Clerk, or a senior manager.

Any employee who is found consuming alcohol on the Council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Council's disciplinary procedure.

### **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on the Council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your Line Manager.

If the Town Clerk suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Town Clerk reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Town Clerk reserves the right to suspend you from your employment (with or without pay) to allow for a decision to be formulated on whether to deal with the matter under the terms of the Council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

The Council reserves the right to search you or any of your property held on company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Town Clerk reserves the right to inform the police of any suspicions the Council may have with regard to the use of controlled drugs by employees on the Council's premises.

## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective Bognor Regis Town Council will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the Council premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

## **Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire Bognor Regis Town Council will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The Council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. Some personnel have designated emergency fire plan duties and these should be carried out immediately. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

## **First Aid**

The Council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the Council will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

### **Appointed Person**

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

### **First Aiders**

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

### **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

### **Portable First Aid Kits**

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- work with potentially dangerous tools and machinery away from base location
- staff travelling in vehicles on a regular basis
- staff whose work takes them to isolated or remote locations

## **Gas Installations and Appliances**

The Council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The Council is committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The Council supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances.

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Council will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Bognor Regis Town Council will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

### **Information and Training**

The Council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## **Health, Safety and Welfare**

The Council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful wholesome drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

The Council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

## **Health Surveillance**

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the Council will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee.

### **Format of Health Surveillance**

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

### **Frequency of Health Surveillance**

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to their Line Manager if any problems are experienced. Baseline data will usually be gathered at the employment interview.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual; however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE).

## **Record Keeping**

The responsible person or occupational health nurse will, with the support of the Head of Street Scene & Leisure Services, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the Council.

## **Home Working**

Home workers are subject to the same health and safety requirements as workers based on Council premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the Council; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the Council using the Council accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.

## **Training**

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

## **Infection Control**

For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:

- contact with people (e.g. Diphtheria, TB, MRSA, Norovirus, Gastroenteritis)
- contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV)
- injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)
- contact with animals or animal faeces/urine (e.g. Avian Flu, E. Coli, Leptospirosis).

The Council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Council will:

- undertake assessments to identify tasks or situations that may expose individuals or groups to potential infection
- identify, plan and implement controls and safe systems of work to prevent transmission of infection
- provided information, instruction and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials
- adopt good hygiene practices.

## **Vaccination**

The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus.

Where this is identified, vaccinations shall be offered to individuals without charge.

## **Training and Information**

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections.

Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

## **Staff Illness and Reporting**

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice

- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV.

Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

## **Confidentiality**

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

## **Pandemics and Epidemics**

When notified that the country is experiencing a pandemic or epidemic, the Council will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Council will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow employees to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

## **Legionnaires Disease**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria Bognor Regis Town Council will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

- **Avoidance of Stagnation**

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

Storage tanks which are to be taken out of service at the end of the season will be flushed and drained before being taken out of use.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

## **Selection, Training and Competence of Staff**

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

## **Action in the Event of an Outbreak**

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks.

## **Lifting Operations and Equipment**

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

### **Definition**

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

### **Implementation**

The Council will ensure that

- lifting equipment is suitable for the intended use with adequate strength and stability, including whatever guards are necessary to prevent:
  - persons or equipment falling from the lift
  - the lift falling from its restraints
  - persons or equipment being trapped, crushed or struck by objects when using the lifting equipment.
- an examination scheme is drawn up by a competent person
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons annually (or every six months if lifting people) to ensure correct installation and safe operation
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration
- safe working load (SWL) is clearly displayed on all lifting equipment
- suitable training, instruction and information is provided for operators and supervisors.

### **Records**

All thorough examination reports will be kept for as long as the equipment is being used except for lifting accessories reports and reports carried out due to deterioration in condition, which must be kept for 2 years.

## **Lone Working**

The Council will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

## **Information and Training**

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office or a designated buddy/contact every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

## **Machinery Maintenance**

The Council will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The Council will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The Council will inform and train personnel to implement this policy.

To achieve this objective the Council will, in consultation with the maintenance staff:

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

## **Information and Training**

The Council will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

## **Manual Handling**

To prevent injuries and long term ill-health from manual handling the Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Council will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

### **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

## **New and Expectant Mothers**

Bognor Regis Town Council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Council will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

## **Noise**

The Council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

### **Noise Risk Assessments**

The Council will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

### **Reduction of Noise Exposure Levels**

The Council will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The Council accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

### **Provision of Ear Protectors**

The Council will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

### **Hearing Protection Zones**

The Council will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

### **Use and Maintenance of Noise Control Equipment and Procedures**

The Council will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

### **Provision of Training**

The Council will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy.

Managers and supervisors responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

### **Audiometric Testing**

Where employees are exposed to risk from high noise levels, the Council will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

## **Outdoor and Peripatetic Working**

Bognor Regis Town Council will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The Council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the Council or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

### **Implementation**

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

## **Permits to Work**

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually the site manager or supervisor) so management can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

## **Hot Work**

As part of the Council's fire prevention policy we do not allow any hot work (welding, grinding, soldering) to be carried out on council premises or in buildings, by employees, or contractors, without proper precautions in place.

Where such work needs to be carried out, a Hot Work Permit will be issued by the Head of Street Scene & Leisure Services or the Town Force Coordinator, authorising the work and outlining the safety procedures to be strictly adhered to.

## **Information and Training**

Bognor Regis Town Council will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

## **Personal Protective Equipment**

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

To effectively implement its arrangements for the use of PPE the Council will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE/UKCA” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

## **Pressure Systems**

Due to the high pressures at which they operate and the steam that is generated they are subject to numerous legal requirements. Pressure systems include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and/or failure of pressure-regulating and other safety valves could lead to an explosion.

The Council will ensure that all pressure vessels and pressurised equipment used by the Council meet the requirements of the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

To ensure the safety and mechanical integrity of the pressure systems used and to meet the requirements of the legislation the Council will:

- ensure that the equipment is thoroughly examined by a competent person before it is put into service
- ensure that the equipment is of sound construction, suitable quality, made from suitable materials and free from any obvious defects before it becomes operational
- ensure that each item of equipment is clearly and uniquely marked so that it can be readily identified
- establish the safe operating limits of the equipment and display them on the equipment, and not allow the equipment to exceed those limits except where tests carried out by a competent specialist require it
- provide adequate training and instructions to ensure the equipment is operated safely, including instructions for procedures to be followed in case of emergency
- fit and calibrate suitable protective and warning devices to the equipment to deal with emergencies or mechanical malfunctions, and ensure that any devices such as safety valves or bursting discs will be able to discharge safely
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate and regular intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme and whenever the equipment is transferred to a new location
- keep adequate records of the most recent examination
- ensure that equipment identified as being in need of repairs is not used until repairs are carried out and, wherever possible, depressurise the equipment before the repair work begins
- pass all pertinent records on to the new owner if we choose to dispose of the pressure equipment and ensure that we receive written confirmation of the transfer of records.

The examination normally takes place each year in .

Records of examinations are kept in the and a copy of the last inspection must be taken with the equipment when it is transferred to a new location.

## **Risk Assessment**

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

## **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes Council vehicles that are used by more than one employee. If you have a Council car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the Council recommends that you do not do so. This policy applies to all employees, customers and visitors.

### **Implementation**

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Council vehicles that are covered by the law.

## **Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the Council’s agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Council’s grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

## **Temporary Employees**

The Council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the Council will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the health surveillance to be provided under statutory provisions
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

## **Training**

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the Council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the Council Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

## **Vibration**

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration the organisation will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job, that the equipment is sourced from appropriate suppliers and that it bears the “CE” certification mark
- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager
- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer’s specifications to avoid worsening vibration.

## **Violence**

The Council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

## **Visitors**

In the interest of safety and security, the Council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## **Work At Height**

The Council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The Council will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom the Council procure services comply with this policy.

## **Information and Training**

The Council shall provide any information, instruction and training required to work in a safe manner when working at height.

## **Work Equipment**

The Council will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the Council will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

## **Working Time Regulations**

The organisation will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Council will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased to 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

### **Further information**

All employees should refer to the Staff Handbook for full details of the Council's policy on working times, holidays and other benefits.

## **Young Persons**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

# **RISK ASSESSMENT**

## 7. RISK ASSESSMENT

### Risk Assessment

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

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

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

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

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

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

### **Carrying out risk assessments**

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## **The five stages of risk assessment**

### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy

- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

## IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

## STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## **STEP 5 - MONITOR AND REVIEW THE ASSESSMENT**

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

### **Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

## **Six Steps to Fire Risk Assessment**

### **1. Identify the hazards**

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

### **2. Identify people at risk**

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

### **3. Evaluate, remove, reduce and protect from risk**

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

### **4. Consider:**

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

### **5. Record, plan, inform, instruct and train**

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

### **6. Review**

- Keep assessment under review
- Revise where necessary.

# **MONITORING HEALTH AND SAFETY**

## 8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Proactive monitoring**

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Council feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

### **Reactive monitoring**

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

## 2. HEALTH AND SAFETY POLICY STATEMENT

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

In order to discharge its responsibilities the council will:

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

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

**Signed:**

**Dated:**

**Position:** Chair of Policy & Resources Committee

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 13 - TO RECEIVE THE MINUTES OF THE AGM OF THE  
ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 20<sup>th</sup>  
OCTOBER 2023**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

The draft Minutes of the AGM of Arun District Association of Local Councils held on 20<sup>th</sup> October 2023, are attached as **Appendix 1**.

**DECISION**

Members are invited to **NOTE** the draft Minutes of the AGM of the Arun District Association of Local Councils held on 20<sup>th</sup> October 2023.



## WEST SUSSEX ALC LIMITED

2<sup>nd</sup> Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ  
Company No. 08500937 Registered in England

**Minutes of the Annual General Meeting of the  
West Sussex Association of Local Councils Limited  
held on Friday 20<sup>th</sup> October 2023 at 09:30am  
Billingshurst Community Centre, Roman Way, Billingshurst,  
West Sussex RH14 9QW**

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**Attendance:**

**Presidents:**

The Rt. Hon. Earl of Lytton DL

**Directors:**

Cllr Douglas Denham St. Pinnock (Chair), Mid Sussex District Association  
Cllr Alison Cooper, Arun District Association  
Cllr Charles Britton, Chichester District Association  
Cllr Andrew Shaxson, Chichester District Association  
Cllr Val Court, Horsham District Association  
Cllr Martin Sheldon, Mid Sussex District Association

**Officers:**

Trevor Leggo: CEO  
Anna Beams: Clerk to the Board

**Members** – There were 37 representatives present and 34 appointed voting representatives (including 5 proxy) - full list available on request.

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**1(a) Election of Joint Presidents**

Cllr Denham St. Pinnock took the Chair and opened the meeting by explaining that under the WSALC Articles of Association the AGM should be chaired by one of the two joint Presidents; he then proposed the re-election of the two Presidents.

The motion was **CARRIED BY ACCLAMATION** and the Rt. Hon. Earl of Lytton DL duly took the Chair.

**1(b) Welcome by the Joint Presidents**

The Rt. Hon. Earl of Lytton DL shared that it was his pleasure to welcome all those member council representatives in attendance and added that he remains committed to the first tier of Local Government. He expressed his disappointment in the recent decision by the House of Commons to decline an amendment to the Levelling Up and Regeneration Bill to allow town and parish councils to hold remote meetings.

**2. Apologies for absence**

Received and accepted from, Dr John Godfrey DL (Joint President), Cllr Mike Mendoza (Director), Cllr Amanda Tait (Director), Mark Mulberry (Company Secretary) and representatives from Turners Hill, Barnham & Eastergate, West Grinstead, Pycombe, Shermanbury, Twineham, Bersted, Bramber, Southbourne, Steyning & Kingston Parish Councils and Littlehampton Town Council.

**3. Minutes of the Annual General Meeting held on 29<sup>th</sup> October 2021**

The minutes were **APPROVED** as a true record of the previous meeting.

Total votes: for – 33; against – 0; abstain – 1 (by proxy)

**4. Report from the Chairman of West Sussex ALC Limited on the Annual Report for 2021/2022.**

Cllr Denham St, Pinnock, Chairman of WSALC, presented a verbal report to members ([appendix A](#))

**5. To Adopt the Accounts for the Year Ended 31 March 2022.**

In the absence of the Company Secretary, Cllr Denham St. Pinnock presented the accounts and moved that they be accepted.

Following a question from the floor Cllr Denham St. Pinnock advised that there are long-term plans to extend the training and to offer help and support to the District Associations using reserves. He reported that WSALC had commissioned a professional company to produce a promotional video for member councils to use in their campaigns to attract new councillors.

The accounts were **APPROVED** and **ADOPTED**.

Total votes: for – 34; against – 0; abstain - 0)

**6. To note the current Directors appointed by the District Associations.**

The Chairman referred to the list of WSALC Directors, circulated with the agenda and noted that the current Directors are:

Mike Mendoza	Adur District Association
Alison Cooper	Arun District Association
Michael Tu	Arun District Association
Charles Britton	Chichester District Association
Andrew Shaxson	Chichester District Association
Amanda Tait	Chichester District Association
Malcolm Eastwood	Horsham District Association
Val Court	Horsham District Association
Douglas Denham St Pinnock	Mid Sussex District Association
Martin Sheldon	Mid Sussex District Association

**7. Election of Representatives to the National Association (NALC) for 2023/2024**

Cllr Douglas Denham St. Pinnock, Cllr Malcolm Eastwood and Trevor Leggo were proposed as representatives to NALC.

Cllr Douglas Denham St. Pinnock, Cllr Malcolm Eastwood and Trevor Leggo were duly **ELECTED** as representatives to NALC for 2023/2024.

Total votes: for – 34; against – 0; abstain – 0

**8. Any other matters**

No other matters raised.

The Rt. Hon. Earl of Lytton DL thanked all those that attended and closed the meeting by extending his gratitude to Cllr Denham St. Pinnock, the Board of Directors, all Officers and Councillors within town and parish councils, Trevor Leggo, Anna Beams, Mark Mulberry and the team at Surrey Hills for their hard work and dedication to the sector.

10:13 meeting closed.

Signed

Name

Date

## **Appendix A**

### **WSALC Chairs Report**

Trevor has submitted a full annual report accompanied by an extensive synopsis of all the services and training offered by WSALC. I would like to thank Trevor on behalf of everyone here for the tremendous work he does for all our Town and Parish Councils. Trevor acts in a similar capacity for the Town and Parish Councils across East Sussex and I am pleased to say I will attend the East Sussex AGM on 14th November in the spirit of many shared interests. My counterpart in East Sussex, Keith Stevens, who is also the Chair of the National Association, has covid so is unable to attend today. He caught covid at the Labour Party Conference having previously attended the Conservative Party Conference. Keith has worked tirelessly with government throughout the year lobbying in our interests. At present he is the only candidate for re-election to the NALC Chair. We wish him success and a speedy recovery. Whilst I am referring to the National Association, where I have attended most of its meetings during the year, we have just lost one of the battles we have been fighting.

I was not surprised to see the House of Commons vote on Wednesday night to support a government motion to overturn the House of Lords amendment to the Levelling Up and Regeneration Bill on remote meetings. Peers had previously voted in favour of a new clause in the Bill at the Report Stage, giving councils the flexibility to hold remote and hybrid council meetings. This is among the many issues NALC's president, Baroness Scott of Needham Market, has been championing throughout the Bill's passage. Ahead of yesterday's debate, NALC had briefed MPs to make the case again for why councils should be given this power, with several Conservative MPs, including Greg Smith MP, Buckingham, and Sir Peter Bottomly MP, Worthing West, speaking in favour of the move, citing our briefing and evidence gathered during our survey of councils last year. Speaking for the opposition, Matthew Pennycook MP, Greenwich & Woolwich, also voiced their support. In her reply, Rachel Maclean MP, Redditch, a parished constituency and minister of state for housing and planning, said, "It is our strong view that one of the core principles of local democracy is that citizens can attend council meetings to interact in person with their local representatives. There are no limits placed on authorities broadcasting their meetings online, and we disagree that councillors should be able to attend those meetings and cast their votes remotely. It is important that they are present, active participants in local democracy. Therefore, the government are not able to support Lords amendment 22".

I am not going to take much time on the other subject on which we continue to lobby government – the lack of sanctions for poor behaviour by Town and Parish Councillors. Trevor has devoted part of his report to the subject and suffice to say work continues at National level. I will say that it depresses me that we should even have such problems and I am aware just how much time is spent on this issue by Trevor, myself, by Malcolm Eastwood our Vice Chair and by Keith Stevens in East Sussex. The financial costs incurred by District Council Monitoring Officers is beyond belief and yet they are powerless without enforcement of any sanction. Usually it is our Clerks who bear the burden of poor behaviour and for them it is often personally destructive and for their Councils likely to result in either the expense of replacing a resigning Clerk or facing an Industrial Tribunal.

When I was first elected Chair of WSALC 30 months ago I made it my priority to ensure that Clerks were acknowledged and represented as the most important people in Town and Parish Councils. The Board is

attended by either Julie Holden from East Grinstead or Sarah Norman from North Horsham and we value their attendance and contribution. I am delighted to announce that the Society of Local Council Clerks has nominated West Sussex Association of Local Councils for National Association Council of the Year Award. Trevor and I will attend the Ceremony in the House of Lords on 29th November and if we are fortunate enough to win I will use my acceptance speech in front of assembled MPs and Peers to highlight the issue of Lack of Sanctions.

I want to turn to the District Associations. As far as I am concerned these should be the beating heart of the County Association. But with one exception they are not. Credit should be given to the West Sussex Association Vice Chair, Malcolm Eastwood, for transforming the Horsham Association over the last two years. Every Parish in the District is a member and attendance at meetings is overwhelming. The District is embedded in the Association and the Association in the District. Officers and Members of Horsham District are in regular contact with each other and attend meetings together. I am told the Chief Executive calls Malcolm and asks how the Parishes will react to proposals. In short it is a win, win relationship.

At this meeting last year members agreed to change our Mems and Arts to give Chichester Association a third Board member on West Sussex Association to reflect nearly 65 Parishes, the vast area and its great differences in geography. I am pleased that Chichester Association has elected a third member and the Association is once again starting to rise to the challenges unique to the District. Arun District is another story. I attended the Association AGM late last year and the morning's promise when the Chief Executive offered all sorts of engagement was dashed when, in the afternoon, he resigned. Arun District is still currently without a single Chief Executive and has mounting problems many of which impact on the Parishes. Our Board member and Arun Association chair, Michael Tu, is rebuilding relationships with support from Trevor.

This Wednesday Trevor and I attended the first meeting with Mid Sussex since before the elections and met a chief officer, new in post, who has come from the London Borough of Waltham Forest, where there are no Parish Councils. Whilst I wouldn't say we were pushing at an open door, at least the door was ajar. There is still much to be done before we can restore the good practices I understand existed at least four years ago.

If every Parish in all four District Associations was to attend its Association meetings and work to gain the confidence and the trust of the District Council the Associations would become much stronger and act collectively on issues that impact upon each Parish individually whether it be planning, recreation, waste collection and at County level roads, education and library services.

At the July Board meeting it was agreed to increase the County Association's funding of District Associations to £1,000 per annum, on top of retained balances and subscriptions levied by some. The purpose of this is to give the District Associations the ability to host in person events and bring the District Councils along too. Please always include your Clerks in these District Association meetings. There is nothing worse than a Clerk receiving a notice of an Association meeting and simply acting as a post box to the elected Association reps yet knowing that as Clerk it is not their business ... take it from me it is absolutely their business and they should be heard.

Finally, as you will shortly see, West Sussex Association is in a good position both financially and with some active and dedicated Board members. It plays its part in supporting its members from the smallest rural parishes to the largest Town Councils, it is actively supporting a renaissance of its District Associations and

it is working both with 40 plus County Officers around the country and with the National Association to do its best for all its members. I thank you all who have taken the time to attend today; spread the word amongst your neighbours that once a year it is worth coming to the West Sussex Association AGM.

[BACK](#)

DRAFT

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023

AGENDA ITEM 14 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR RATIFICATION

**To ratify expenditure of £4,190.00 excluding VAT for a replacement grass cutting trailer – Min. 55.2 refers**

Following the Committee's unanimous approval to replace the grass cutting trailer, at a cost of no more than £4,300 excluding VAT (Min. 55.2 refers), a new trailer has been purchased at a cost of £4,190 excluding VAT.

**DECISION**

The Committee is therefore invited to **RATIFY** the £4,190 excluding VAT expenditure for the item as noted above.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 15 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY ASSISTANT CLERK**

**FOR DECISION**

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF OCTOBER 2023 - COPIED TO COUNCILLORS**

The financial reports for the month of October 2023 are being 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 SEPTEMBER AND OCTOBER 2023 UNDERTAKEN BY THE CHAIR 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 Chair or Vice-Chair 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 Chair 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 2023.

**DECISIONS**

To **NOTE** receipt of the financial reports for the month of October 2023.

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 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 20<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 16 - CORRESPONDENCE**

**FOR INFORMATION**

1. Parish Online Newsletter #44 24.10.2023
2. NALC Events – Previously forwarded to Councillors 24.10.2023
3. NALC Newsletter 25.10.2023
4. Welcome & Introduction student placement BRRB 25.10.2023
5. West Sussex Mind Support New groups for parents and carers across the county 25.10.2023
6. WSCC Cabinet Minutes for Meeting 17.10.2023 – Circulated to all Councillors 25.10.2023
7. Office for National Statistics – Consultation closes 25.10.2023
8. Arun and Chichester Citizens Advice 2023 Cost of Living Survey – Circulated to all Councillors 26.10.2023
9. NALC Chief Executive's Bulletin – Circulated to all Councillors 26.10.2023
10. Latest Newsletter from the UK's largest Public Sector Network 26.10.2023
11. VAAC E-bulletin – Circulated to all Councillors 26.10.2023
12. Sussex Alerts – Road safety issues and survey – Circulated to all Councillors and on social media 26.10.2023
13. NALC Star Council Awards – Circulated to all Councillors 27.10.2023
14. Sussex Police and Crime Commissioner Combining law enforcement with industry knowledge to tackle serious organised retail crime – Circulated to all Councillors 27.10.2023
15. Sussex Alerts Incident Information from WSCC Resilience and Emergencies Team – Flood Warning – Circulated to all Councillors and on social media 28.10.2023
16. West Sussex Emergency Management – Circulated on social media 28.10.2023
17. Invitation to ADALC Conference – Circulated to Cllrs Yeates & Goodheart, Town Council reps 30.10.2023
18. Hidden Disabilities Sunflower – Discover the flourishing, global Sunflower universe 30.10.2023
19. VAAC Trustee Training – Circulated to all Councillors 30.10.2023
20. Sussex Alerts 2023 Crime and Community Survey launched – Circulated to all Councillors and on social media 30.11.2023
21. Sussex Alerts Met Office – Amber warning of wind affecting London & South East England – Circulated to all Councillors and on social media 31.10.2023
22. Clerks & Councils Direct issue 150 31.10.2023
23. WSCC News release – Have your say on the county council's budget proposals for next year – Circulated to all Councillors 31.10.2023
24. NALC Events – Previously circulated to all Councillors 31.10.2023
25. Sussex Alerts – Be responsible this Hallowe'en – Advice from Sussex Police – Circulated to all Councillors and on social media 31.10.2023
26. SSEN Distribution Yellow Alert – Storm Ciarán – Circulated to all Councillors and on social media 01.11.2023
27. Littlehampton Progress newsletter Winter/Spring 2024
28. Next international film at the Picturedrome 13.11.2023 – Circulated to all Councillors 01.11.2023

29. West Sussex Mind Expert by Experience Sessions 01.11.2023
30. NALC Newsletter 01.11.2023
31. VAAC Funding Focus November 2023 – Circulated to all Councillors 01.11.2023
32. WSALC AGM Minutes & Conference Presentations – Forwarded to Cllr Goodheart, Town Council rep 01.11.2023
33. Bognor Regis BID Christmas 2023 – Get engaged! – Forwarded to all Councillors 01.11.2023
34. WSCC Weather alert Storm Ciarán – are you prepared – Circulated to all Councillors and on social media 01.11.2023
35. Sussex Alerts Severe weather warning - update from WSCC – Circulated to all Councillors and on social media 02.11.2023
36. Update on GTR services during Storm Ciaran – Circulated to all Councillors and on social media 02.11.2023
37. South East Water - Storm Ciarán update – Circulated to all Councillors and on social media 02.11.2023
38. E-news from St Wilfrid's Hospice – Circulated to all Councillors 02.11.2023
39. NALC Chief Executive's Bulletin – Circulated to all Councillors 02.11.2023
40. Arun and Chichester Citizens Advice AGM 23<sup>rd</sup> November 2023 – Circulated to all Councillors 02.11.2023
41. VAAC Meet the Funder – Chichester District Council – Circulated to all Councillors 02.11.2023
42. SSEN Distribution update on Storm Ciarán – Circulated to all Councillors and on social media 02.11.2023
43. South East Water - Storm Ciarán afternoon update – Circulated to all Councillors 02.11.2023
44. Stonepillow November issue Supporter Newsletter – Circulated to Cllrs Goodheart and Barrett (Patron & Rep) 02.11.2023
45. West Sussex Mind News update 03.11.2023
46. ONS Update on Labour Force Survey 03.11.2023
47. SSEN restores supplies following Storm Ciarán – Circulated to all Councillors and on social media 03.11.2023
48. Invitation from Wellbeing and Communities Members Information Event on 22nd Nov – Circulated to all Councillors 03.11.2023
49. The Sussex Police and Crime Commissioner Welcoming the fifth round of Safer Streets funding – Circulated to all Councillors 03.11.2023
50. Sussex Alerts Arun Weekly Bulletin – Circulated to all Councillors and on social media 03.11.2023
51. JOB LISTINGS 06.11.2023
52. News Release WSCC to appoint full-time Chief Executive – Circulated to all Councillors 06.11.2023
53. NALC Events – Circulated to all Councillors 07.11.2023
54. Bognor Regis BID Newsletter – Circulated to all Councillors 07.11.2023
55. VAAC Project: Bognor Regis Wayfinding Scheme – Circulated to all Councillors 07.11.2023
56. VAAC Christmas Networking Event – Circulated to all Councillors 07.11.2023
57. Arun & Chichester Citizens Advice Stakeholder Newsletter – Circulated to all Councillors 08.11.2023
58. BR BID Reminder: Christmas 2023 – SIGN-UP! – Circulated to all Councillors 08.11.2023
59. NALC Newsletter 08.11.2023
60. West Sussex Mind – Youth and Adult Mental Health First Aid 08.11.2023

- 61.** Sussex Alerts November edition of Our News – Circulated to all Councillors 08.11.2023
- 62.** NALC Chief Executive's Bulletin – Circulated to all Councillors 09.11.2023
- 63.** WSCC Have your say on our budget and priorities for 2024/25 – Circulated to all Councillors 09.11.2023
- 64.** VAAC E-bulletin – Circulated to all Councillors 09.11.2023
- 65.** St Wilfrid's Hospice Malcolm's Story this Christmas – Circulated to all Councillors 09.11.2023
- 66.** NALC Direct Elections to Larger and Smaller Council's Committees 10.11.2023
- 67.** Sussex Alerts Arun Weekly Bulletin – Circulated to all Councillors and on social media 10.11.2023
- 68.** The Sussex Police and Crime Commissioner Sussex bleed kit training helps to prevent knife crime deaths – Circulated to all Councillors 10.11.2023
- 69.** Invitation to members to the NALC Super Council Network Session 15.11.2023 via Zoom – Circulated to all Councillors
- 70.** NALC Job listings 13.11.2023
- 71.** October 2023 PSDF Factsheet 13.11.2023
- 72.** Sussex Alerts – Sussex Police Officers, staff and volunteers recognised at Chief Constable's Annual Awards – Circulated to all Councillors 13.11.2023
- 73.** West Sussex Mind One week left to sign up for Mental Elf! 13.11.2023
- 74.** NALC Events – previously forwarded to Councillors 14.11.2023
- 75.** Revised Agenda & Zoom Logins I NALC Super Councils Network Session I 15 November 2023 – Circulated to all Councillors 14.11.2023