



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 17th NOVEMBER 2025.**

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 17th 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 11th DAY of NOVEMBER 2025

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 22nd September 2025, and the Extraordinary Meeting held on 30th October 2025
 5. ADJOURNMENT for public question time and statements
 6. Clerk's report from previous Minutes
 7. To receive the Town Force Report
 8. To receive and note the Monthly Community Warden report from the Bognor Regis BID, including business crime reporting through DISC, for August, September and October 2025 (if available)
 9. To receive and note the monthly report for the Town Council's Community Warden for September and October 2025
 10. To note the Minutes of the Bognor Regis Town Centre Action Group Meetings held on 18th September and 31st October 2025
 11. To receive an update in relation to Boom Community Bank – Min. 17 refers
 12. To consider submitting a request to Arun District Council for a Community Governance Review
 13. To note that the annual review of the Town Council's Health & Safety Policy Manual has been undertaken, with no changes identified, with the Policy Statement to be signed by the Chair of the Committee
 14. Financial Reports including: -
 - To note Committee I&E Reports for the month of October 2025 - 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 2025, undertaken by the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations
 15. Rolling Capital Programme including: -
 - To ratify expenditure of £982.19 excluding VAT for 10 new event radios, chargers, a flight case, 4 x ear sets and the relating Ofcom Licence
 - To ratify expenditure of £610.00 excluding VAT for the purchase of a Dell Pro Micro PC
 16. Correspondence
 17. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
 18. Town Force: Note of outstanding debtors

Agenda item **18** will contain confidential items and require a resolution to exclude public and 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 22nd SEPTEMBER 2025

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: D. Dawes, S. Goodheart,
N. Smith, Mrs. J. Warr, P. Wells, M. White and Mrs. G.
Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 6.31pm

67. 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.

68. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

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

69. 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 item 7 as a Trustee of the Bognor Regis Youth & Community Centre

Cllr. Wells declared an Ordinary Interest as a BID Levy payer

70. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th JULY 2025, AND THE EXTRAORDINARY MEETING HELD ON 16th SEPTEMBER 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 28th July 2025, and the Extraordinary Meeting held on 16th September 2025, and these were signed by the Chair.

71. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, therefore, the meeting was not adjourned.

72. CLERK'S REPORT FROM PREVIOUS MINUTES

72.1 31st March 2025 - Min. 142.3 Partnership Funding Bognor Regis Seafront Lights (Illuminate Event)

Members will recall that the funding allocated for this event over a three-year period commencing with funding of £5,000 for Year 1 had not been released to BRSFL following notification from them that the intended use of the funds in the first year was going to be more costly than originally anticipated. Funds were therefore being moved to Earmarked Reserves until further information became available from BRSFL. Funding of £400 for a Samba Band to lead the parade at this year's event has been released from these funds and this expenditure will be ratified under Agenda item 20 later in the meeting.

A balance of £4,600 therefore remains of the 2025-26 funding with a further £4,000 identified as part of the 3-year deal for the ILLUMINATE Gala in the next financial year 2026-27. This additional funding may allow them to proceed with the light show that they had hoped to do this year for next year's event, dependant on the cost. Contact has been made with the organisers to try to establish their plans moving forward and Members will be updated when further information becomes available. It will be a requirement, if this funding is to be released, that the Council's 3-year Partnership Funding Agreement is signed up to by BRSFL.

72.2 31st March 2025 - Min. 146.4 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

A copy of the most recent publication from the Bognor Regis Heritage & Arts Partnership has been received which is the story and history of the former Servite Convent in Hawthorn Road, Bognor Regis. The booklet, which has been compiled by Sylvia Endacott, will be available for sale from the Museum.

72.3 2nd June 2025 - Min 8.2 Potential sites in Bognor Regis for Event Organisers to use for storage

It had previously been agreed that, prior to letters being written to ADC and WSCC to enquire about available land they might have on their estate portfolio, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence. Despite emailing Members on a couple of occasions seeking their input, only one Councillor had responded with some suggested locations.

Given that both ADC and WSCC are absorbed in work on devolution and Local Government Reorganisation to meet the next deadline in September, and based on the fact that Dawn Hudd (CEO of ADC) has advised that for anyone thinking of acquiring ADC assets, the CAT Policy should be referred to and such requests would not be looked at until September 2025 at the earliest, it was queried as to whether now was the right time to be asking about what land both authorities might have.

With asset reviews being carried out, and various proposals on the table about what will be devolved where, it is questionable whether a very favourable response would be forthcoming at this time. It is therefore suggested that this be deferred until a future date.

72.4 2nd June 2025 - Min. 14 Bognor Regis BID Presentation

At the meeting, Members of the Policy and Resources Committee agreed to invite representatives of the Bognor Regis BID to present to a future meeting as they would like to hear more about the work of the BID and the benefits to businesses who pay the levy. As funding partners to the BID, the delivery of the requested presentation would be welcomed prior to the inception of our budget setting process for the next Financial Year.

The BID Facilitator has responded offering Thursday 23rd October and as he is meeting with the BID directors on 9th October, to discuss their 2026/27

budget, this would allow them to discuss the past 12 months activities and plans for the next 12 months in their presentation to Members. This will therefore be arranged as a Members Briefing to commence at 6.30pm, with Members invited to email the Deputy Clerk with any questions they may wish to raise with the BID prior to the Briefing.

72.5 2nd June 2025 - Min. 24 Council's contribution of £6,000 towards the Business Crime Reduction Partnership

An email has been received from the Business and Economy Manager, of Economic Development at ADC, seeking the Council's continued financial support to the Business Crime Reduction Partnership to the same level committed in 2025-26 of £6,000. The Town Council's contribution enables access to DISC for the Community Warden and also helps fund the ADC Business Crime Reduction Partnership Manager's role, which is currently funded for one year until the end of March 2026.

The Council's contribution would remain the same, as Arun's budgets are covering incidental costs such as printing, travel, training etc. The Business and Economy Manager is seeking funding for the coming financial year, however, has indicated if Members were able to consider a two-year commitment, that would fund the role through to Local Government Reorganisation in March 2028. At that point, it is proposed to have the post added to Arun's permanent staffing structure and funded accordingly. This request for funding will therefore be included within the draft Budget proposals for consideration by Members at the Budget Meeting on 15th December 2025.

72.6 28th July 2025 - Min. 51 Report on Town Centre issues

At the last meeting, a Member asked if the lighting in York Road could be followed up with the BID, to establish whether they were working yet. This was raised by the Deputy Clerk at the BID Board Meeting, attended on 11th September, where it was advised that issues with the power source continue to be investigated.

73. PROPOSALS FOR EVENTS PROGRAMME FOR 2026 INCLUDING CONSIDERATION OF BUDGETS

The Events Officer's report, providing an outline programme of events in 2026, was **NOTED**.

The Clerk reminded those present that they were not approving the budgets for events at this stage but being asked whether they agreed with the Officer recommendations. These figures would then be fed into the overall budget proposals and be considered at the Committee Budget Meeting on 15th December 2025.

With some Members proposing new events for the 2026 programme, it was suggested that discussions take place with the Events Officer, relying on their knowledge and expertise, to ascertain how much time, money and Officer resource that introducing new, additional, events may require whilst

being mindful that including such in the events programme may not be possible until 2027. Whilst stating that there was complete trust in the Events Officer's ability, the Chair advised that they would reach out to the Officer to consider the viability of any new events proposed by Members.

In relation to the Hampshire Avenue Fun Week, it was requested that the Bognor Regis Youth & Community Centre be approached and invited to participate with the event.

Comment was made that the budgets proposed for 2026 events were equal to the amounts budgeted for in 2025, with no provision for inflation in the figures. It was, therefore, recommended by the Chair that when making 2026/2027 Budget recommendations that a contingency be provided for this. There was agreement that this would be a prudent approach, with an added element for inflation included year on year, rather than having to cut events later down the line owing to a lack of budget provision.

- 73.1** It was unanimously **AGREED** that the theme for the 2026 Book Day would be Festival of Birds, and unanimously **FURTHER AGREED** to **RECOMMEND** a budget of £5,000 for the event.
- 73.2** A budget of £3,000 was unanimously **AGREED** to be **RECOMMENDED** for the Proms in the Park event.
- 73.3** Members unanimously **AGREED** to **RECOMMEND** a budget of £5,000 for the Drive Through Time event.
- 73.4** A budget of £5,000 was unanimously **AGREED** to be **RECOMMENDED** for the Hampshire Avenue Fun week.
- 73.5** For the Funshine Day events a budget of £5,000 was unanimously **AGREED** to be **RECOMMENDED**.
- 73.6** Should the Rotary Club be agreeable to continuing to work in partnership with the Town Council in 2026 on the Sunday Afternoon Concerts, then a budget of £3,000 was unanimously **AGREED** to be **RECOMMENDED**.
- 73.7** To provide for a Halloween event in 2026, Members unanimously **AGREED** to **RECOMMEND** a budget of £4,000.
- 73.8** A budget of £6,000 was unanimously **AGREED** to be **RECOMMENDED** for the Christmas Illuminations Switch-On event.
- 73.9** It was unanimously **AGREED** to **RECOMMENDED** that a budget of £2,500 be allocated for the Carols in the Park event.

74. TO RECEIVE THE TOWN FORCE REPORT

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

74.1 With it seemingly the case that Arun District Council would continue to provide and maintain the hanging baskets in London Road, including those baskets and planters at the Town Hall, until 2028, and with it deemed prudent to wait and see what other assets may be devolved as a result of the Local Government Reorganisation, Members unanimously **AGREED** to delay taking ownership of the three floral sites until 2028.

74.2 Whilst the importance of the Town Council supporting local event organisers was without question, and in noting the valuable contribution they make to the town, it was felt that this support should not be to the detriment of Council staff whereby they were put in the unfortunate position of working more hours on events than had been agreed due to a lack of proper planning. Responsible planning by event organisers would see a contingency of additional Town Force man hours for unforeseen circumstances and it was felt that this should be impressed upon them when they requested assistance from the Town Force team for their events in the future.

However, on this occasion, it was **AGREED** to **APPROVE** the transfer of 22-man hours from the Carnival Association's unused Town Force allocation for 2025 to the Armed Forces Day organisers to cover the excess of Town Force time, therefore cancelling the invoice raised for £484 plus VAT.

74.3 In considering the financial implications and constraints arising from staff resources and storage space for signage associated with Option 1, it was unanimously **AGREED** to proceed with Option 2 in relation to the future maintenance of the A29/Shripney Road central reservation.

75. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

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

A query was raised about whether the Town Council's Service Level Agreement with the Bognor Regis BID, associated with Warden provision in the Town Centre, specified the hours that the Warden would work. This was not known and the Clerk, therefore, agreed to liaise with the BID in relation to reports that the Warden was starting work at 6am/7am and finishing at 2.30pm/3pm, which were not the optimum times at which their presence in the Town Centre was needed.

76. TO CONSIDER UPDATES AND RECOMMEND TO COUNCIL FOR ADOPTION THE CHANGES TO THE FINANCIAL REGULATIONS, STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS

Unfortunately, it had not been possible for Officers to prepare the necessary paperwork in time for the meeting, and it was **AGREED**, therefore, to **DEFER** consideration of updates to the Financial Regulations, Standing Orders and Standing Orders for Contracts until another meeting.

77. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JULY AND AUGUST 2025 (IF AVAILABLE)

The Town Clerk's report, including the Community Warden report from the Bognor Regis BID for July 2025, was **NOTED**. The report for August had not been provided by the Bognor Regis BID in time for the meeting.

78. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JULY AND AUGUST 2025 (SEPTEMBER NOT YET AVAILABLE)

The Town Clerk's report, including the monthly report for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout July and August 2025, was **NOTED**.

Following a suggestion that the provision of an electric bike would enable the Community Warden to travel between the five Wards more quickly, particularly whilst responding to reports, it was **AGREED** that this be included on the next Agenda for consideration.

79. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN ACTION GROUP MEETING HELD ON 14th AUGUST 2025

The Deputy Clerk's report, along with the Notes of the meeting held on 14th August 2025, was **NOTED**.

80. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE

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

Having reviewed the Town Crier role, Members **AGREED** that there should be no changes made. The Town Crier, Jane Smith, was credited as being a great ambassador for the Town.

81. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2026 TOWN NEWSLETTER

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

Members considered the Officer's suggested articles for the 2026 Town Newsletter and **AGREED** that, where space allowed, the following articles be included in the publication, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary): -

- Town Crier Competition
- 90th Anniversary of Butlin's Bognor Regis
- Bognor Regis Town Council Community Survey 2026

- Development Work, inc. Alexandra Theatre, Premier Inn and The Arcade
- Sponsorship and Volunteer Opportunities with BRTC
- Balcony Flagpole Reinstatement
- Town Centre Action Group (initiatives and information for public knowledge)
- Youth Provision

There was a brief discussion about inviting community groups to advertise, to offset the cost of publishing the Newsletter and to promote the work that they do. It was explained that there would need to be some censoring of what was being advertised by the groups to protect the reputation of the Council, and an agreement as to the fairest way to invite groups to be included. With limited time to implement this suggestion for the 2026 publication, as an alternative, it was **AGREED** that Grant Aid 2025 recipients, and the services they offer, would be featured in the 2026 Town Newsletter using feedback that was required of them as part of the funding agreement.

It was further **AGREED** to produce a condensed A4, 4-page version, with QR code for the full edition, for the 2026 Town Newsletter.

82. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 9th SEPTEMBER 2025 AND AGREE ANY NEXT STEPS

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 9th September 2025, was **NOTED**.

83. CONSIDERATION OF AMENDMENTS TO THE MEMBERSHIP OF THE BOGNOR REGIS TOWN ACTION GROUP – MIN. 21.1 REFERS

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

The revised membership of the Bognor Regis Town Action Group, as detailed in the report, and the fact that the Terms of Reference for the Town Action Group would be amended accordingly, was **NOTED**.

84. TO FURTHER DISCUSS THE DISSOLUTION OF THE BOGNOR REGIS REGENERATION BOARD – MIN. 89 AND MIN. 125 REFER

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

Whilst some felt that BRTC needed to be known as an open house, in relation to being a facilitator for regeneration in the Town, comment was made that the Town Action Group would pick up on some of the regeneration issues whilst the County and District Council were preoccupied with Local Government Reorganisation for the time being.

Following a suggestion by the Chair, it was **AGREED** that it would be sensible to leave regeneration as an open Agenda item for the Policy and Resources Committee to discuss as and when.

85. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2025/2026 (FIRST INTERIM)

The Town Clerk's report, and the copy of the Internal Audit Report 2025/2026 (First Interim), was **NOTED**.

Noting that no actions were required by Members, the Committee further **NOTED** the Internal Audit Report 2025/2026 (First Interim) and unanimously **AGREED** to **RECOMMEND** this to Council for approval.

86. TO RATIFY THE RELEASE OF £400 TO BOGNOR REGIS SEAFRONT LIGHTS TO FUND A SAMBA BAND FOR THE ILLUMINATE BOGNOR REGIS PARADE FROM THE 2025-2026 PARTNERSHIP FUNDING AND UPDATE ON THE BALANCE OF THE FUNDING

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

Members unanimously **RATIFIED** the release of £400 to Bognor Regis Seafront Lights to fund a Samba band for the ILLUMINATE Bognor parade, from the 2025-2026 (Year 1) Partnership Funding, noting that there is a balance of £4,600 remaining.

87. TO NOTE THE UPDATED TREASURY MANAGEMENT POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL FOR ADOPTION

The Town Clerk's report, including the Treasury Management Policy detailing the proposed amendments/updates appended, was **NOTED**.

It was unanimously **AGREED** to **RECOMMEND** to **COUNCIL** the **ADOPTION** of the updated Treasury Management Policy, with the recommended amendments to enable the Deputy Clerk to act in the absence of the Town Clerk.

88. TO NOTE THE AMENDMENTS REQUIRED TO THE CCLA PUBLIC SECTOR DEPOSIT FUND MANDATE OWING TO THE CHANGES IN STAFF PERSONNEL AND AGREE THAT THIS BE RECOMMENDED TO COUNCIL FOR APPROVAL

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

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the CCLA Public Sector Deposit Fund mandate be amended once the new Deputy Clerk, Max Hirst commences their employment.

It was further unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the mandate be amended to remove Mrs. Frost as an authorised signatory, update the job title of Mrs. Davis to Town Clerk and include Max Hirst, Deputy Clerk as an additional signatory to the account. This would enable the Deputy Clerk to transfer funds between the Public Sector Deposit Account and the Co-operative Bank Account in the event that this should be

necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory.

89. FINANCIAL REPORTS INCLUDING: -

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

89.1 To note Committee I&E Reports for the month of August 2025 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of August 2025.

89.2 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 2025, whilst noting that this is now undertaken by any authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)

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

90. CORRESPONDENCE

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

91. 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 26 (contractual).

92. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential). The Town Clerk confirmed that no action, in relation to irrecoverable sums, was necessary at this time.

The Meeting closed at 7.46pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON TUESDAY 30th OCTOBER 2025

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, Mrs. J. Warr,
P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.30pm

93. 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.

94. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

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

No apologies for absence were received from Cllr. Goodheart or Cllr. Smith and, therefore, their absence could not be approved.

95. 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.

96. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, therefore, the meeting was not adjourned.

97. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (STAFFING)

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 6 (staffing).

98. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 30th OCTOBER 2025. PRIOR TO THE POLICY AND RESOURCES COMMITTEE MEETING

The Clerk gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

The Committee **AGREED** to **RATIFY** the recommendation that the retired Town Clerk be remunerated for any work carried out from 1st October 2025 at the same hourly rate as previously employed, equivalent to SCP 62, capped at 25 days maximum, and that this arrangement and subsequent employment cease as of Friday 28th November 2025.

The Meeting closed at 6.33pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 17th NOVEMBER 2025

AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT

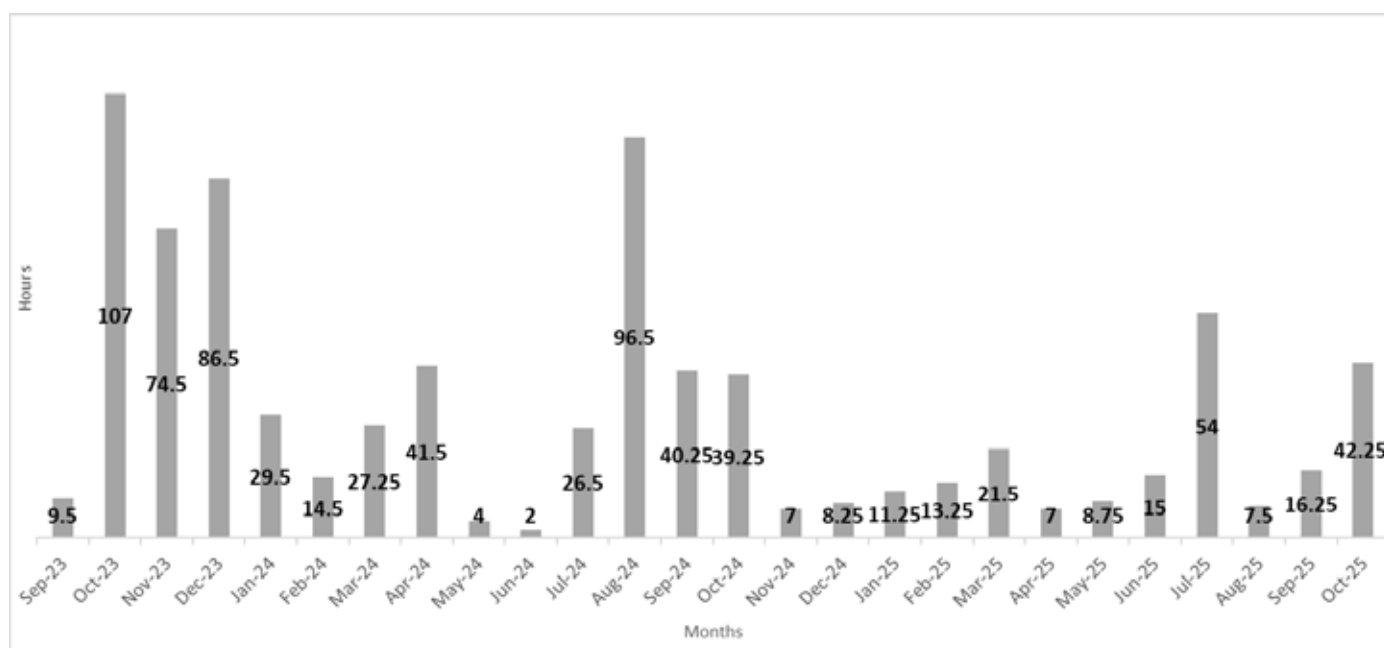
REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Graffiti

There was a noticeable increase in graffiti incidents during October. Several tags were removed from Hotham Park walls along the Church Path, lampposts along the Upper Bognor Road cycle path, Highfield Road railway bridge and green utility boxes around the Town Centre. The Orchard Way subway was particularly affected and required a complete repaint.

The graph below illustrates the number of staff hours dedicated to graffiti removal on a monthly basis.



Staffing

A staff member has returned from a long-term absence and is now working full time, with temporary adjustments to duties in place for the next two months following an Occupational Health assessment.

Town Force Vehicles

The cherry picker has now been fixed by the manufacturer and passed the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Town Force Training

Staff are scheduled to attend Equality, Diversity & Inclusion training, as well as Sexual Harassment training, to ensure the Town Council meets its legal obligations to prevent harassment in the workplace.

Horticultural Activities

As the summer bedding continued to perform exceptionally well, the delivery of winter plants was delayed for as long as possible, without affecting the quality of the winter bedding.

Winter bedding has now been planted in all areas and winter hanging baskets installed at the Railway Station and at the Picturedrome cinema.

Summer hanging baskets and troughs in areas where there is no provision for winter displays remained in situ until the first week of November.

Sponsored Planters

Allbright Ltd. have joined the floral sponsorship scheme and now sponsor two planters located at the junction of Durban Road and Orchard Way.

Only one planter remains available for sponsorship - the planter located on the A29/Shripney Road.

Bike Repair Stations and Pumps

The latest monthly inspection has once again identified further tool theft from all stations. These have been sourced locally and replaced.

The replacement multivalve head pump for the Rock Gardens station has been on order with the manufacturer since 29th September. Once it arrives, the whole bike station will be reinstated.

Town Hall clock

The clock has received its annual service and the fault with its automatic time changer has been rectified. During the visit, the engineer also noticed that the clock face lights were not working and traced the issue to a corroded fuse. A new fuse was installed; however, it has since been reported that the lights are off again. Further investigations are ongoing.

Hotham subway Art Project

The team is currently preparing Hotham subway for application of the artwork during the last week of November.

Remembrance Sunday

Town Force installed poppies on lampposts in the vicinity of the Town Hall, decorated the Town Hall balcony with the poppy wall created for Armed Forces Day, and attended the service, manning road closures and fixing wreaths to the War Memorial.

Revenue generating jobs

- Graffiti removal from London Road toilets on behalf of Arun DC;
- Ongoing bedding plant maintenance of 3 planters for Felpham Parish Council;
- Ongoing grounds maintenance at the BRWM Hospital;
- Ongoing hanging baskets maintenance, weekly litter picks and weed removal as necessary for the Picturedrome Cinema;
- Maintenance and removal of the Arcade hanging baskets on behalf of Arun DC.

Examples of other jobs

In addition to the routine jobs, TF have also assisted with the set up of the In Bloom Awards evening, delivered trophies for engraving, taken water meter readings at the yard and at the allotments, assisted with office moves, removed flyposting, corrected the time on the Town Hall clock, adjusted the timer on the Town Hall balcony lights and serviced the noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 17th NOVEMBER 2025**

AGENDA ITEM 8 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR AUGUST, SEPTEMBER AND OCTOBER 2025 (IF AVAILABLE)

REPORT BY DEPUTY CLERK

FOR DECISION

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.

At the time of publishing this report, only the Community Warden reports for August and September 2025 had been provided by the Bognor Regis BID (attached as **Appendix 1** and **2**). Should the report for October 2025 become available, it will be shared accordingly.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for August and September 2025, and October if available.



BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC

August 2025

Date: 23th September 2025

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID) with a significant contribution from Bognor Town Council (BTC). The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Jul-25	Aug-25	Change
1	Total number of hours delivered	Invoice	208	200	-8
2	Absence rate %	Invoice	16.13%	19.35%	3.23%
3	£ value of stock recovered by warden:	Warden/ businesses	£1,434.01	£2,539.88	£1,105.87
4	Number of stock recovery incidence	Warden/ businesses	27	23	-4
5	Number of engagements with business representatives	BIDBASE	810	432 *	-378
6	Number of businesses engaged with:	BIDBASE	67	67	0
7	Total number of incidents reported on DISC by 45 Town Centre Business users/Wardens:	DISC portal	83	56	-27

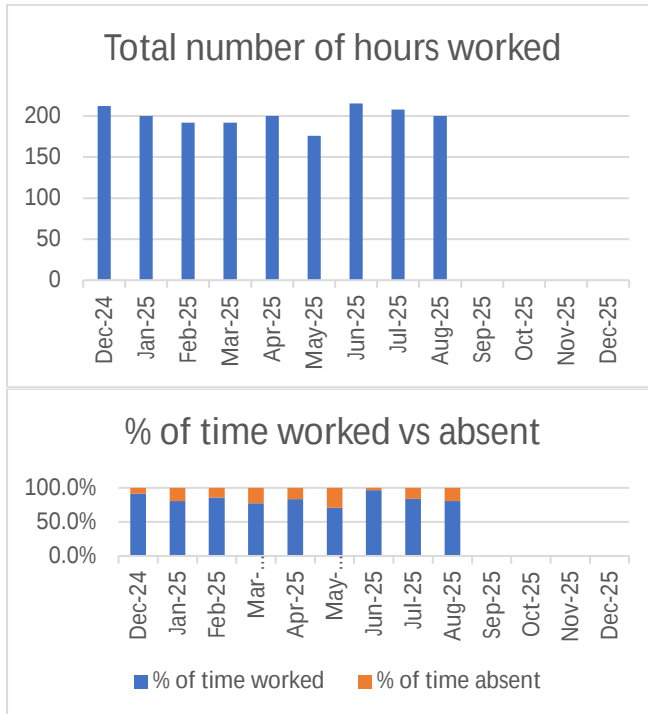
* There were no recorded interactions between 1-10 August due to phone charging issues.

Observations: In July the Town Centre warden was available and visible on 26/31 days. This fell to 25/31 days in August. SWL, have feedback, this is largely due to being unable to cover Sundays. A new Warden BV has been recruited to improve cover. In the 23 days in September, performance stood as 21/23 days coverage to an absence rate for 9.13%.

DISC reports: The Warden has been asked to support businesses in completing firsthand DISC reports, either by direct support or signposting to Chloe, BCRP Manager. Firsthand reports are more useful to police and can be used as evidence when prosecuting offenders. Wardens will no longer write a third-hand DISC report.

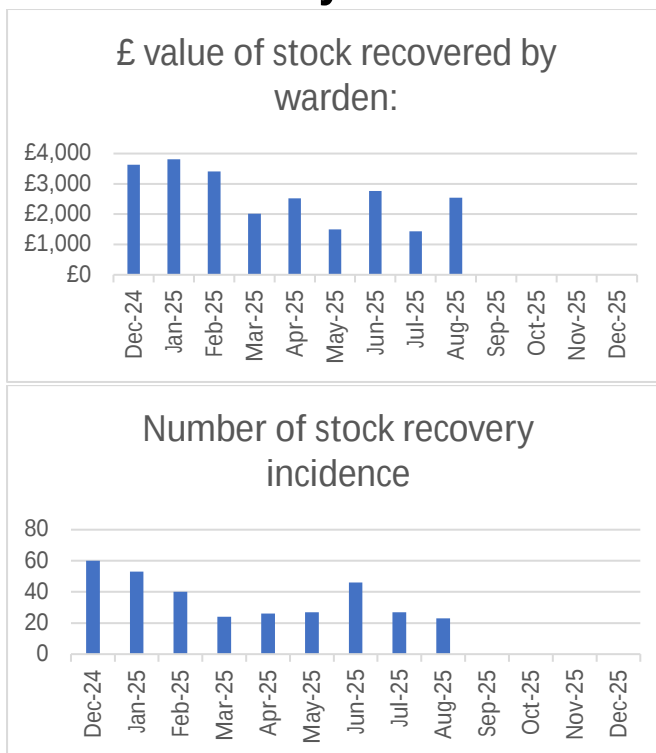
KPIs

Hours



The total number of hours covered by the Town Centre Business Warden was 200 hours. This means in August 25/31 days were covered. This is due to an absence of coverage on Sundays. Remedial action plan has been put in place with additional cover for September.

Stock Recovery



The level of stock recovered in July was £2,539, across 23 incidents

This could have been higher if the absence rate was improved, a priority for the BID in the coming months.

The £2,539 recovery figure represents several high value items, from national chains.



BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC

September 2025

Date: 23th October 2025

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID) with a significant contribution from Bognor Town Council (BTC). The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Aug-25	Sep-25	Change
1	Total number of hours delivered	Invoice	200	224	24
2	Absence rate %	Invoice	16.13%	12.50%	-3.63%
3	£ value of stock recovered by warden:	Warden/ businesses	£2,539.88	£1,237.87	-£1,302.01
4	Number of stock recovery incidence	Warden/ businesses	23	18	-5
5	Number of engagements with business representatives	BIDBASE	810	tbc *	
6	Number of businesses engaged with:	BIDBASE	67	tbc *	
7	Total number of incidents reported on DISC by 45 Town Centre Business users/Wardens:	DISC portal	83	tbc	

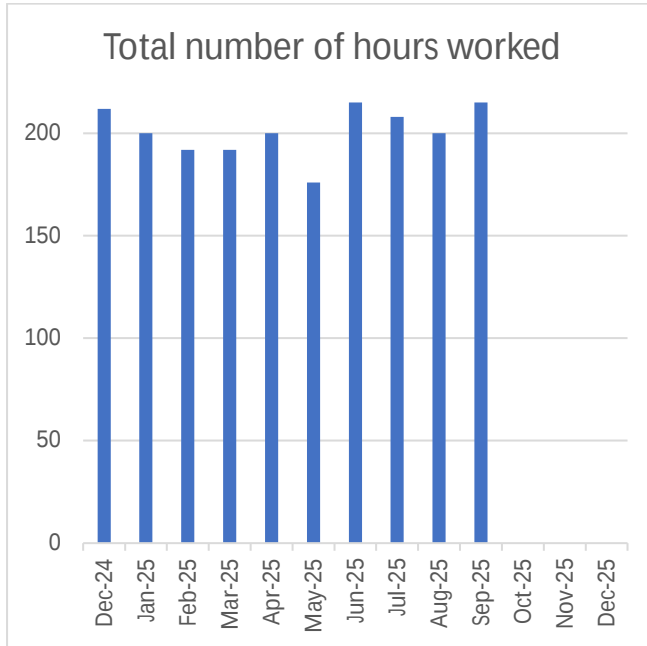
* Technical issues with exporting data from BIDBase has prevented interactions from being reported.

Observations: In September the Community Warden was available and visible on 28/30 days. This is an increase from August where the attendance rate was 25/31. SWL, have confirmed that Sunday cover has improved due to the recruitment of additional Wardens locally.

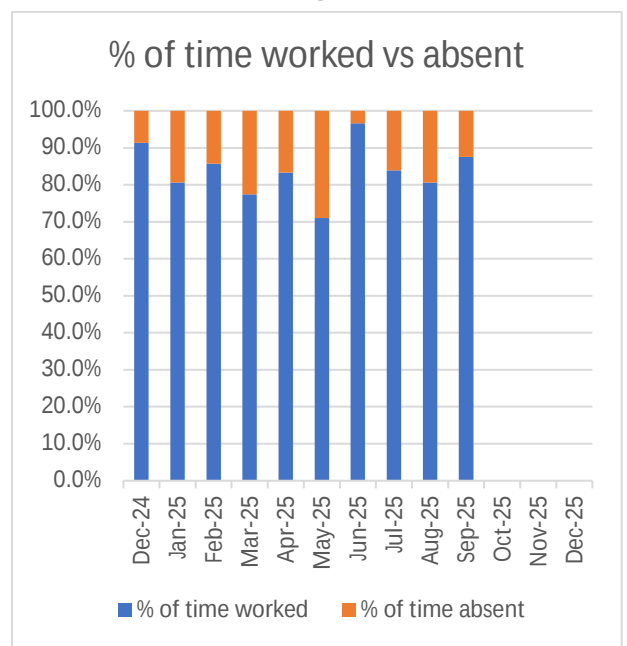
DISC reports: The Warden has been asked to support businesses in completing firsthand DISC reports, either by direct support or signposting to Chloe, BCRP Manager. Firsthand reports are more useful to police and can be used as evidence when prosecuting offenders. Wardens will no longer write a third-hand DISC report. In addition, they have been asked to support the towns' objective to reduce electric scooter riding on pavements and in London Road.

KPIs

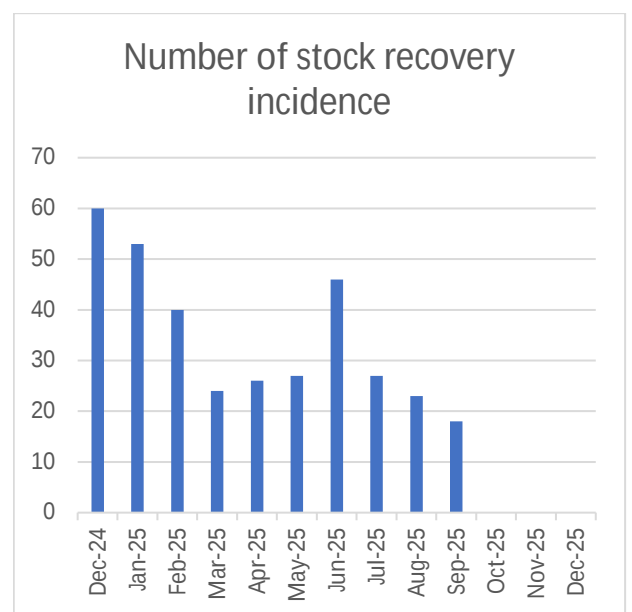
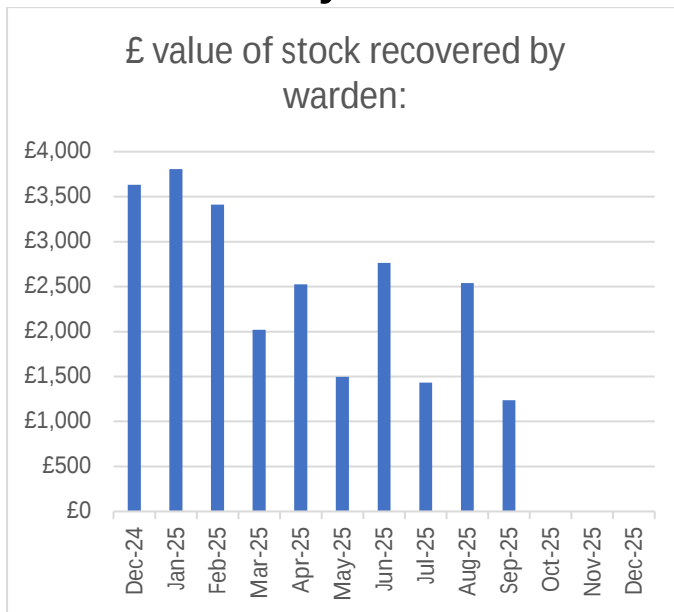
Hours



Stock Recovery



Stock Recovery



BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 17th NOVEMBER 2025

AGENDA ITEM 9 - TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE
TOWN COUNCIL'S COMMUNITY WARDEN FOR SEPTEMBER AND OCTOBER
2025

REPORT BY DEPUTY CLERK

FOR DECISION

Monthly reports for September and October 2025

With the inception of the Town Council fully funding a 7-day Community Warden service, from 1st April 2025, the purpose of this report is for the third-party contractor to provide regular updates including key performance indicators for the information of Members.

Attached is a summary of the Community Warden's daily interactions throughout September (attached as **Appendix 1**) and October (attached as **Appendix 2**).

DECISION

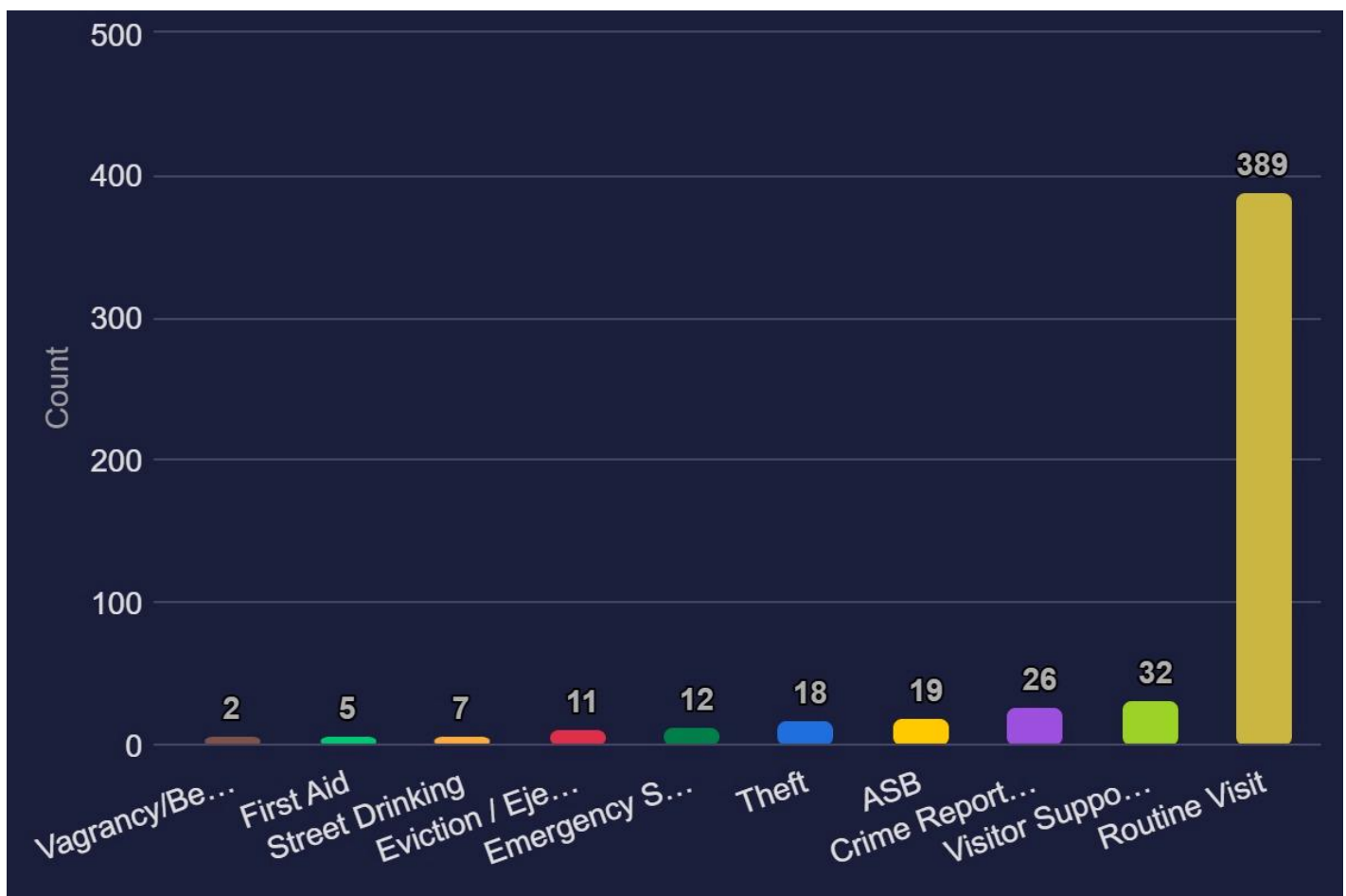
Members are asked to **NOTE** the Monthly Reports for the Town Council's Community Warden for September and October 2025.

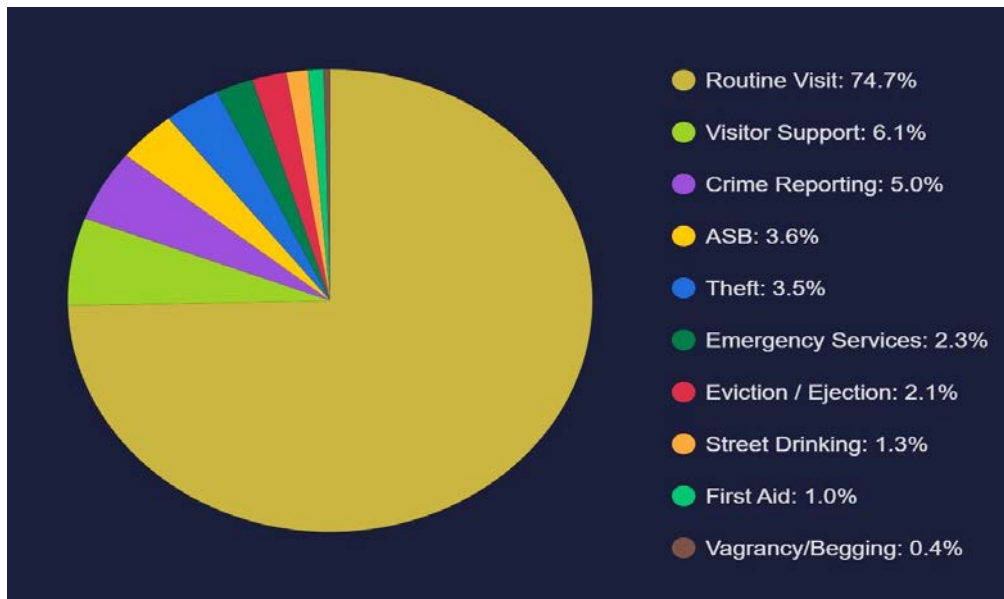


Bognor Town Council – September Report

Interactions Logged – 523

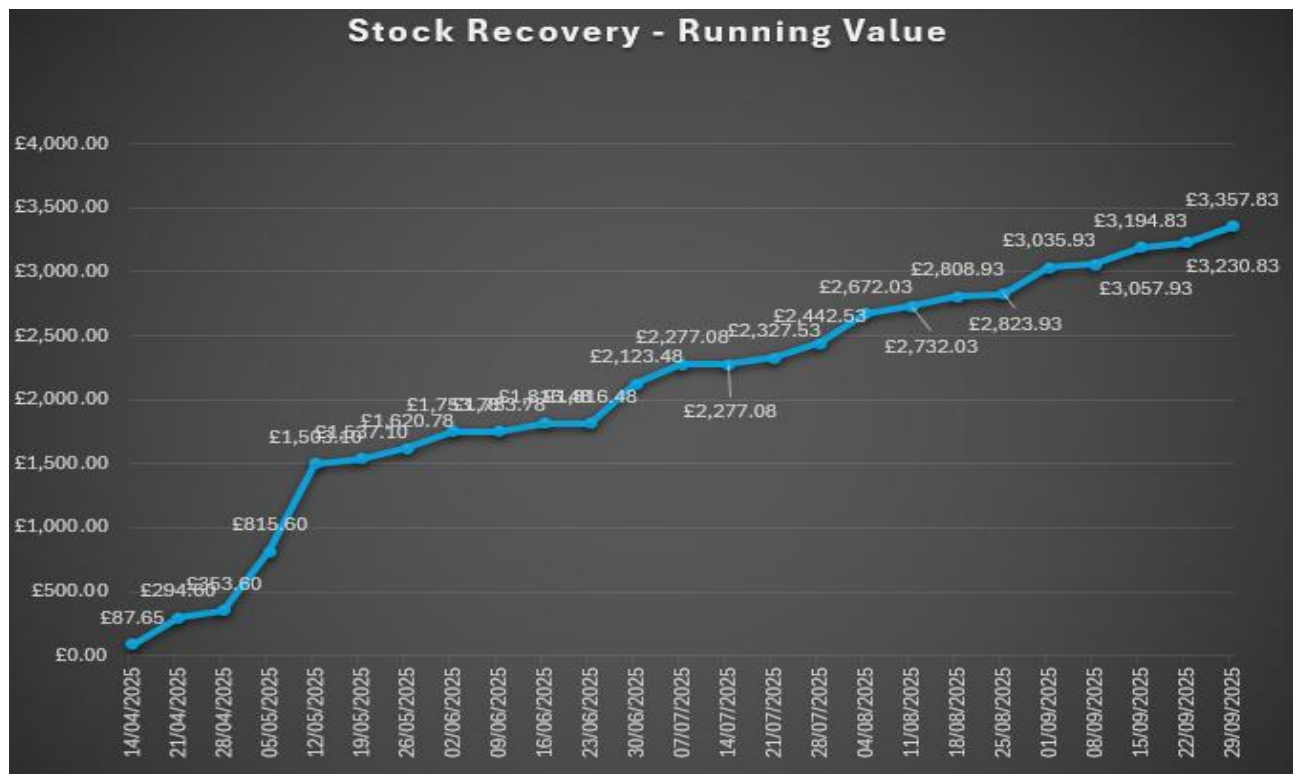
Interaction Summary 1 – Bar Graph & Pie Chart



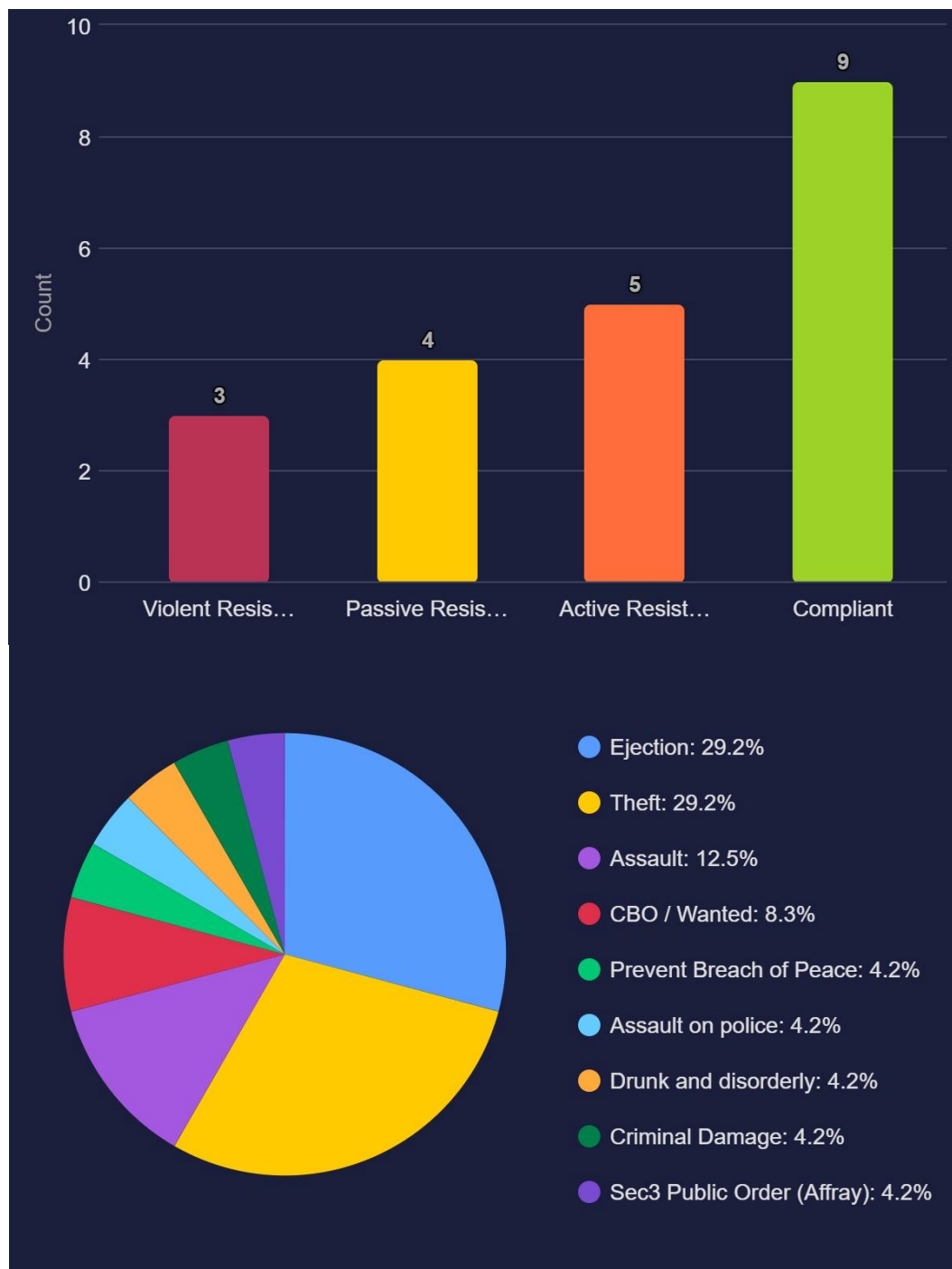


Stock Recovery

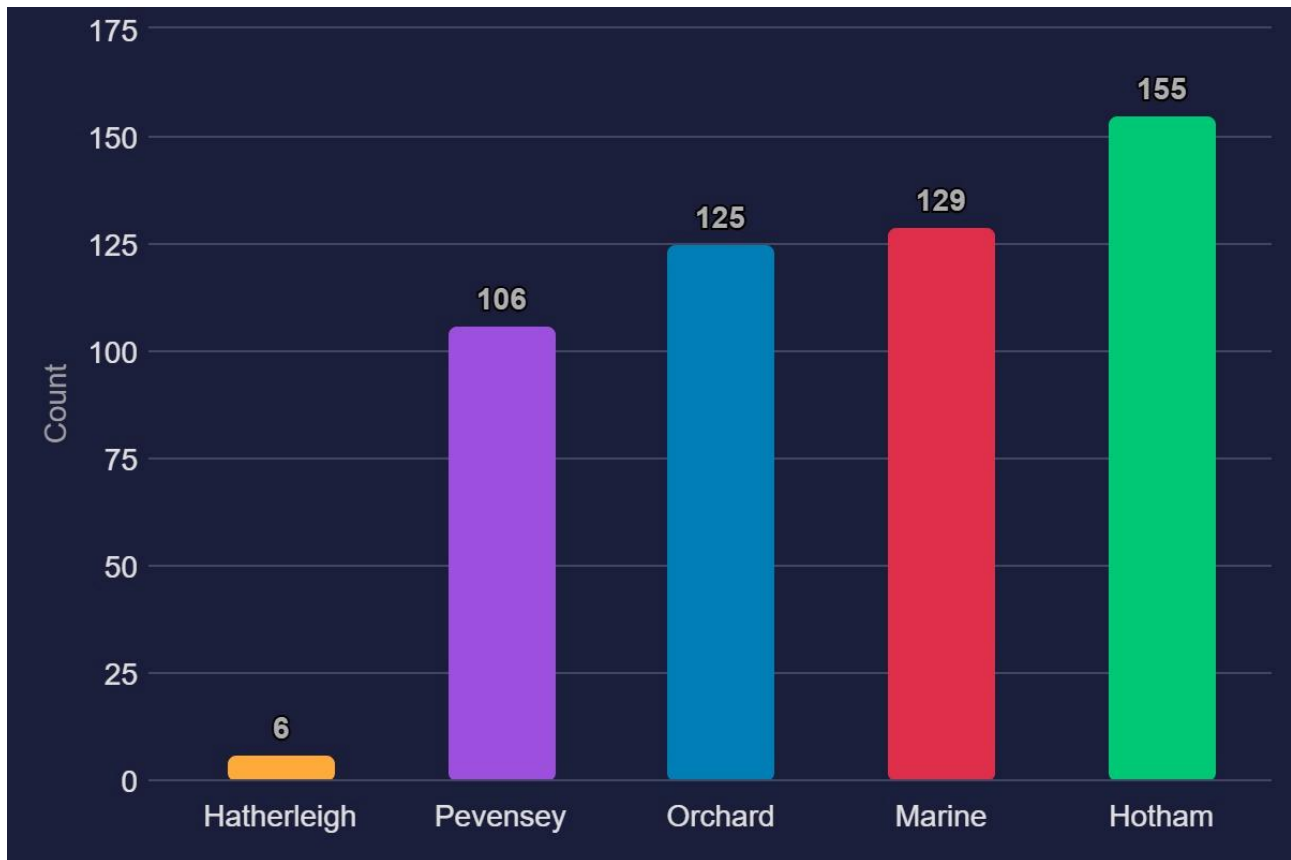
- Total £406.90
- Occurrences 6



Arrest & Resistance Summary



Ward Interaction Summary

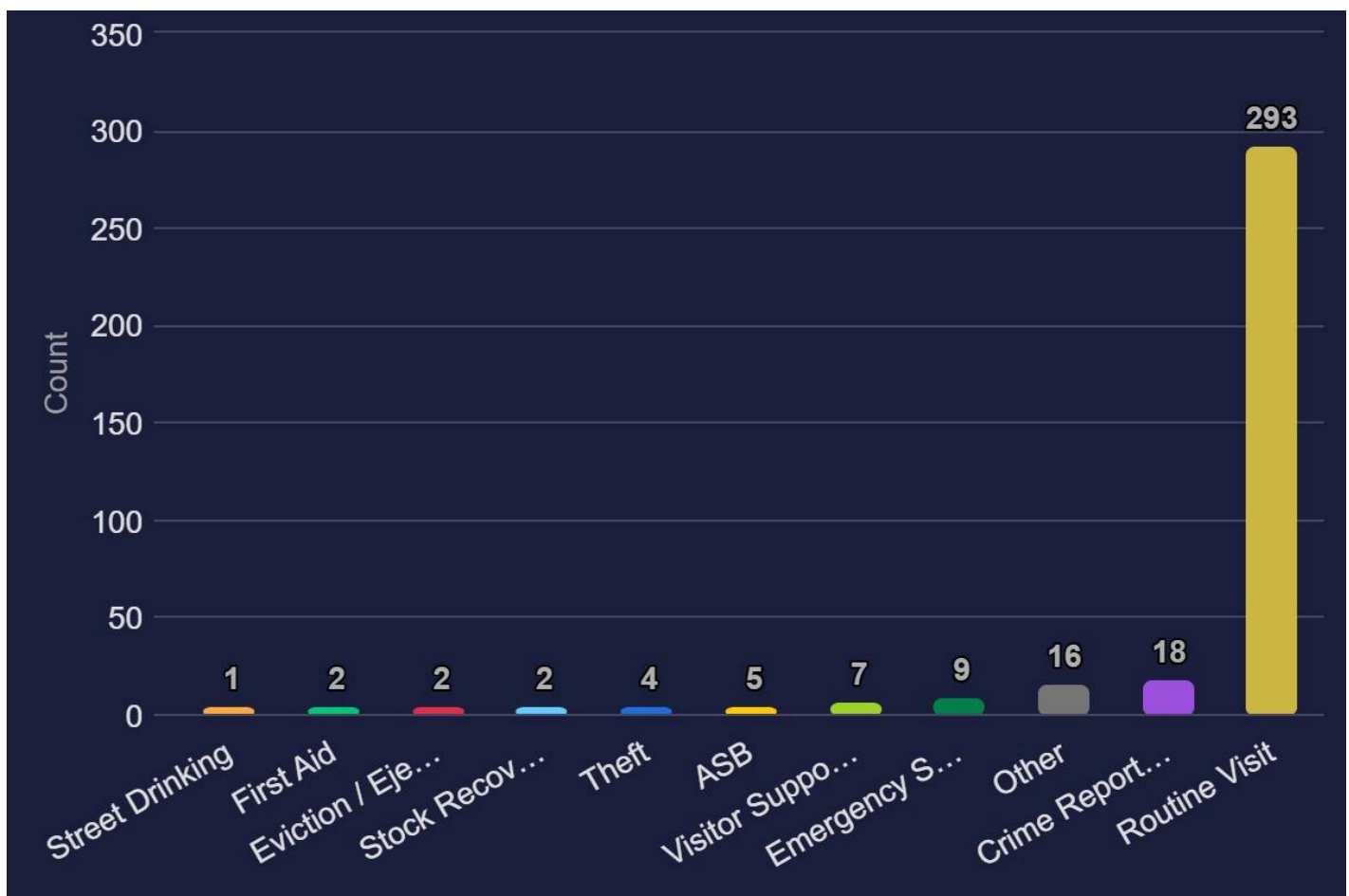


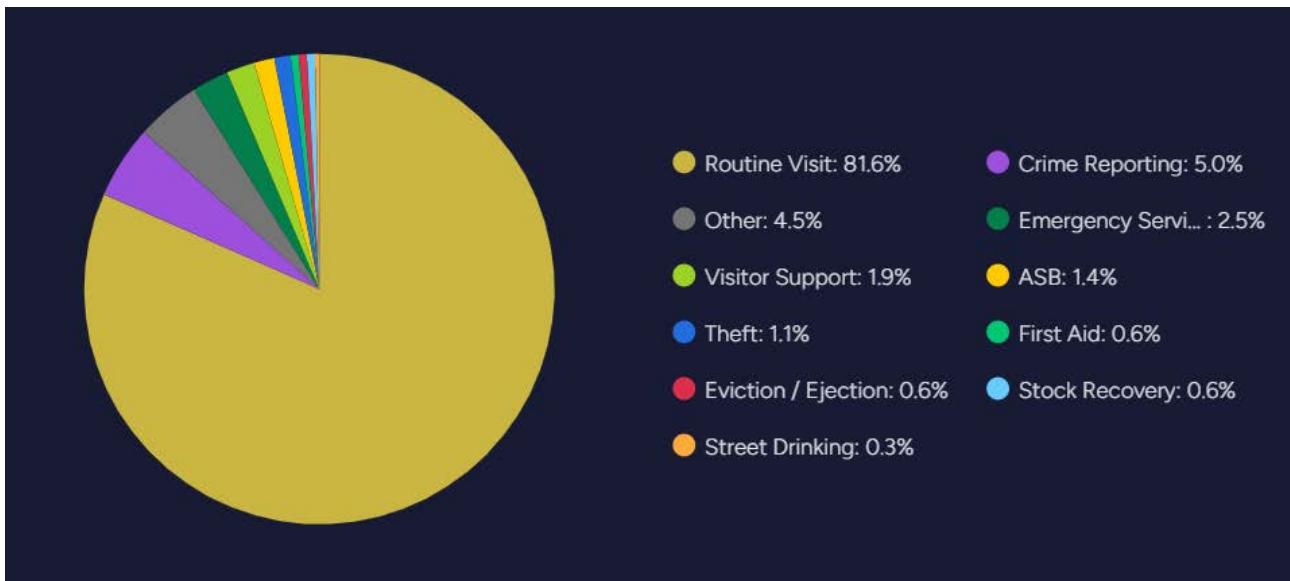


Bognor Town Council – October Report

Interactions Logged – 359

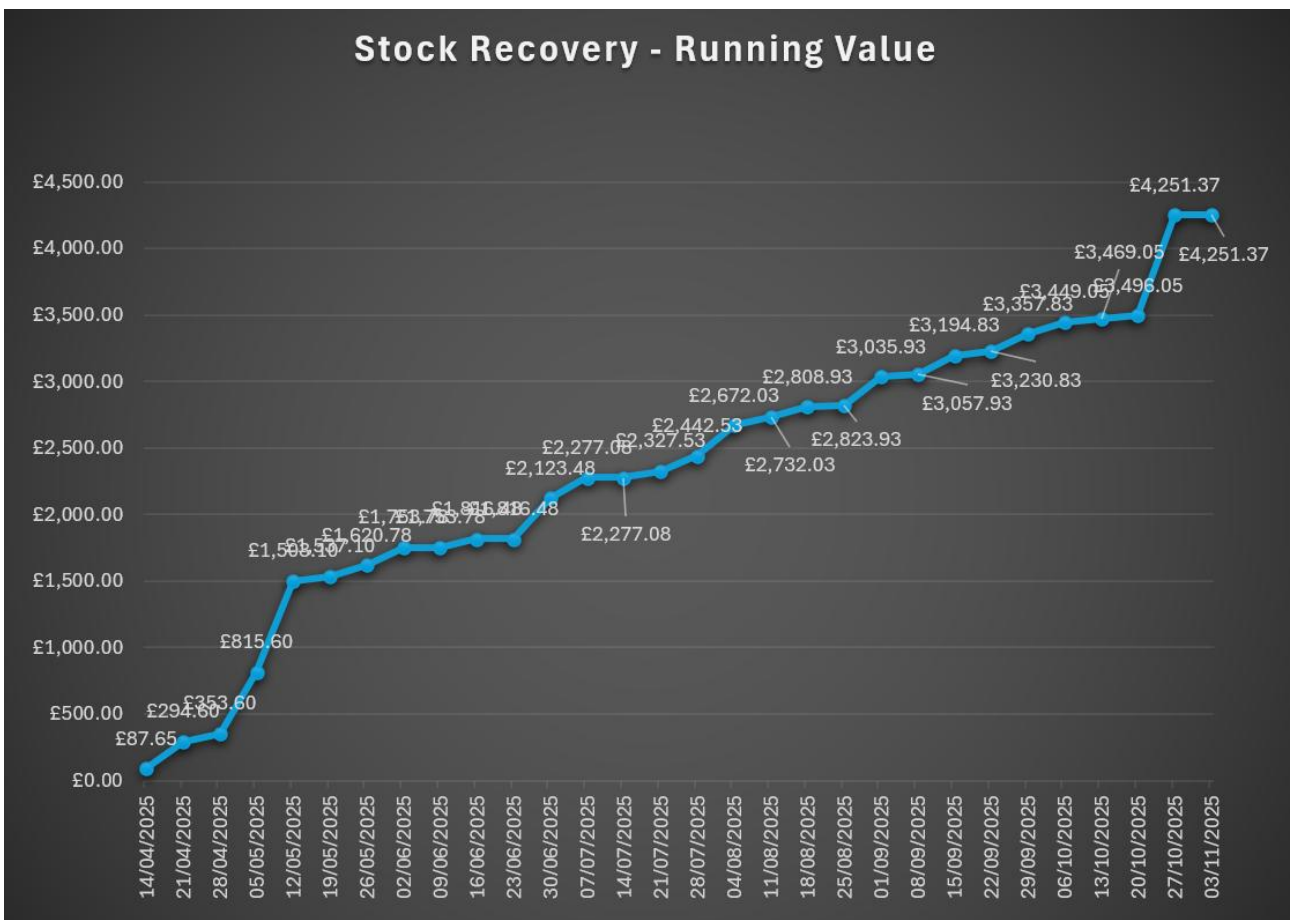
Interaction Summary 1 – Bar Graph & Pie Chart



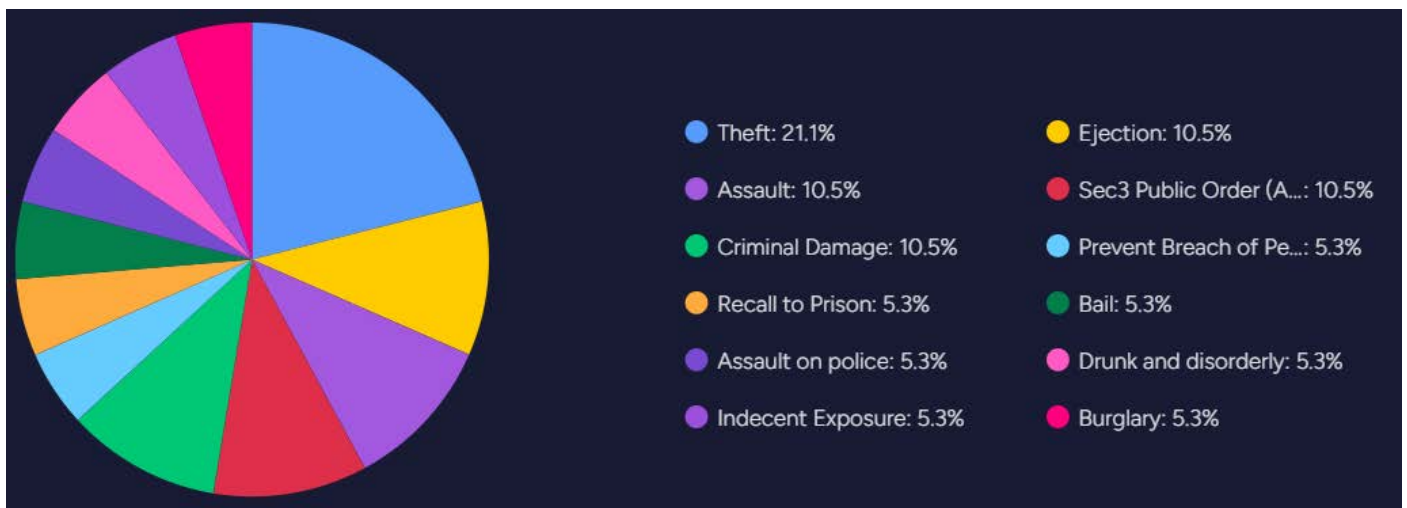
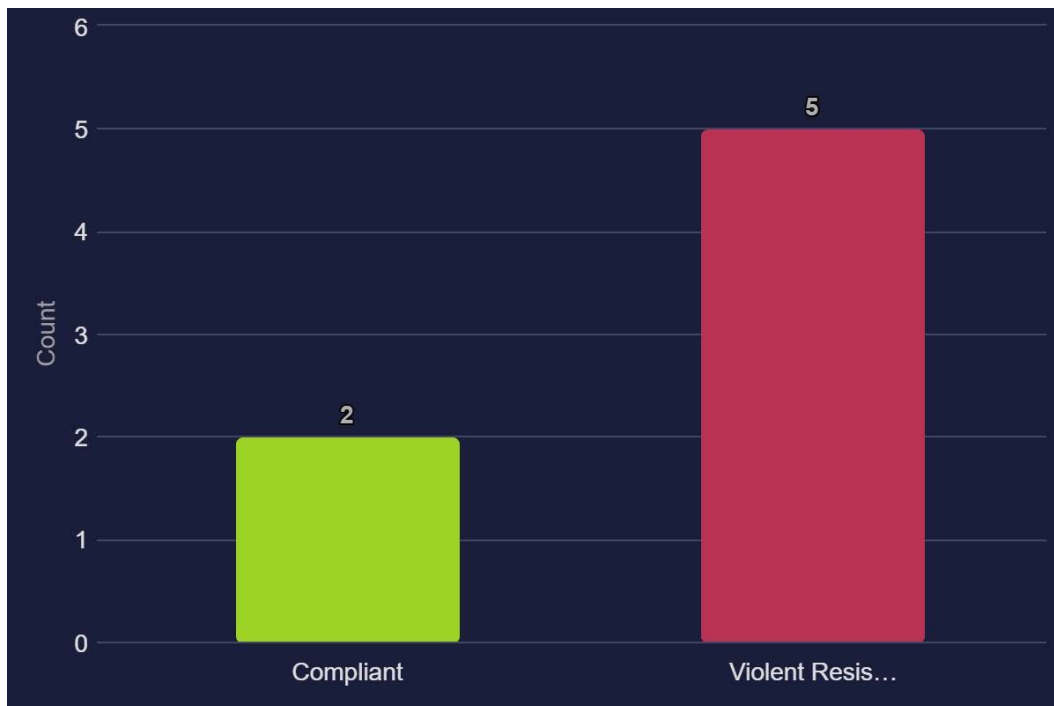


Stock Recovery

- Total **£1020.54**
- Occurrences **11**



Arrest & Resistance Summary



Ward Interaction Summary



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 17th NOVEMBER 2025**

**AGENDA ITEM 10 - TO NOTE THE MINUTES OF THE BOGNOR REGIS
TOWN ACTION GROUP MEETINGS HELD ON 18th SEPTEMBER AND 31st
OCTOBER 2025**

REPORT BY THE DEPUTY CLERK

FOR DECISION

The Minutes of the Bognor Regis Town Action Group Meeting held on 18th September, including the adopted Action Plan, and the draft Minutes of the Action Group Meeting held on 31st October 2025, are attached as **Appendix 1** and **Appendix 2**.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Town Action Group Meetings held on 18th September and 31st October 2025.



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE BOGNOR REGIS TOWN ACTION GROUP MEETING

HELD ON THURSDAY 18th SEPTEMBER 2025

PRESENT:

Cllr. Gill Yeates (Mayor of Bognor Regis)
Cllr. Bob Waterhouse (Chair of Bognor Regis Town Council's Policy and Resources Committee)
Cllr. Paul Wells (Group Leader, Bognor Regis Town Council)
Alison Griffiths MP (Member of Parliament for Bognor Regis & Littlehampton)
Toby Willmer (Constituency Manager to Alison Griffiths MP)
Inspector Ross Wickings (Arun Neighbourhood Policing Team, Sussex Police)
Sergeant Ross Beaumont (Arun Neighbourhood Policing Team, Sussex Police)
Neil Worth (Community & Business Partnership Manager, Office of the Sussex Police and Crime Commissioner)
Peter Aston (Trading Standards Team Manager, West Sussex County Council)
Miriam Nicholls (Business and Economy Manager, Arun District Council)
Dax O'Connor (Community Safety Manager, Arun District Council)
Matt Rookes (ASB Caseworker, Arun District Council)
Simon Mansfield (BID Facilitator, Bognor Regis BID)
Katy Alston (Pinks Parlour, Business Representative)
Kieron Ford (The Station pub, Business Representative)
Danny Dawes (Grandads Front Room CIC, Business Representative)
Joanne Davis (Deputy Clerk, Bognor Regis Town Council)

APOLOGIES:

Chief Inspector Will Keating-Jones (District Commander Chichester & Arun, Sussex Police)
Cllr. Roger Nash (Chair of Arun District Council's Economy Committee)
Matt Stanley (Nationwide, Business Representative)
Simon Morris (Head of Partnerships, Office of the Sussex Police and Crime Commissioner)
Matt Gover (Economic Development Projects Officer, Arun District Council)
Carrie Reynolds (Communities & Wellbeing Manager, Arun District Council)
Lee Matthews (ASB Enforcement Team Leader, Arun District Council)

The Meeting opened at 3.00pm

1. WELCOME AND INTRODUCTIONS

Introductions were made between the group.

2. APOLOGIES FOR ABSENCE

Apologies for absence were given, as detailed above.

3. PREVIOUS MINUTES

The Minutes of the meeting held on 14th August 2025 were approved.

4. TOWN CENTRE ACTION PLAN

With the strategic role of the Action Group made clear, an Officer Group will be responsible for the day-to-day work and operational details with officers from all councils involved along with others pulled in as priorities of the Action Plan dictate. The Officer Group will meet monthly and will report back into the Action Group thereby ensuring that the role of said Group remains focused on strategy.

Additionally, whilst there would continue to be a place on the Action Group for an agreed number of business representatives, an opportunity for the wider business community in the Town Centre would be provided in the guise of a Business Forum on which the Bognor Regis BID would lead, and with which officers from ADC and BRTC would support.

It was acknowledged that the Action Plan is a living document and will change as things evolve. Following a brief discussion on each of the four priorities within the document, Members **AGREED** to **ADOPT** the Action Plan (attached as **Appendix 1**).

5. ANY OTHER BUSINESS

None.

Date and time of next meetings (Bognor Regis Town Hall)

Friday 31st October 2025, 9.30am-10.30am

Thursday 11th December, 3pm-4pm

The Meeting closed at 4.02pm



Bognor Regis Town Centre Action Group (BRTCAG) Plan

This action plan and proposed membership follows the public meeting at the William Hardwicke and the subsequent meeting held on 26th June at Bognor Regis Town Hall.

To be a strategically focused group, membership of the Town Centre Action Group is proposed as follows: -

- Representatives from Each Tier of Local Government:
 - Bognor Regis Town Council
 - Arun District Council
 - West Sussex County Council
- Relevant Officers from Local Authorities:
 - Officers from Bognor Regis Town Council (e.g., regeneration, community development)
 - Officers from Arun District Council (e.g., economic development, planning, cleansing and community safety)
 - Officers from West Sussex County Council (e.g., trading standards)
- Representatives from Sussex Police
- Local Member of Parliament (MP)
- Sussex Police and Crime Commissioner Office
- 1 x Bognor Regis BID Director or the BID Facilitator
- Up to 2 x nominated Local Business/Landlord Representatives (preferably not an elected member of either the Town Council or District Council)

- Optional Attendees (by invitation or request)

PRIORITY 1: Strategic approach with strong leadership

Outcome	Action	Evidence of Need	Who	What	By when	Measure
Establish evidence base for taking action	Baseline assessment – Local Government Association (LGA) framework	• Argus report • Data from Sussex Police	ADC BRTC BR BID Sussex Police WSCC	• Commission a diagnostic review using LGA Town Centre Toolkit		• LGA Town Centre Toolkit assessments • High Streets Task Force (HSTF) data and diagnostics • Economic data from ADC (footfall, vacancy rates, rent levels) • Community survey results (e.g. ADC Parking & Town Centre Survey, June 2025) • Business surveys and BID member feedback • Retail mix audit (e.g., %

						of retail, food, vacant, leisure)
Outcome	Action	Evidence of Need	Who	What	By when	Measure
Evidenced need	Identify the issues through evidence – community view	• ADC Parking Town Centre survey June 2025	ADC	• Survey		
Evidenced need	Identify the issues through evidence – LGA / HSTF assessment frameworks			• Seek support from HSTF to conduct 4Rs assessment framework (repositioning / reinventing / rebranding / restructuring) to analyse and guide the revitalisation of the Town Centre		• Impact measured by surveys, monitoring and evaluation of KPIs

Strong partnership working	Convene a strategic / governance group			• Identify core members • Establish Terms of Reference		• Agreed Terms of Reference • Attendance records at BRTCAG meetings • Shared work plans or funding bids with multiple partners • Formal letters of support (e.g., from police, BID, or MP)
Improve strategic overview	Agree strategic priorities		BRTCAG		October 2025	• Minutes from strategy workshops • Published strategic priorities • Action plan review cycles and evaluation reports

PRIORITY 2: Crime, safety and perceptions of safety

Outcome	Action	Evidence of Need	Who	What	By when	Measure
Increase accurate, actionable reporting Through DISC	Deliver B2B DISC training	• DISC – low reporting stats • 1st Meeting	ADC	• Organise a B2B session with Pinks		• DISC system usage statistics (before and after training) • Police.uk crime data for Bognor Regis wards
Outcome	Action	Evidence of Need	Who	What	By when	Measure
Reduce ASB related to street drinking	Targeted intervention by new CPOs	• Anecdotal - need businesses to report	ADC			• Reports from CPOs
Reduce ASB related to street drinking	Targeted intervention by BID Warden	• Anecdotal - need businesses to report	BR BID			• Reports from BID Warden
Reduce ASB related to street drinking	Targeted intervention by Community Warden	• Anecdotal - need businesses to report	BRTC			• Reports from Community Warden

Reduce ASB related to street drinking	Regularisation of HMOs in Bognor Regis	• Anecdotal - need businesses to report	ADC	• Address issue of properties 'in use' as HMO but unlicensed		• Housing and HMO enforcement data
Reduce ASB related to street drinking	Increased planning consultation relating to HMOs in Bognor Regis	• Anecdotal - need businesses to report	ADC	• Planning to consult ASB team and Housing when considering HMO applications		
Improved perceptions of safety	Reinstatement of BID CCTV cameras in Town Centre	• Anecdotal – Need businesses to report	BR BID			• Community safety perception surveys (pre/post intervention) • Social media sentiment analysis • Visitor and footfall figures
Reduce ASB in the Town Centre	Better communications between daytime (DTE) and nighttime (NTE) economies	• Anecdotal - need businesses to report	DTE NTE Sussex Police	• Hold a quarterly joint forum for Shopwatch and Pubwatch	First forum by December 2025	• Number of shared meetings held and follow-up actions tracked • Feedback from joint

						Shopwatch/Pub watch meetings
Reduce ASB in the Town Centre	Combine Shopwatch and Pubwatch schemes – rename as 'Businesswatch'	Anecdotal - need businesses to report				
Reduce Underage sales of Alcohol and other restricted products to children	Targeted intervention by Trading Standards, Police & ADC licensing	Businesses and Public to Report to TS Report an incident or issue to Trading Standards - West Sussex County Council	WSCC TS ADC			Number of reports License Reviews/objections ASB Community Protection Warnings/Notices issued. Closure orders
Reduce the sale of illicit tobacco, vapes and other illegal products	Targeted intervention and disruption by Trading Standards.	Businesses and Public to Report to TS Report an incident or issue to Trading Standards - West Sussex County Council	WSCC TS ADC			Number of reports ASB Community Protection Warnings/Notices issued. Closure orders

PRIORITY 3: Clean and welcoming appearance

Outcome	Action	Evidence of Need	Who	What	By when	Measure
Establish evidence base – clean and welcoming	Identify design issues impacting crime		ADC	Carry out an audit of town centre		
Improved cleanliness in town centre	Focused weed / grass removal in town centre – Morrisons – 2 nd Chance Domestics area – including gutter gardens	Town Centre audits (e.g. 14 July 2025)	ADC	Notify ADC cleansing		- ADC cleansing team activity logs - Before/after photos of priority areas
Improved cleanliness in town centre	Complete belly bin coverage in York Road & Queensway	Town Centre audits (e.g. 14 July 2025)		3x belly bins required in Queensway and 1x in York Road – usually £3.5K each		Installation and monitoring of bin usage and cleanliness levels
Improved appearance – streetscape	ADC owned property improvements	Town Centre audits (e.g. 14 July 2025)	ADC – Property and Estates	Paintwork, repairs to facades, improved signage		Audit comparison before and after works

Improved appearance – streetscape	Removing graffiti tags	• Town Centre audits (e.g. 14 July 2025)	ADC Cleansing	• Improve reporting by reminding businesses & community how to report		• BRTC Town Force team activity logs
Improved appearance – streetscape	Improve reporting of untidy land	• Town Centre audits (e.g. 14 July 2025)	Planning compliance - Section 215 – untidy land / sites	• Promote the reporting channels, eg; web pages, apps		• Public feedback or “report it” data • Enforcement notices (e.g., Section 215 “untidy land”)

PRIORITY 4: Engaged & Informed Community

Outcome	Action	Evidence of Need	Who	What	By when	Measure
Informed & engaged landowners	Set up a Landlord & Agents Forum	• Audit identifies hotspot areas in private ownership	ADC – Town Hall	• Town Centre Agents and Landlords Forum		• Attendance lists and minutes from Agents/Landlords Forums

						• Engagement surveys from property owners • Reduction in complaints from hotspot areas
Pride in place	Focused positive comms campaign – Bognor Regis	• Negative feedback on social media & in meetings	ADC	• “Love your Place” campaign		• “Love Your Place” campaign reach and social media metrics • Case studies of volunteer clean-up or art projects • Anecdotal quotes from residents or businesses
Informed businesses	Establish regular business forum / business voice	• Negative feedback on social media & in meetings	BR BID			• Numbers attending regular BID updates
Informed community (all)	Regular comm specific to the BRTCAG	• Negative feedback on social media	BRTC			• Increased reporting, feedback, and participation
Improve perceptions	Encourage locals to follow ‘Love Bognor Regis’ (LBR) to see	• Negative feedback on social media	ADC BRTC BR BID Local Influencers	• Launch a digital engagement campaign		• Social media insights, follower growth, hashtag usage

	the town in a fresh way					
Improve perceptions	Sussex By The Sea (SBTS) – Drone work	• Tourism Strategy	ADC – Economy Team	• Create a short promotional video series for use on Sussex By The Sea		• Views, shares, and tourism metrics (footfall, local spend)
Improve perceptions	LBR	• Tourism Strategy / Negative feedback on social media / Which? report	BR BID ADC			• Social media impressions, reach, and sentiment • Media coverage / public testimonials



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE BOGNOR REGIS TOWN ACTION GROUP MEETING

HELD ON FRIDAY 31st OCTOBER 2025

PRESENT:

Cllr. Gill Yeates (Mayor of Bognor Regis)
Cllr. Bob Waterhouse (Chair of Bognor Regis Town Council's Policy and Resources Committee)
Cllr. Paul Wells (Group Leader, Bognor Regis Town Council)
Cllr. Steve Goodheart (District Councillor for Hotham Ward)
Alison Griffiths MP (Member of Parliament for Bognor Regis & Littlehampton)
Lee Matthews (ASB Enforcement Team Leader, Arun District Council)
Toby Willmer (Constituency Manager to Alison Griffiths MP)
Inspector Ross Wickings (Arun Neighbourhood Policing Team, Sussex Police)
Miriam Nicholls (Business and Economy Manager, Arun District Council)
Simon Mansfield (BID Facilitator, Bognor Regis BID)
Simon Morris (Office of the Sussex Police and Crime Commissioner)
Katy Alston (Pinks Parlour, Business Representative)
Danny Dawes (Grandads Front Room CIC, Business Representative)
Joanne Davis (Town Clerk, Bognor Regis Town Council)
Max Hirst (Deputy Clerk, Bognor Regis Town Council)

APOLOGIES:

Kieron Ford (The Station pub, Business Representative)
Elaine Lucas (Principal Trading Standards Officer, West Sussex County Council)
Cllr. Roger Nash (Chair of Arun District Council's Economy Committee)
Cllr. Francis Oppler (County Councillor for Bognor Regis East)
Neil Worth (Community & Business Partnership Manager, Office of the Sussex Police and Crime Commissioner)
Dax O'Connor (Community Safety Manager, Arun District Council)
Matt Stanley (Nationwide, Business Representative)
Matt Gover (Economic Development Projects Officer, Arun District Council)

The Meeting opened at 9:32am

1. WELCOME AND INTRODUCTIONS

Introductions were made between the group.

2. APOLOGIES FOR ABSENCE

Apologies for absence were given, as detailed above.

3. PREVIOUS MINUTES

The Minutes of the meeting held on 18th September 2025 were approved.

4. TOWN CENTRE ACTION PLAN

The Group reviewed progress against the Town Centre Action Plan. It was agreed that the Action Plan would be reformatted to make it more workable, with key priorities and actions clearly identified. Since the previous meeting, a DISC training session had been held at Pinks Parlour, and the Officers' Group had met to focus on the initial action points identified at the last meeting, including the matter of Houses in Multiple Occupation (HMO).

While no direct link had yet been established between antisocial behaviour (ASB) offenders and HMOs, further work will be undertaken to explore potential connections. It was agreed that follow-up discussions would take place between Officers to identify persistent offenders and strengthen oversight of HMO operations. Members requested a review of HMO specifications and ongoing monitoring of property regulation. The Group discussed concerns surrounding Belmont Lodge, which was confirmed as comprising individual flats rather than a standard HMO. The issue of other authorities (such as Worthing Borough Council and Chichester District Council) placing tenants in Bognor without notifying Arun District Council (ADC) was raised, and there was agreement to investigate potential enforcement or planning action to prevent further incidents. It was noted that work to map all HMOs across the area was underway.

Members also discussed local environmental and infrastructure improvements, including lighting additions to the promenade, between the Gloucester Road Car Park and Longbrook Park, and further street lighting requests from York Road to, and including, Place St Maur. Regular cleanliness audits are ongoing under the "Pride in Place" and "Love Your Place" campaigns, with ADC responsible for purchasing new bins. A communications plan is being developed to promote Bognor Regis as a safe and welcoming town.

Updates were shared on town promotion and business engagement. The Bognor Regis Town Council Ambassador Scheme has been approved, in principle, with volunteers expected to provide visitor information and promote the town. A proposal was made to develop a unified Town App to consolidate digital information and encourage engagement, as existing QR codes and social media channels remain fragmented. A coordinated approach between the Bognor Regis BID, BRTC, and partners will be explored. It was

also agreed that regular press and social media updates should follow each meeting to showcase progress.

The recent Town Centre Community Safety Street Audit identified recurring traffic and signage issues. Members noted that 20mph limits are largely self-enforced, with limited police capacity for intervention. Signage improvements, cycling routes, and the potential reintroduction of bollards were discussed, alongside continued advocacy for cycling infrastructure. Enforcement through education was supported, including direct engagement by Wardens with businesses. It was agreed that landlord engagement regarding empty shop fronts should continue.

Police updates highlighted improved communication on prosecutions and arrests, with plans to increase visibility during the evening economy. The Neighbourhood Policing Guarantee is now in place, and further coordination with the University of Chichester will be explored to address student activity. ADC confirmed that two Community Protection Officers have been recruited to strengthen enforcement, with district-wide coverage. The Group concluded that previous town platforms had been fragmented and agreed on the need to consolidate communication and delivery efforts under a unified approach. A coordinated approach between BID Wardens, BRTC Wardens, CPOs, and PCSOs would be established.

5. FEEDBACK FROM BUSINESSES AND LANDLORDS REPRESENTATIVES

The Group discussed business engagement and Town Centre safety. It was suggested that local businesses may wish to invest in promoting key visitor destinations and amenities, and that the forthcoming business meeting should be broadened to encourage wider participation. Members were informed that new CCTV components have been ordered and are expected to be operational within two to three weeks, with training sessions being coordinated. Full implementation is anticipated by the end of November.

6. ANY OTHER BUSINESS

None.

Date and time of next meetings (Bognor Regis Town Hall)

Thursday 11th December, 3pm-4pm

The Meeting closed at 10.47am

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 17th NOVEMBER 2025

AGENDA ITEM 11 - TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 17 REFERS

REPORT BY DEPUTY CLERK **FOR INFORMATION AND NOTING**

Members were last updated at the Policy and Resources Committee Meeting held on 2nd June 2025 (Min. 17 refers).

An update on the Bognor Regis NILS and the current financial position as of the end of October has now been received.

In summary, 24 loans have been disbursed from the fund, totalling £22,700.

To the end of October, £11,378 has been repaid into the fund. Additionally, 24 initial savings deposits of £5 each had been deducted. Loan performance has been strong, with only £795 reaching the end of the collections process and deemed uncollectable, now written off. Therefore, as of 31 October 2025, £13,444 was immediately available for lending, with funds of £24,585 remaining within the scheme.

NILS DATA REPORTS TO 31st OCTOBER 2025

Attached is the detailed report on the approved NILS loans. The report also includes demographic data along with the current status of the funding pot - attached as **Appendix 1**.

A detailed report on the declined NELS loans and an overall summary of the data has also been provided attached as **Appendices 2** and **3** for Members information.

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the update in relation to Boom Community Bank.

	All	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025
Bognor Regis (Approved)	All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Number of NILS loans approved	24	0	0	0	1	9	0	1	1	1	0	2	2	0	0	0	0	1	1	1	2	0	2
Value of Loans issued	£22,700	£0	£0	£0	£1,500	£8,700	£0	£1,000	£300	£1,500	£0	£2,000	£1,300	£0	£0	£0	£0	£300	£400	£2,000	£2,700	£0	£1,000
Average Loan Value issued	£946	£0	£0	£0	£1,500	£967	£0	£1,000	£300	£1,500	£0	£1,000	£650	£0	£0	£0	£0	£300	£400	£2,000	£1,350	£0	£500
Number of Loans Settled	4	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Fully Settled Loans Value	£3,600	£0	£0	£0	£0	£0	£0	£400	£0	0	0	900	0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£800
Bad Debt	£795	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£795
Purpose																							
Car purchase	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Car repairs	3	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
Christmas	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Clothing and food	4	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Debt consolidation	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Education and training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Funeral costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Healthcare costs	2	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Household appliance	3	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Household furniture	3	0	0	0	0	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
Household improvements and repairs	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Moving costs	3	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Multi-purpose and other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent arrears	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent deposit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel or holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utility bills	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Gender																							
Female	15	0	0	0	0	6	0	1	1	1	0	1	2	0	0	0	0	1	0	1	0	0	1
Male	9	0	0	0	1	3	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2	0	1
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenure																							
Council Tenant	6	0	0	0	0	0	1	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Homeowner	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Housing Association Tenant	6	0	0	0	1	1	0	0	1	0	0	0	2	0	0	0	0	0	0	1	0	0	0
Private Tenant	9	0	0	0	0	6	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0	0
Shared Accommodation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Employment Status																							
Employed	5	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1
Long Term Sick	3	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Medical Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Part time	6	0	0	0	0	2	0	0	0	0	0	1	1	0	0	0	0	1	0	0	1	0	0
Retired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self Employed	4	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Unemployed	6	0	0	0	0	3	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Main Source of Income																							
Employment	15	0	0	0	0	5	0	0	1	0	0	1	1	0	0	0	0	1	1	1	2	0	2
Pension	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Universal Credit	9	0	0	0	1	4	0	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Living Arrangements																							
Houseshare	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Live in carer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Living alone	11	0	0	0	1	5	0	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	1
Living with family	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1
Living with partner	9	0	0	0	0	4	0	0	1	0	0	1	1	0	0	0	0	1	0	0	1	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dependants																							
0	10	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	2
1	8	0	0	0	0	5	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0
2	3	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0
3	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4+	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Funding Position																							
Opening Balance		£25,500	£25,500	£25,500	£25,500	£23,995	£15,295	£15,641	£15,534	£16,276	£15,290	£15,789	£14,468	£13,071	£13,619	£13,619	£14,908	£15,505	£15,753	£15,959	£14,577	£12,790	£13,826
Loans Disbursed	£22,700	£0	£0	£0	£1,500	£8,700	£0	£1,000	£300	£1,500	£0	£2,000	£1,300	£0	£0	£0	£0	£300	£400	£2,000	£2,700	£0	£1,000
Loan Payments Received	£11,378	£0	£0	£0	£0	£45	£346	£898	£1,047	£519	£500	£689	£655	£548	£0	£1,289	£598	£553	£611	£623	£0	£1,036	£1,423
Joining Deposit		£0	£0	£0	£0	£5	£45	£0	£5	£5	£5	£0	£10	£10	£0	£0	£0	£0	£5	£5	£5	£10	£10

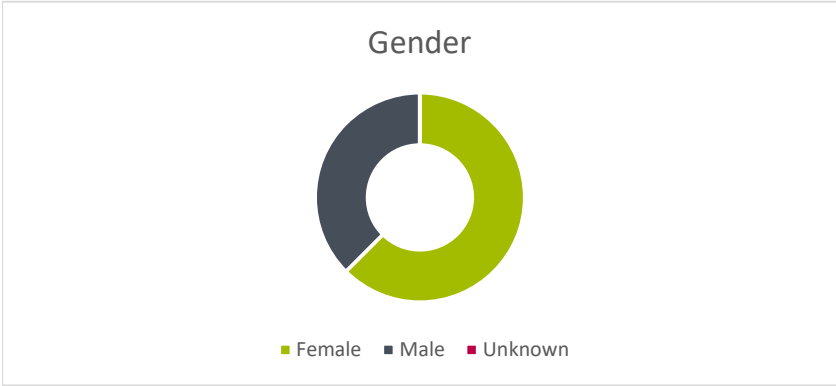
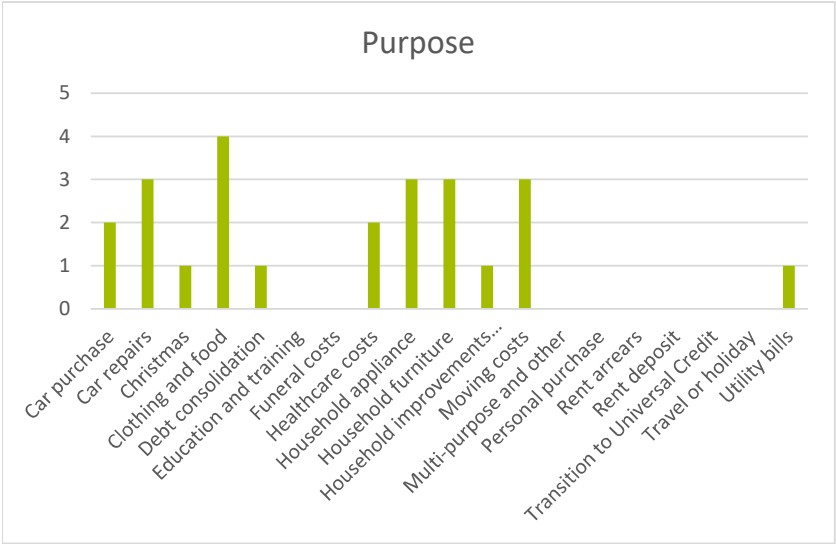
	All	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025
Bognor Regis (Approved)	All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Number of NILS loans approved	24	0	0	0	1	9	0	1	1	1	0	2	2	0	0	0	0	1	1	1	2	0	2
Bad Debt	£795	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£795
Available funds		£25,500	£25,500	£25,500	£23,995	£15,295	£15,641	£15,534	£16,276	£15,290	£15,789	£14,468	£13,813	£13,619	£13,619	£14,908	£15,505	£15,753	£15,959	£14,577	£11,867	£13,826	£13,444
Arrears (Cumulative)																							
0 to 13 weeks @ 2%	13	0	0	0	1	10	10	10	10	11	10	10	12	11	11	11	10	11	11	11	13	12	15
14 to 26 weeks @ 35%	1	0	0	0	0	0	0	0	1	1	1	2	2	2	2	0	1	1	2	1	1	1	1
27 to 39 weeks @ 60%	2	0	0	0	0	0	0	0	0	0	1	1	1	1	1	3	3	2	2	3	2	2	1
40 to 52 weeks @ 80%	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	1	2	2	2	0
52 weeks @ 100%	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	2	2	3
Age																							
18-30	6	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	2
31-40	8	0	0	0	0	3	0	1	1	0	0	0	1	0	0	0	0	0	0	0	2	0	0
41-50	5	0	0	0	1	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
51-60	5	0	0	0	0	3	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
61-70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
71+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ward																							
Hatherleigh	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hotham	5	0	0	0	0	4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Marine	4	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0	0
Orchard	5	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1
Pevensey	9	0	0	0	0	2	0	1	1	0	0	1	1	0	0	0	0	1	0	0	1	0	1

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Number of NILS loans declined	0	0	0	4	11	1	2	2	4	4	2	2	2	2	2	2	2	2	1	0
Value of Loans applied for	£0	£0	£0	£5,800	£16,050	£300	£1,100	£3,000	£6,750	£8,000	£2,000	£2,300	£900	£2,300	£1,700	£3,000	£2,000	£2,600	£650	£0
Average Loan Value applied for	£0	£0	£0	£1,450	£1,459	£300	£550	£1,500	£1,688	£2,000	£1,000	£1,150	£450	£1,150	£850	£1,500	£2,000	£1,300	£650	£0
Purpose																				
Car purchase	0	0	0	1	4	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0
Car repairs	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0
Christmas	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Clothing and food	0	0	0	1	1	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0
Debt consolidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Education and training	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Funeral costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Healthcare costs	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Household appliance	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Household furniture	0	0	0	0	1	0	0	0	1	1	0	0	0	0	1	0	0	0	1	0
Household improvements and repairs	0	0	0	0	3	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Moving costs	0	0	0	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Multi-purpose and other	0	0	0	0	1	0	1	1	1	1	0	1	0	0	0	0	0	2	0	0
Personal purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent arrears	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Rent deposit	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel or holiday	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utility bills	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender																				
Female	0	0	0	2	9	1	1	1	1	2	2	2	1	1	0	1	0	2	1	0
Male	0	0	0	2	2	0	1	1	3	2	0	0	1	1	2	1	1	0	0	0
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenure																				
Council Tenant	0	0	0	0	3	1	0	1	0	1	2	0	0	0	0	0	0	1	0	0
Homeowner	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0
Housing Association Tenant	0	0	0	1	1	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0
Private Tenant	0	0	0	3	4	0	1	0	2	1	0	1	2	1	2	1	1	1	1	0
Shared Accomodation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	3	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0
Employment Status																				
Employed	0	0	0	1	5	0	0	0	1	2	0	0	0	0	1	0	1	0	1	0
Long Term Sick	0	0	0	0	1	1	1	0	3	0	1	1	0	0	1	0	0	1	1	0
Medical Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Part time	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0
Retired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self Employed	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0
Unemployed	0	0	0	1	4	0	1	1	0	1	1	1	2	1	1	1	0	0	0	0
Main Source of Income																				
Employment	0	0	0	3	6	0	0	1	1	3	0	0	0	1	0	2	1	1	0	0
Pension	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Universal Credit	0	0	0	1	5	1	2	1	3	1	2	2	2	1	2	0	0	1	1	0
Living Arrangements																				
Houseshare	0	0	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Live in carer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Living alone	0	0	0	0	3	1	1	0	2	1	1	1	2	1	0	0	0	0	0	0
Living with family	0	0	0	0	3	0	1	2	1	2	0	0	0	0	0	0	1	1	0	0
Living with partner	0	0	0	3	4	0	0	0	1	1	1	1	0	0	2	2	0	1	1	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dependants																				
0	0	0	0	1	5	1	2	1	3	0	0	1	2	2	0	1	1	1	0	0
1	0	0	0	1	3	0	0	1	1	2	2	1	0	0	0	1	0	1	1	0
2	0	0	0	1	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0
3	0	0	0	0	2	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
4+	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Ineligible Applicants																				
Active CCJ's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Affordability	0	0	0	3	10	0	2	2	3	4	1	2	1	1	1	2	1	1	0	0
Current loans	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Defaults	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Live Debt Management Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0
Live Insolvency	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Withdrawn by applicant/no contact	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Age																				
18-30	0	0	0	3	6	0	0	2	2	2	0	0	0	0	0	2	1	2	1	0
31-40	0	0	0	1	2	0	2	0	2	0	2	1	0	1	2	0	0	0	0	0
41-50	0	0	0	0	3	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0
51-60	0	0	0	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0
61-70	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
71+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ward																				
Hatherleigh	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Hotham	0	0	0	1	2	0	0	0	2	1	0	1	1	1	0	1	0	0	0	0
Marine	0	0	0	0	2	1	1	0	0	0	1	0	0	1	0	0	0	0	0	0
Orchard	0	0	0	2	5	0	0	0	1	1	0	0	0	0	1	1	1	0	0	0
Pevensay	0	0	0	1	2	0	1	1	1	2	1	1	1	0	1	0	0	2	1	0

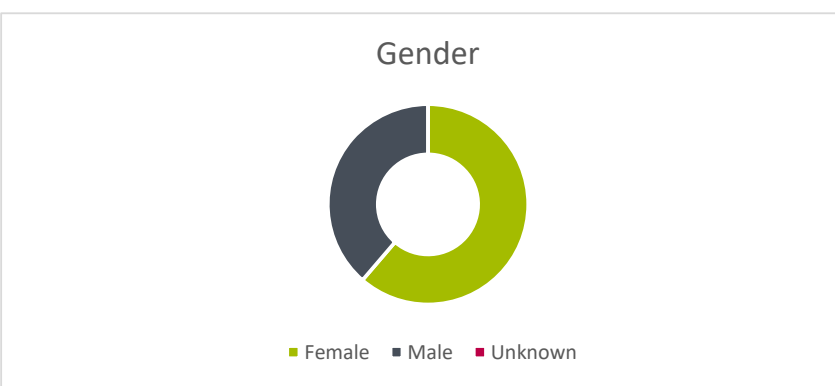
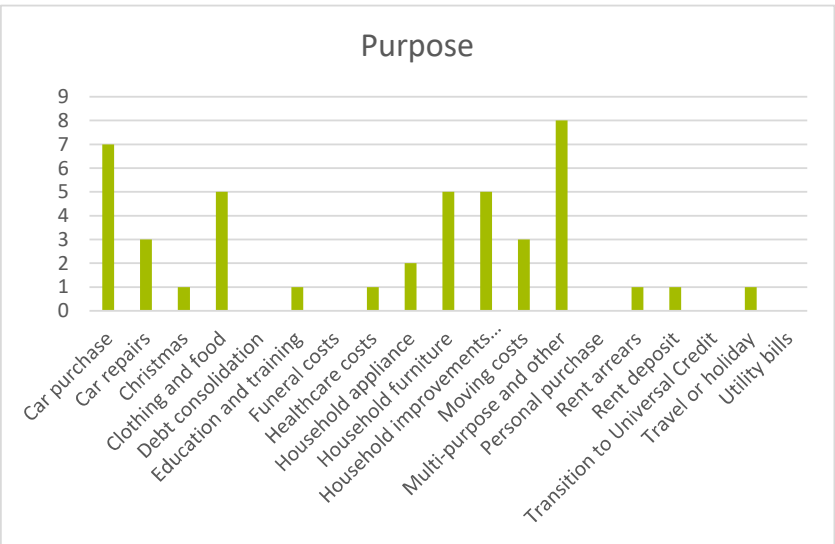
Bognor Regis Approved

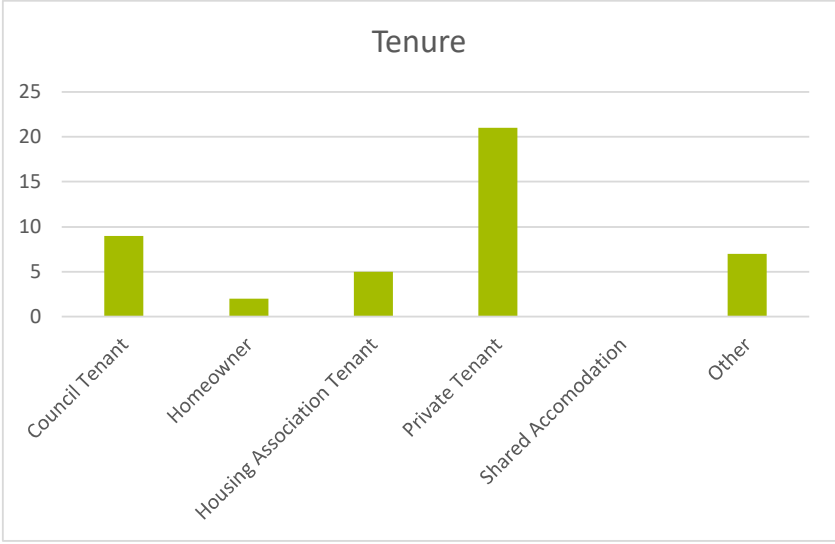
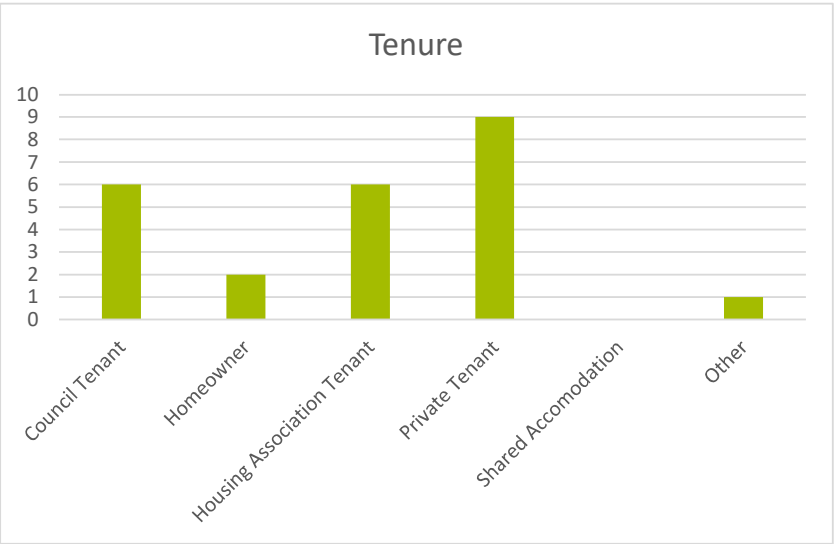
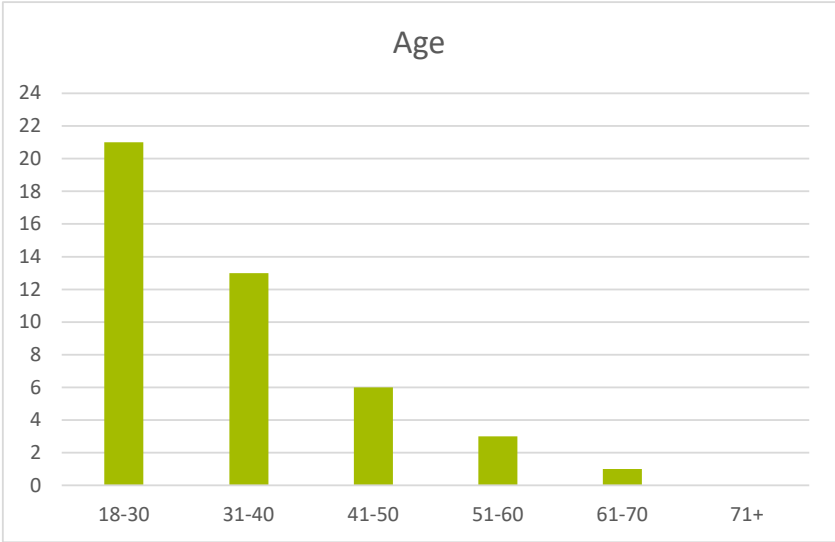
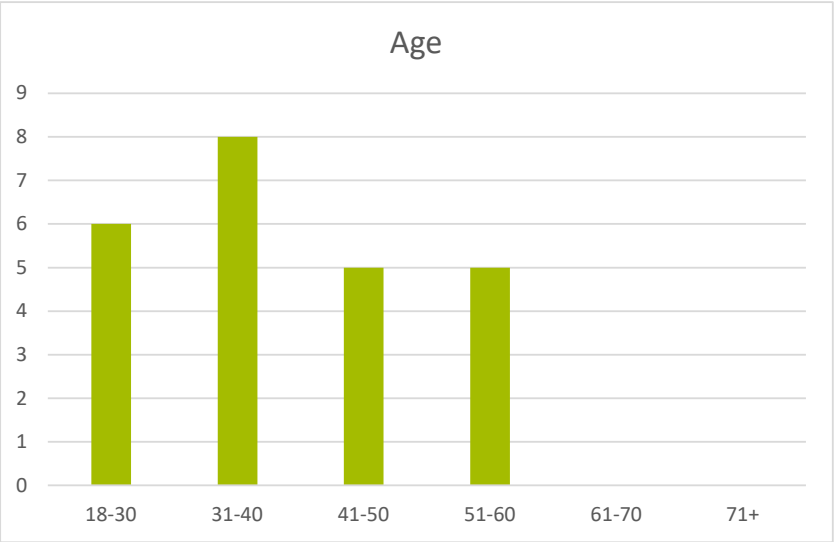
Number of Loans Issued:	24
Value of Loans (£):	22,700
Average Value of Loans (£):	946
Number of Loans Repaid:	4
Value of Loans Repaid (£):	11,378
Value of Loans Bad Debt (£)	795

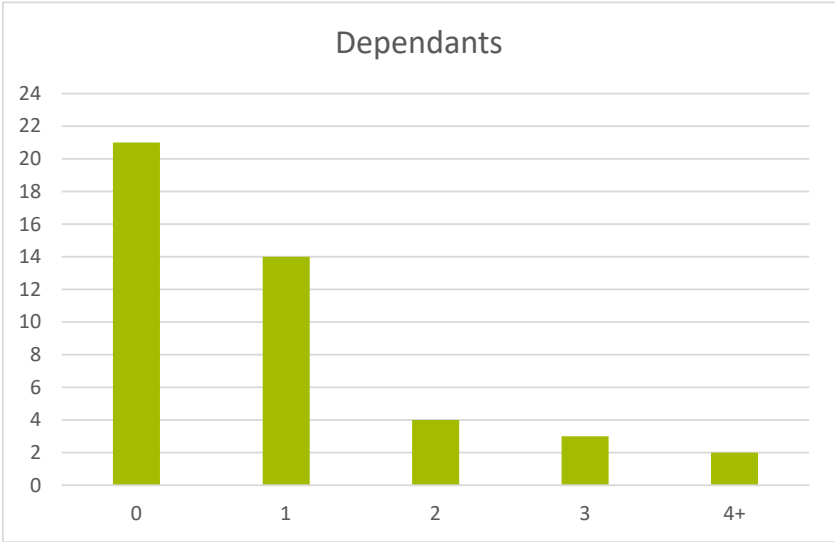
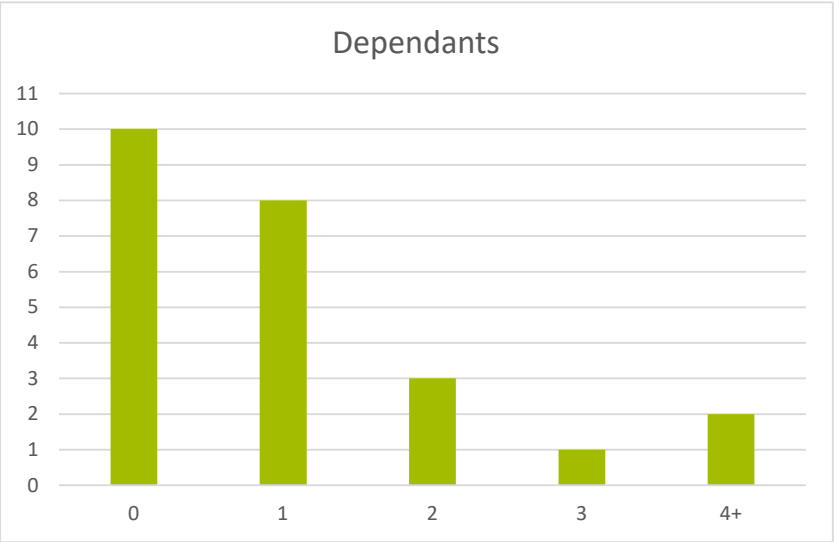
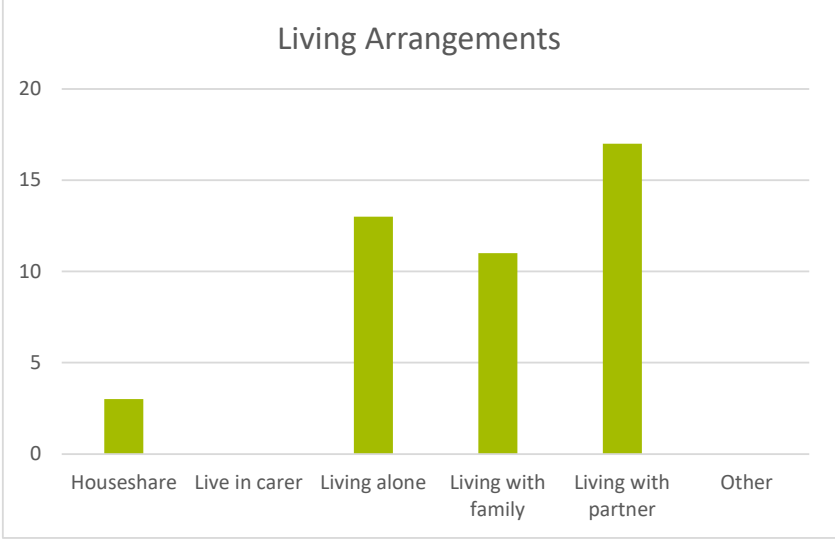
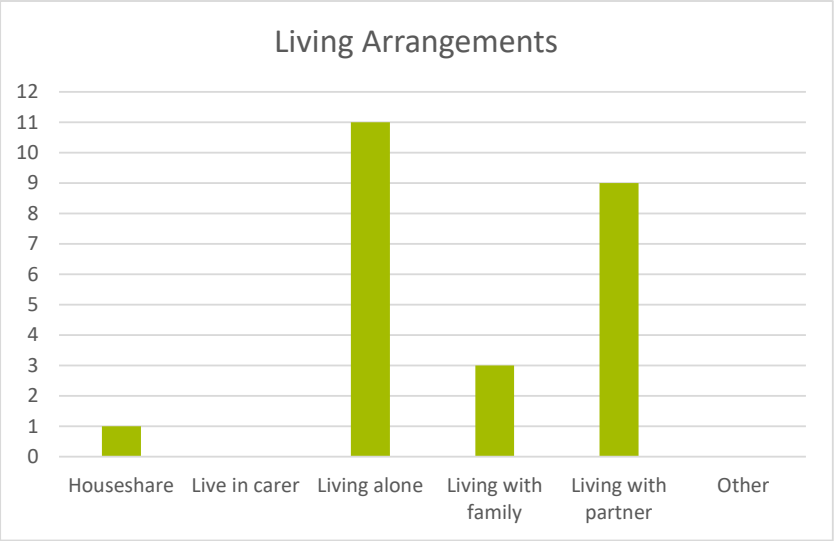


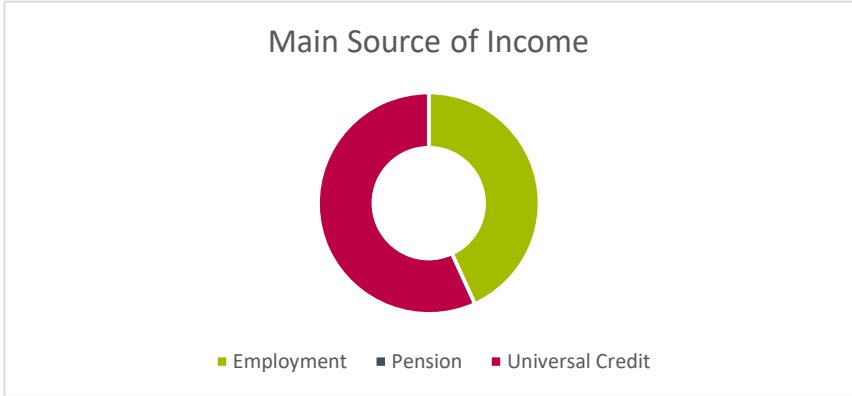
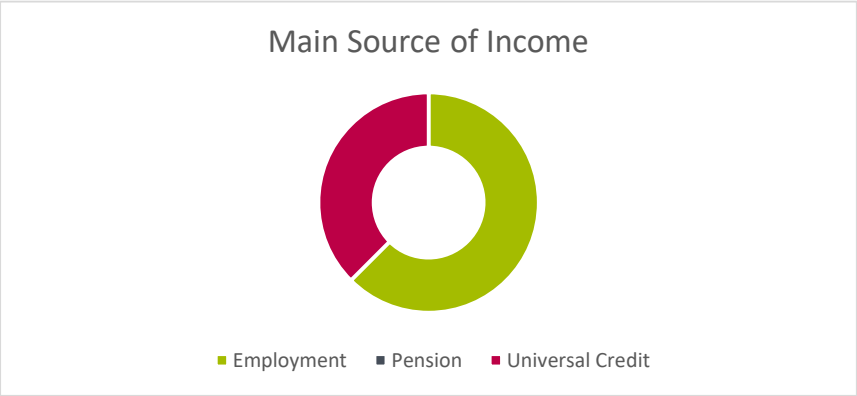
Bognor Regis Declined

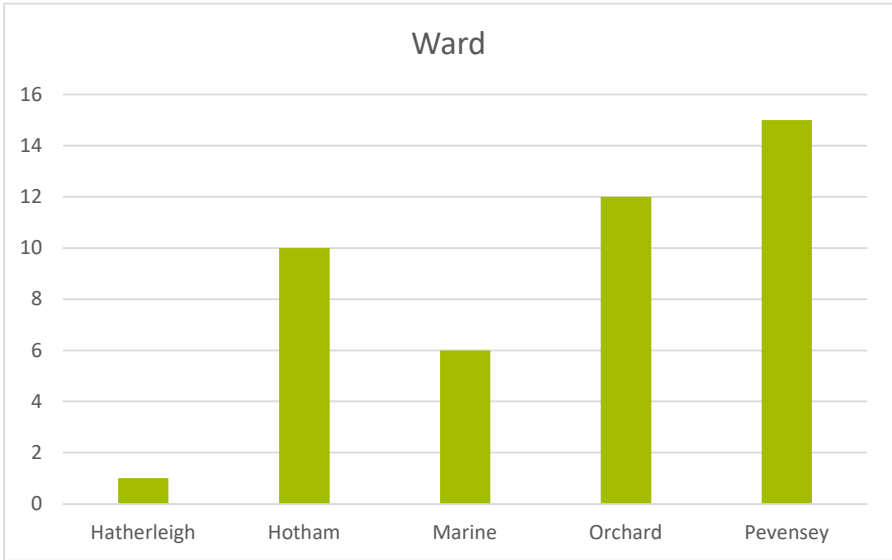
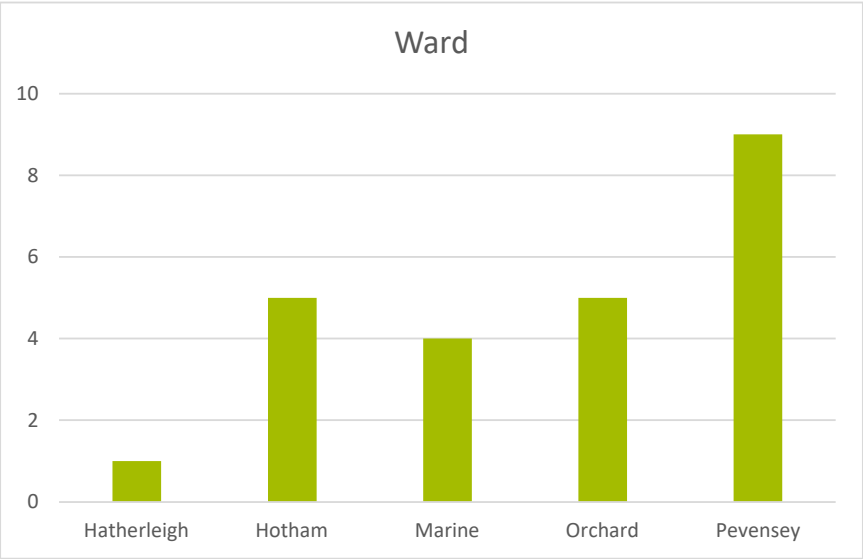
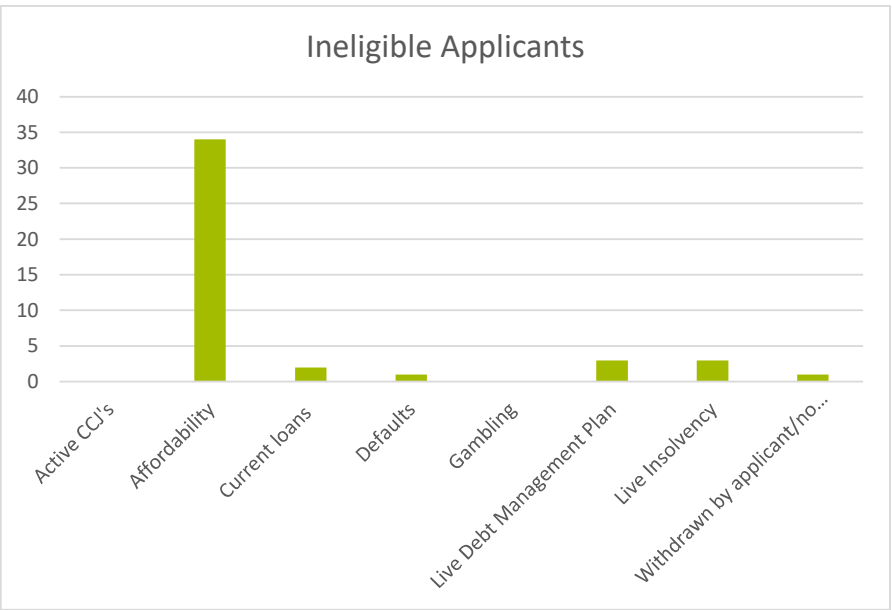
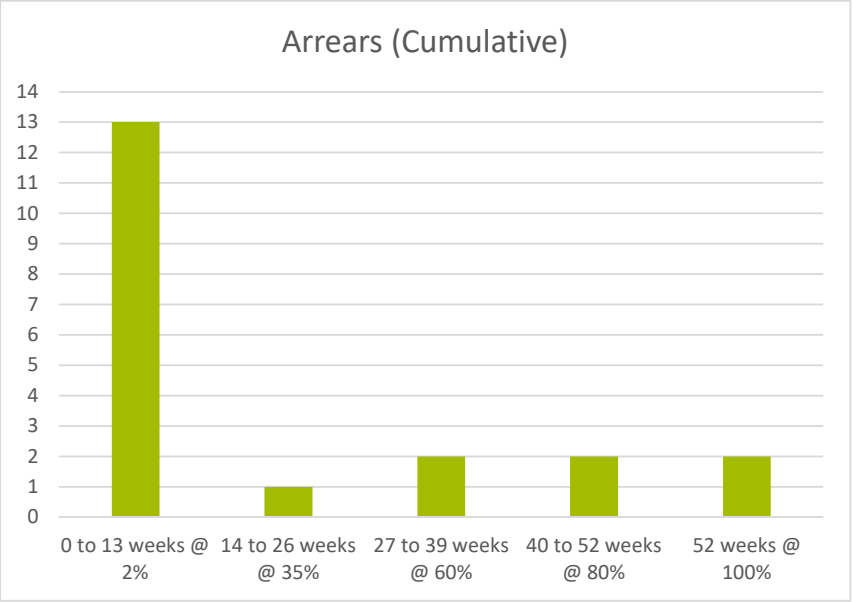
Number of Loans:	44
Value of Loans (£):	58,450
Average Value of Loans (£):	1,328











**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 17th NOVEMBER 2025**

AGENDA ITEM 12 - TO CONSIDER SUBMITTING A REQUEST TO ARUN DISTRICT COUNCIL FOR A COMMUNITY GOVERNANCE REVIEW

REPORT BY THE DEPUTY CLERK

FOR DECISION

As detailed in Arun District Council's report to their Policy and Resources Committee meeting on 23rd October 2025: -

"Under the powers granted by the Local Government and Public Involvement in Health Act 2007, principal authorities may undertake Community Governance Reviews (CGRs) for all or part of their area. During the now-cancelled Arun District Council Electoral Review, several parish councils expressed interest in conducting CGRs for their respective areas."

"This will also provide an opportunity to address and realign certain parish boundaries that are no longer coterminous, ensuring greater consistency and clarity in local governance arrangements."

A Community Governance Review (CGR) is a legal process carried out by a principal council to review and make changes to local governance arrangements.

This typically involves looking at the structure and boundaries of parishes (also known as local councils), and can include:

- Creating, merging, altering, or abolishing parishes
- Changing parish boundaries or names
- Reviewing the electoral arrangements for parishes (such as the number of councillors, warding, and election years)
- Considering other local governance arrangements, like parish meetings

The main aim of a CGR is to ensure that community governance reflects the identities and interests of local communities and provides effective and convenient local government. The process involves public consultation and considers factors such as community cohesion, the size and population of parishes, and the equitable representation of electors

Bognor Regis Town Council may actively request a CGR to increase their councillor numbers due to a rise in population, amending the internal boundaries of the parish council or change the name of the parish council or one of its wards (if applicable). ADC have stated they have already received a number of expressions of interest from other Town/Parish Councils.

The agreement of the final timetable, the setting up of a working party, and draft terms of reference will be agreed by Arun District Council's Policy and Resources Committee on 11th December 2025.

Members are asked to consider whether to submit a request to Arun District Council for a Community Governance Review and identify any potential changes the Town Council would like to achieve.

DECISION

Do Members **AGREE** or **DISAGREE** that Bognor Regis Town Council formally submit a request to Arun District Council for a Community Governance Review?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 17th NOVEMBER 2025

AGENDA ITEM 13 - TO NOTE THAT THE ANNUAL REVIEW OF THE TOWN COUNCIL'S HEALTH & SAFETY POLICY MANUAL HAS BEEN UNDERTAKEN, WITH NO CHANGES IDENTIFIED, WITH THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE

REPORT BY THE DEPUTY 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.

The annual review of the Town Council's Health & Safety Policy Manual has been undertaken, with no changes identified. The current 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 2025

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 st July 2016	Ian Hearson	
29 th June 2017	Ian Hearson	

22nd January 2019	Michelle Mitcham	
1st March 2021	Michelle Mitcham	
10 November 2023	Victoria Sigrist	
1 November 2024	Victoria Sigrist	
1 November 2025	Victoria Sigrist	

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

Copy Number or Reference	Location kept

AMENDMENT RECORD

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

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

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

1 st March 2021	6	Arrangements	Updated infection control to include pandemics and epidemics	Michelle Mitcham
1 st March 2021		Arrangements	Updated legionella – system maintenance	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated lifting operations	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated lone working	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated permits to work	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated smoking	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated training	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated vibration	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated working time regulations	Michelle Mitcham
1 st March 2021	8	Monitoring	Updated section	Michelle Mitcham
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) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the 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:

Name:

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:
 - o changes in Health and Safety legislation relevant to us
 - o 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:
 - o assisting us to complete specific risk assessments
 - o providing further training, as agreed, on relevant agreed topics
 - o reviewing and auditing our health and safety procedures and legal compliance
 - o 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

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:
 - o individual conversations
 - o notice boards
 - o internal publications
 - o staff meetings
 - o 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:
 - o persons or equipment falling from the lift
 - o the lift falling from its restraints
 - o 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.



BOGNOR REGIS TOWN COUNCIL

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: 17th November 2025

Name: Cllr. Bob Waterhouse

Position: Chair of Policy & Resources Committee

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 17th NOVEMBER 2025

AGENDA ITEM 14 - FINANCIAL REPORTS INCLUDING: -

REPORT BY DEPUTY CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF OCTOBER 2025 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of October 2025 are being copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

DECISION

To **NOTE** receipt of the financial reports for the month of October 2025.

- **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 2025, WHILST NOTING THAT THIS IS NOW UNDERTAKEN BY ANY AUTHORISED BANK SIGNATORY OTHER THAN THE CHAIR OR VICE-CHAIR OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS (F.R. 2.6 REFERS)**

BACKGROUND

Following recent changes to the Council's Financial Regulations, under the Risk Management and Internal Control heading it states as follows: -

'On a monthly basis, and at each financial year end, a member other than the Chair or Vice-Chair of Policy and Resources Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee'.

In line with this requirement, Cllr. Barrett has previously verified the bank reconciliations with the Town Council's bank accounts for the month of September and Cllr. Woodall has completed this for October 2025.

DECISION

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 2025, undertaken by Cllrs. Barrett and Woodall in line with the Council's Financial Regulations.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 17th NOVEMBER 2025

AGENDA ITEM 15 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY DEPUTY CLERK

FOR RATIFICATION

To ratify expenditure of £982.19 excluding VAT for 10 new event radios, chargers, a flight case, 4 x ear sets and the relating Ofcom Licence

Members will recall that as part of the 2025-2026 Budget setting process, it was proposed that replacement radios that are used by the Events team should be replaced as they have reached the end of their shelf life and coverage is poor, posing a risk to effective communication at events which is crucial for health and safety. As a capital expenditure, Members are asked to ratify that this expenditure therefore be funded from Rolling Capital.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £982.19 excluding VAT for the purchase of 10 new event radios, chargers, a flight case, 4 x ear sets and the relating Ofcom Licence.

To ratify expenditure of £610.00 excluding VAT for the purchase of a Dell Pro Micro PC

Following Members agreement to offer a 2-year Fixed Term, full-time contract to the Events Duty Officer, it is now necessary to purchase the following equipment for at a total cost of £610.00: -

1 x Dell Pro Micro PC

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £610.00 excluding VAT for the purchase of a Dell Pro Micro PC.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 17th NOVEMBER 2025**

AGENDA ITEM 16 - CORRESPONDENCE

FOR INFORMATION

- 1.** West Sussex Links Training Digest 27.10.2025
- 2.** VAAC Trustees Week 2025 – Circulated to all Councillors 27.10.2025
- 3.** Sussex Alerts; 2-Step Verification – Circulated to all Councillors and on social media 28.10.2025
- 4.** Office for National Statistics; Census 2031 topic consultation 28.10.2025
- 5.** WSCC News Release; West Sussex Highways prepared for winter weather – Circulated to all Councillors 28.10.2025
- 6.** NALC Chief executive bulletin – Circulated to all Councillors 29.10.2025
- 7.** Office for National Statistics; October update 30.10.2025
- 8.** St Wilfrid's Hospice; Christmas appeal – Circulated to all Councillors 30.10.2025
- 9.** Sussex Alerts; Online Safety for Women and Girls – Circulated to all Councillors and on social media 31.10.2025
- 10.** Arun October newsletter 31.10.2025
- 11.** Sussex Alerts; Fraud Newsletter October – Circulated to all Councillors and on social media 31.10.2025
- 12.** Sussex Police and Crime Commissioner; Staying Safe Across Autumn – Circulated to all Councillors 31.10.2025
- 13.** Heather Perrott; next international film showing at Picturedrome – Circulated to all Councillors 01.11.2025
- 14.** Chichester Chamber of Commerce and Industry – November news and events update 03.11.2025
- 15.** St Wilfrid's News – Circulated to all Councillors 03.11.2025
- 16.** VAAC ebulletin update – Circulated to all Councillors 04.11.2025
- 17.** West Sussex Mind 04.11.2025
- 18.** ADC News release; Safety Proposal installing CCTV in Arun District Council's Licensed Hackney Carriages and Private Hire Vehicles – Circulated to all Councillors and on social media 04.11.2025
- 19.** CCLA November market update 06.11.2025
- 20.** Rife to Rocks event in Felpham – Circulated to all Councillors 06.11.2025
- 21.** NALC Chief executive's bulletin – Circulated to all Councillors 06.11.2025
- 22.** Stonepillow AGM – Circulated to Cllrs Yeates and Barret (Patron and Rep) 06.11.2025
- 23.** Sussex Police and Crime Commissioner; Supporting those who need help after facing crime – Circulated to all Councillors 07.11.2025
- 24.** Sussex Alerts; Our News this November better late than never – Circulated to all Councillors 07.11.2025