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 16th NOVEMBER 2026.**

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 16th 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 10th DAY of NOVEMBER 2026 **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 21st September 2026
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. Further consideration of proposals, and suggested budgets, for Events programme for 2027 including:-
    - To further consider taking part in the Sussex 1550 Anniversary Event and to receive a breakdown of how the recommended budget would be spent, deferred from the previous meeting (Min. 76.3 refers)
    - To further discuss the budget for the Drive Through Time event, conditioned on the relocation of the event to The Esplanade (Min. 76.4 refers)
    - To receive a breakdown of planned expenditure for the 2027 Carols in the Park event as requested at the previous meeting (Min. 76.9 refers)
8. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for September and October 2026 (if available)
9. To receive and note the monthly report for the Town Council's Community Warden for September and October 2026 (if available)
10. Report on Town Centre Issues including: -
    - Any reports on meetings with the BID Management Board
    - To receive an update on correspondence sent to Arun District Council relating to the possibility of issuing a Section 215 Notice on the former Halifax premises on London Road
11. To note the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 17th September 2026
12. To receive the Town Force Report
13. To receive an update on markets in the Town Centre and agree any next steps including ratification of any expenditure (Min. 84 refers)
14. To consider a recommendation from the Planning and Licensing Committee that a suitable budget be agreed for the adoption and maintenance of up to two bus shelters (Min. 95 of the Planning and Licensing Committee Meeting held on 13th October 2026 refers)
15. To consider the development of a Business Plan including the establishment of a working party, referred from Council (Min. 96 of the Town Council Meeting held on 7th September 2026 refers)
16. Council Policies including: -
    - To consider any proposed changes to policies reviewed since the last meeting as part of a regular review
    - To re-consider the Poster, Banner and Outdoor Display Opportunities Policy following a recommendation from the Environmental and Leisure Committee (Min. 46 refers)
    - To note that the annual review of the Town Council's Health & Safety Policy Manual has been undertaken, with changes to be agreed and the policy statement to be signed by the Chair of the Committee

17. Rolling Capital Programme including: -
    - To ratify expenditure of £1,459.87 excluding VAT for Draytek modem
18. Financial Reports including:
    - To note Committee I&E Reports for the month of October 2026 - 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 2026, whilst noting that this is now undertaken by any authorised bank signatory other that the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)

19. To receive an update in relation to Boom Community Bank– Min. 89 refers
20. Correspondence
21. To resolve to move to Confidential Business (S.O. 3d) – (contractual and staffing)
22. To carry out a review of the Community Warden Service ahead of the 2027-2028 Municipal Year (Min. 61 refers)
23. To ratify any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 26th October 2026
24. Town Force: Note of outstanding debtors including recommendation to Council for approval of any action in relation to irrecoverable sums in line with Financial Regulation 13.3

Agenda items **22**, **23** and **24** 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

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 POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 21st SEPTEMBER 2026

PRESENT: Cllr. P. Wells (Chair), Cllrs: J. Barrett, S. Goodheart, P. Ralph, N. Smith, Mrs. J. Warr, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)

The Meeting opened at 6.36pm

70. 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.

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

Apologies for absence were received from Cllrs. P. Botterill, D. Dawes and F. Oppler, with the Town Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

72. 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.

Cllrs. Goodheart, White and Mrs. Yeates declared an Ordinary Interest in Agenda item 14 as Town Council Representatives to the Bognor Regis Heritage & Arts Partnership Board

Cllr. Wells declared a Pecuniary Interest in Agenda item 21 as a retailer selling the parking discs

73. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th JULY 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27th July 2026, and these were signed by the Chair.

74. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There was no one seated in the public gallery, therefore, the meeting was not adjourned.

75. CLERK'S REPORT FROM PREVIOUS MINUTES

75.1 27th July 2026 – Min. 52 Police presence in Bognor Regis

Having received the Community Warden report, Members expressed concern over a perceived reduction in visible police presence within Bognor Regis and unanimously agreed to write to Sussex Police expressing these concerns, and to invite a representative to attend a future meeting of Full Council to discuss these matters.

A copy of the letter received from Sussex Police, in response to the Town Council's letter, was circulated to all Councillors by the Town Clerk. It is anticipated that there will be representation from Sussex Police at the Council Meeting on 2nd November 2026.

76. PROPOSALS FOR EVENTS PROGRAMME FOR 2027 INCLUDING CONSIDERATION OF BUDGETS. ALSO, TO RECEIVE PRELIMINARY PLANS FOR AN EVENT TO CELEBRATE THE 100th ANNIVERSARY OF

THE TITLE 'REGIS' BEING BESTOWED UPON BOGNOR INCLUDING CONSIDERATION OF A BUDGET

The Events Officer's report, providing an outline programme of events in 2027, was **NOTED**.

It was suggested that a pre-meeting between Officers and Councillors around event programming, and new ideas, would be beneficial in the future, prior to the recommendation of any budgets. It was **AGREED** that this would be implemented after the elections in May 2027, ahead of programme planning for events in 2028.

76.1 It was unanimously **AGREED** to **RECOMMEND** a budget of £5,500 for the 2027 Book Day event.

76.2 A budget of £3,150 was unanimously **AGREED** to be **RECOMMENDED** for the 2027 Proms in the Park event.

76.3 Members **DEFERRED** any decision on the lighting of the seafront Beacon Brazier, and the recommendation for a budget of £3,000, in relation to the Sussex 1550, to the next meeting. Officers were asked to determine which other councils would be taking part in the event, and to provide a breakdown of how the recommended budget would be spent.

76.4 It was **AGREED** to **RECOMMEND** a budget of £5,500 for the Drive Through Time event on the condition that the event was relocated to The Esplanade for 2027, subject to approval from the relevant authorities.

76.5 In discussing the Hampshire Avenue Fun Week, comments were made about the 2-hour summer play sessions that were offered by Bersted Parish Council, which coincided with the Town Council's Fun Week.

Cllrs. Wells and Mrs. Yeates declared an Ordinary Interest as Members of Bersted Parish Council

A budget of £6,500 was **AGREED** to be **RECOMMENDED** for the Hampshire Avenue Fun Week with Officers asked to liaise with Bersted Parish Council to ensure that the two events complemented one another.

Cllr. Goodheart declared an Ordinary Interest as Vice-Chair of Trustees for the Bognor Regis Youth & Community Centre, located across the road from the Hampshire Avenue Fun Week site

76.6 For the Funshine Day 2027 events, a budget of £5,250 was **AGREED** to be **RECOMMENDED**.

76.7 A Member asked whether, aside from mention of the Town Council's sponsorship being included in publicity material, there could be something more prominent at the event which identified the Town Council as the sponsor, such as the BRTC branded gazebo.

Comment was made that utilising the gazebo would require Council staff being present and the suggestion of providing the Rotary Club with a BRTC branded flag, to be displayed at each concert, was suggested as an alternative.

Members **DISAGREED** with the Officer recommendation for a budget of £3,250 for the 2027 Sunday Afternoon Concerts and instead **AGREED** to **RECOMMEND** a budget of £3,150.

76.8 A budget of £6,300 was **AGREED** to be **RECOMMENDED** for the 2027 Christmas Illuminations Switch-On event.

76.9 Whilst it was **AGREED** to **RECOMMEND** that a budget of £2,625 be allocated for the 2027 Carols in the Park event, Members asked for Officers to report back, at the next meeting, with a breakdown of the planned expenditure.

76.10 Members unanimously **AGREED** to hold an event/events to mark the 100th anniversary, on the 29th July 2029, of the title 'Regis' being bestowed upon Bognor, agreeing that this was a unique opportunity to promote the town and that the proposed meeting of stakeholders be arranged as soon as possible.

Whilst it was hoped that stakeholders would work with the Town Council, and make their own financial contribution towards the celebrations, given the significance of the anniversary, Members **AGREED** to **RECOMMEND** a budget of £5,000 in the 2027/28, 2028/29 and 2029/30 Financial Years, thereby building a total funding pot of £15,000.

77. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2026 (DEFERRED FROM THE PREVIOUS MEETING) AND JULY AND AUGUST 2026 (IF AVAILABLE) – MIN. 52 REFERS

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for May, June, July and August 2026, was **NOTED**.

78. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JULY AND AUGUST 2026 (IF AVAILABLE)

The Deputy 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 2026, was **NOTED**.

79. REPORT ON TOWN CENTRE ISSUES INCLUDING: - ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD; UPDATE IN RELATION TO LETTER SENT TO HALIFAX IN RELATION TO ROUGH SLEEPING IN LONDON ROAD PRECINCT – MIN. 54 REFERS

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

Members **RESOLVED** to write to Arun District Council and ask that they invoke the legal powers available to them by serving the Landlord of the property with a Section 215 Notice, under the Town & Country Planning Act 1990, to make the frontage more presentable.

80. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 23rd JULY 2026

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 23rd July 2026 that had been previously circulated to Councillors, was **NOTED**.

81. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 15th SEPTEMBER 2026 (IF AVAILABLE) AND AGREE ANY NEXT STEPS

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

As the Notes of the Liaison Meeting held on 15th September 2026 were not available, the noting of them was **DEFERRED** to a future meeting.

82. TO RECEIVE THE TOWN FORCE REPORT

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

83. TO CONSIDER A REQUEST FROM THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD FOR A RENEWED 3-YEAR FUNDING AGREEMENT (MIN. 78 OF THE MEETING HELD ON 20th NOVEMBER 2023 REFERS)

Cllr. Goodheart redeclared an Ordinary Interest

Cllr. Wells declared a Pecuniary Interest having recently carried out work on behalf of the Bognor Regis Heritage & Arts Partnership Board

The Deputy Clerk's report, and the letter from the Board detailing their request, was **NOTED**.

Members **RESOLVED** to **AGREE** to enter into another 3-year Funding Agreement with the Bognor Regis Heritage & Arts Partnership Board, effective from 1st April 2027.

84. TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS INCLUDING RATIFICATION OF ANY EXPENDITURE (MIN. 62 REFERS)

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

Members thanked Officers for their work and **AGREED** to **RATIFY** the expenditure of £98 (excluding VAT) for the road closure ahead of the possible Christmas Market on 12th – 13th December 2026.

85. TO CONSIDER UPDATES TO THE QUALITY POLICY AND THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY

The Deputy Clerk's report, and the draft policies attached, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Quality Policy and the Poster, Banner and Outdoor Display Opportunities Policy as attached and without amendment.

86. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE, AND TO A CONSIDER REQUEST FROM THE TOWN CRIER TO PARTAKE IN THE ST WILFRID'S HOSPICE FIREWALK

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

86.1 Members **AGREED** that no changes to the role of the Town Crier were needed.

86.2 It was **AGREED** that the Town Crier could take part in the St. Wilfrid's Fire Walk on Friday 16th October, and further **RESOLVED** to **AGREE** to cover the £25 entry fee from the Town Crier Budget.

87. TO CONSIDER ANY INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2027 TOWN NEWSLETTER

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

It was **AGREED** to produce a condensed A4, 4-page version, with QR code for the full edition, for the 2027 Town Newsletter.

Members considered the Officer's suggested articles for the 2027 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): -

- Standing for Election in 2027
- Regeneration projects
- 100th Anniversary of Bognor 'Regis' – plans for 2029
- Twinning - 40th Anniversary of twinning with Weil am Rhein, Germany
- The Wombles of Bognor Regis in Bloom
- Councillor Drop-In Surgeries

88. FINANCIAL REPORTS INCLUDING: -

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

88.1 To note Committee I&E Reports for the month of August 2026 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of August 2026.

88.2 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 2026, 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**.

89. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK (IF AVAILABLE) – MIN. 22 REFERS

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

90. TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST FOR A FINANCIAL CONTRIBUTION TOWARDS THE LOSS OF PARKING REVENUE ARISING FROM THE INCREASE IN THE PARKING DISC SCHEME FROM TWO HOURS TO THREE HOURS (REFERRED FROM THE COUNCIL MEETING HELD 7th SEPTEMBER 2026 – MIN. 99 REFERS)

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

Cllr. Wells redeclared his Pecuniary Interest and left the Meeting

The Vice-Chair, Cllr. Mrs. Yeates, took the chair.

Members unanimously **DISAGREED** with making a financial contribution towards the loss of parking revenue arising from an increase in the scheme from two hours to three hours, as requested by Arun District Council.

Cllr. Wells returned to the Meeting and retook the chair

91. TO CONSIDER ANY RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE IN RELATION TO ANY OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FROM CHRISTMAS ACTIVITIES

Members **AGREED** the recommendation that 3 additional catenary wires in London Road be utilised to enhance the Christmas Illuminations and further **RESOLVED** to **AGREE** that the total overspend of the Equipment Maintenance Budget for the remaining two years, of £1,920, be drawn from General Reserves.

92. CORRESPONDENCE

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

93. It was **RESOLVED** to vary the order of business to take the Additional Agenda item next.

94. TO CONSIDER THE PROVISION OF A CHRISTMAS TREE ON THE BALCONY OF BOGNOR REGIS TOWN HALL AND TO AGREE FROM WHICH BUDGET THIS COULD BE FUNDED

Members **RESOLVED** to **AGREE** to cover the cost of a Christmas tree on the Town Hall balcony, at an estimated cost of £505, from General Reserves.

95. 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 25 (contractual).

96. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS INCLUDING RECOMMENDATION TO COUNCIL FOR APPROVAL OF ANY ACTION IN RELATION TO IRRECOVERABLE SUMS IN LINE WITH FINANCIAL REGULATION 13.3

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 7.58pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 7 - FURTHER CONSIDERATION OF PROPOSALS, AND SUGGESTED BUDGETS, FOR EVENTS PROGRAMME FOR 2027 INCLUDING: -

- **TO FURTHER CONSIDER TAKING PART IN THE SUSSEX 1550 ANNIVERSARY EVENT AND TO RECEIVE A BREAKDOWN OF HOW THE RECOMMENDED BUDGET WOULD BE SPENT, DEFERRED FROM THE PREVIOUS MEETING (MIN. 76.3 REFERS)**
- **TO FURTHER DISCUSS THE BUDGET FOR THE DRIVE THROUGH TIME EVENT, CONDITIONED ON THE RELOCATION OF THE EVENT TO THE ESPLANADE (MIN. 76.4 REFERS)**
- **TO RECEIVE A BREAKDOWN OF PLANNED EXPENDITURE FOR THE 2027 CAROLS IN THE PARK EVENT AS REQUESTED AT THE PREVIOUS MEETING (MIN. 76.9 REFERS)**

REPORT BY THE EVENTS MANAGER **FOR DECISION**

To further consider taking part in the Sussex 1550 anniversary event and to receive a breakdown of how the recommended budget would be spent, deferred from the previous meeting (Min. 76.3 refers)

At the previous meeting, Members requested an itemised breakdown of the anticipated costs associated with organising and delivering the lighting of the seafront Beacon Brazier as part of the celebrations of Sussex 1550 in 2027 (Min. 76.3 refers).

The Officer's recommended a budget of £3,000 with estimated expenditure covering the entertainment, event management and safety, and promotional materials. The breakdown is as follows: -

SECURITY / FIRST AID	£500.00
ROAD CLOSURE	£98.00
PROMO MATERIALS DESIGN AND PRINT	£200.00
ADVANCE WARNING SIGNS	£50.00
LED DRUMMERS	£1,000.00
BAND & VOCALIS	£1,000.00
ADVERTISNG	£150.00

Total anticipated expenditure for Sussex 1550 event = **£2,998.00**

(All figures are estimates and subject to confirmation of supplier costs and final event arrangement)

It is proposed that LED drummers provide a visually striking and energetic performance to start the entertainment programme followed by a live band, accompanied by a vocalist, to perform "Sussex by the Sea" at the moment the seafront beacon is being lit.

The following local Towns / Parishes, when contacted and asked if they would be lighting their Beacons as part of the Sussex 1550 Anniversary, responded in the following manner: -

- Arundel — Potentially yes, pending agreement by Committee
- Littlehampton — Potentially yes, pending agreement by Committee
- Willington — To be discussed at next meeting
- Hailsham — To be discussed at next meeting
- Seaford — YES
- Peacehaven — YES
- Crowborough — YES

The Sussex Day 1550 website also identifies additional support for the event from the following: -

- Visit Horsham
- Sompting Parish Council
- Scouts West Sussex
- E-Commerce Assist Brighton & Hove
- The Association of British Counties
- Sussex Flag Group
- The Historic Counties Trust
- Esat Grinstead Community Bonfire
- British County Flags
- Sussex Exclusive Lifestyle Magazine

The Events Manager has contacted ADC to establish whether the Luna Sauna, currently situated within the Beacon Brazier horseshoe, will remain in place on 16th June 2027. A response from ADC is currently awaited, and the feasibility of proceeding with the beacon lighting will be confirmed once clarification has been received.

DECISIONS

Do Members **AGREE** to the Council taking part in the Sussex 1550 anniversary event including lighting the town beacon?

If so, do Members **AGREE** to **RECOMMEND** a budget of £3,000 for this event?

To further discuss the budget for the Drive Through Time event, conditioned on the relocation of the event to The Esplanade (Min. 76.4 refers)

At the previous meeting, Members agreed to recommend a budget of £5,500 for the Drive Through Time Event in 2027, but on the condition that the event was relocated to The Esplanade, subject to approval from the relevant authorities (Min. 76.4 refers).

Following the regeneration works along The Esplanade, which have included widening parts of the carriageway and creating landscaped planting areas, the available road space has been significantly reduced.

This is particularly relevant given that relocating the Drive Through Time (DTT) event was first considered around four years ago. The changes have resulted in the loss of approximately 30 exhibitor parking spaces.

With the event currently attracting more than 200 exhibitor vehicles, it would not be possible to accommodate the existing number of participants within a road closure covering only the section between Clarence Road and Lennox Street. One option would be to extend the road closure from Gloucester Road to Lennox Street to make up for the loss of space. However, this would not resolve all of the practical issues or concerns around the overall event experience if it were to be relocated to the Seafront / Esplanade.

The main draw of the DTT event for exhibitors is the live broadcast of the Silverstone Formula 1 race on a big screen, allowing exhibitors to watch from in or alongside their vehicles. The layout at West Park makes this possible, but replicating this on The Esplanade would be difficult if the road closure was extended. With vehicles spread along the length of the road, there would be no obvious screen location that would provide good visibility for all exhibitors. As a result, many exhibitors would have a restricted or no view of the broadcast if they wanted to remain with their vehicle, this would take away from the experience and could make the event less attractive to exhibitors.

There are also a number of other factors to consider. These include the planned demolition of the Brewers Fayre public house, the possibility that the Alexandra Theatre opening could be delayed further beyond its current March 2027 date and into the summer, and the possibility that the Place St Maur jets cannot be switched off to accommodate the event, meaning some or all of the fountains would need to remain operational, making it unsuitable as an event space.

Taking all of these points into account, the findings suggest that The Esplanade is unlikely to be a viable alternative location for the Drive Through Time event. Although extending the road closure could help address some of the parking issues, the available space and wider site constraints would still create significant challenges and would have a negative impact on both the delivery of the event and the experience for exhibitors and visitors.

DECISION

Members are asked to **AGREE** next steps in relation to the location of the Drive Through Time Event 2027.

To receive a breakdown of planned expenditure for the 2027 Carols in the Park event as requested at the previous meeting (Min. 76.9 refers)

At the previous meeting, Members agreed to recommend a budget of £2,625 but asked for an itemised breakdown of the anticipated costs associated with organising and delivering the Carols in the Park event for 2027 (Min. 76.9 refers).

The expenditure covers the entertainment, event safety, promotional materials and the festive attractions of Father Christmas in his sleigh with Reindeer.

The breakdown is as follows: -

CHOIR	£150.00
BAND	£150.00
SECURITY / FIRST AID	£400.00
PROGRAMME / POSTER DESIGN & PRINT	£200.00
ADVERTISING	£200.00
FATHER CHRISTMAS	£350.00
SANTA HATS	£240.00
LIGHTING	£100.00
SLEIGH & REINDEER	£700.00

Total anticipated expenditure for Carols in the Park = **£2,490.00**

(All figures are estimates and subject to confirmation of supplier costs and final event arrangements)

DECISION

Members are asked to **NOTE** the planned expenditure for the 2027 Carols in the Park Event.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 8 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR SEPTEMBER AND OCTOBER 2026 (IF AVAILABLE)

REPORT BY DEPUTY CLERK **FOR DECISION**

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.

Until recently, the Town Council had provided a funding contribution towards provision of the BID Warden, however, at the Policy and Resources Committee Meeting held on 2nd February 2026, Members resolved to agree to withdraw this funding effective from 1st April 2026 (Min. 123.4 refers). It has however been agreed with BID Board of Directors that they will continue to share reports in the interest of collaboration and transparency.

At the time of publishing this report, the Community Warden reports for September and October 2026 had not been provided by the BID. Should they become available in time for the meeting, they will be shared.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for September and October 2026 (if available).

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 9 – TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR SEPTEMBER AND OCTOBER 2026 (IF AVAILABLE)

REPORT BY DEPUTY CLERK **FOR DECISION**

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 and October (attached as **Appendix 1-2**). Interactions can include for example, patrolling the five Wards, giving directions, engaging with street beggars, street drinkers, cyclists in a pedestrianised area, submitting reports of graffiti, providing first aid, and assisting shops and the BID Warden in the Town Centre with apprehending shoplifters.

DECISION

Members are asked to **NOTE** the Monthly Report for the Town Council's Community Warden for September and October 2026.

SWL security

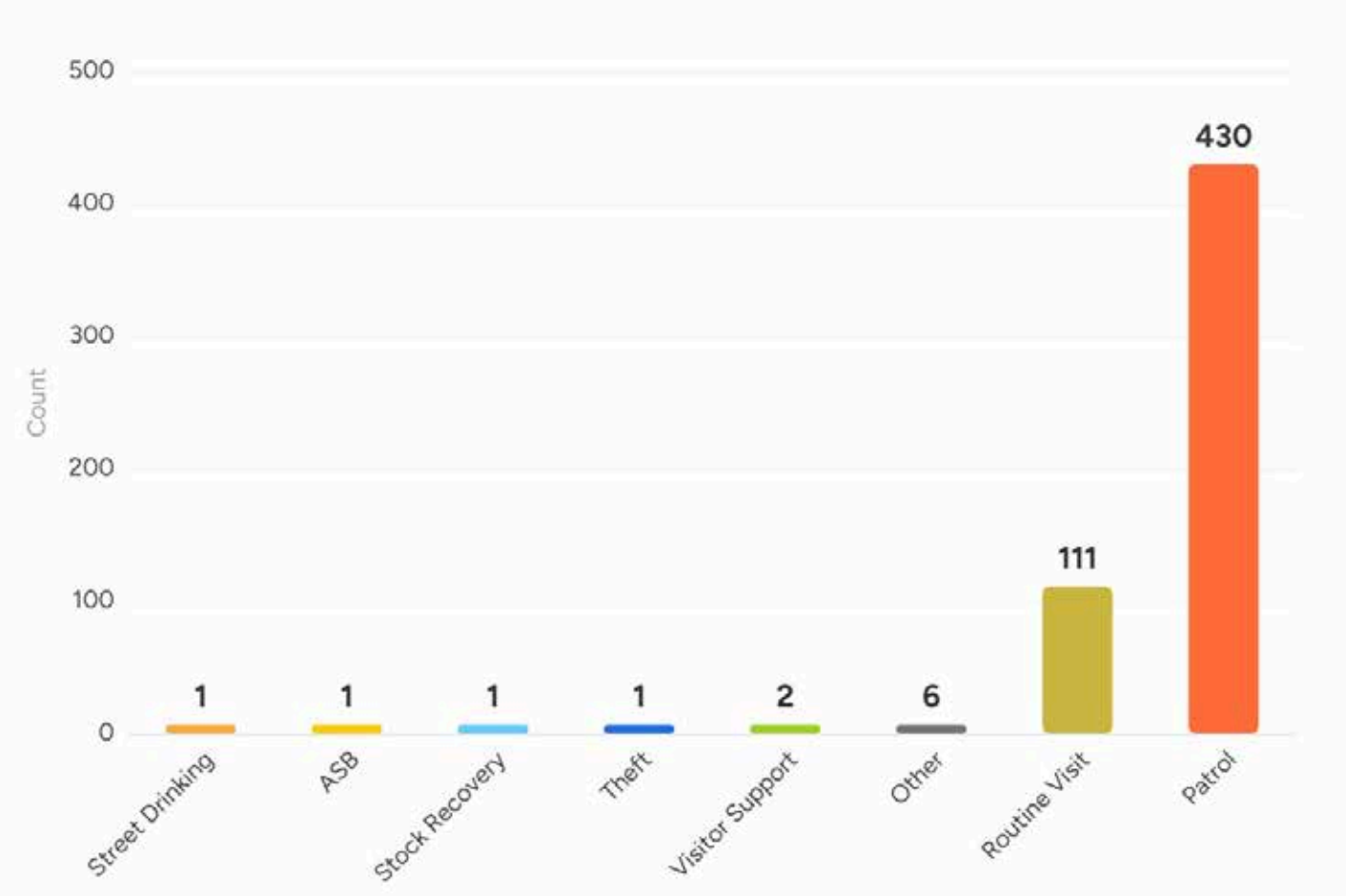
30 Ventura Place
Upton, Poole, Dorset, BH16 5SW
01202 802170

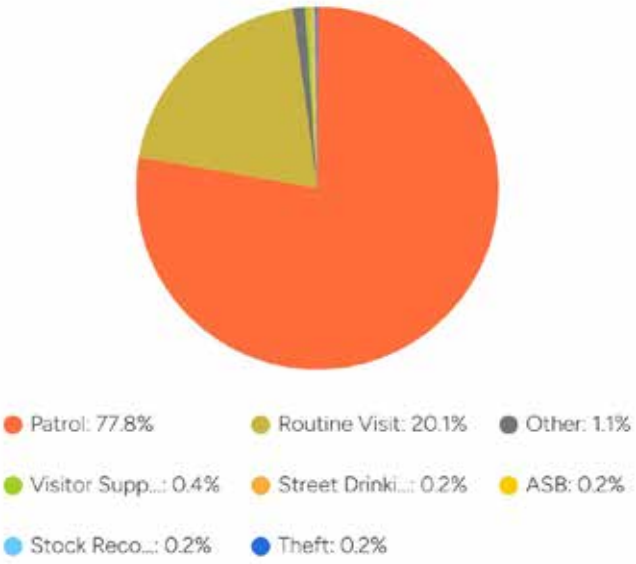
info@swlsecurity.com
www.swlsecurity.com

Bognor Town Council – September 2026 Report

Interactions Logged – 553

Interaction Summary 1 – Bar Graph & Pie Chart





Stock Recovery

- Total £78.00
- Occurrences 1

Arrest & Resistance Summary

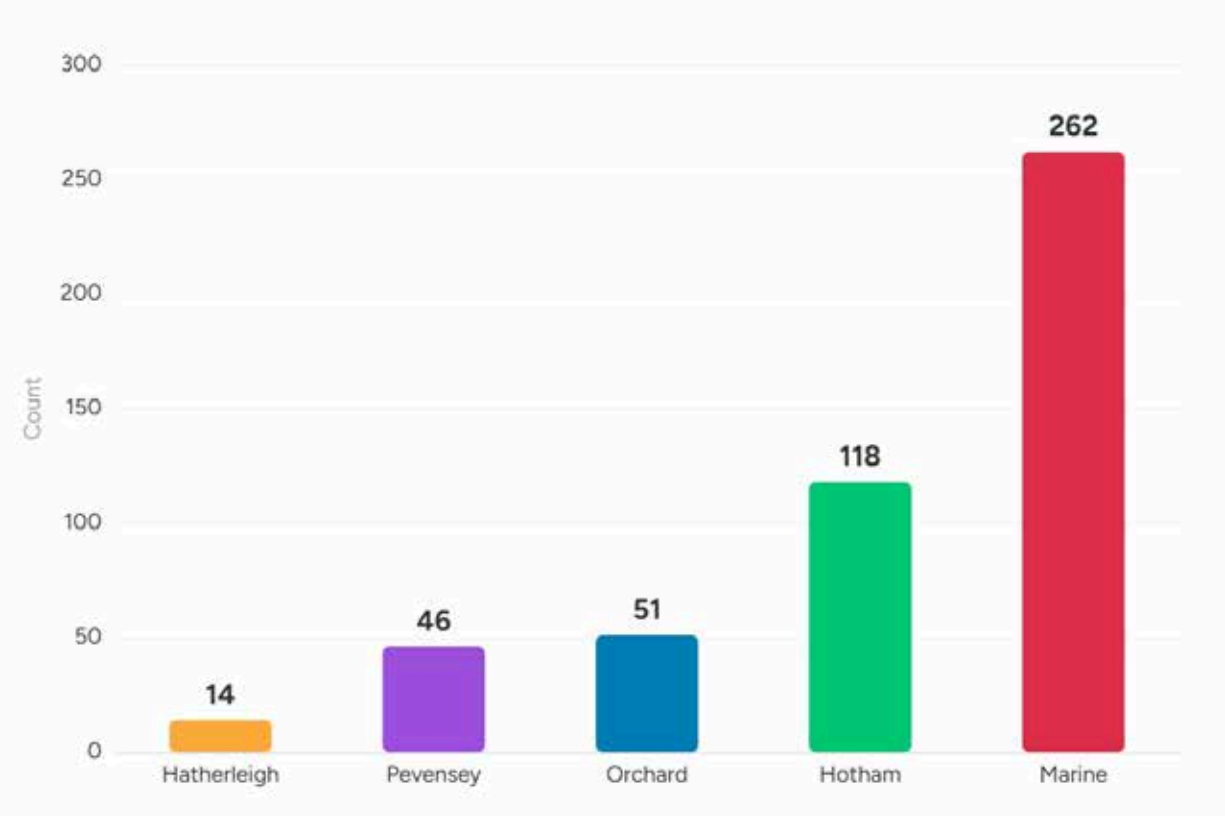
Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

Assist Offence Summary

An assist arrest is an arrest where the Security Officer has assisted another person/body making an arrest they are in charge of.

Ward Interaction Summary



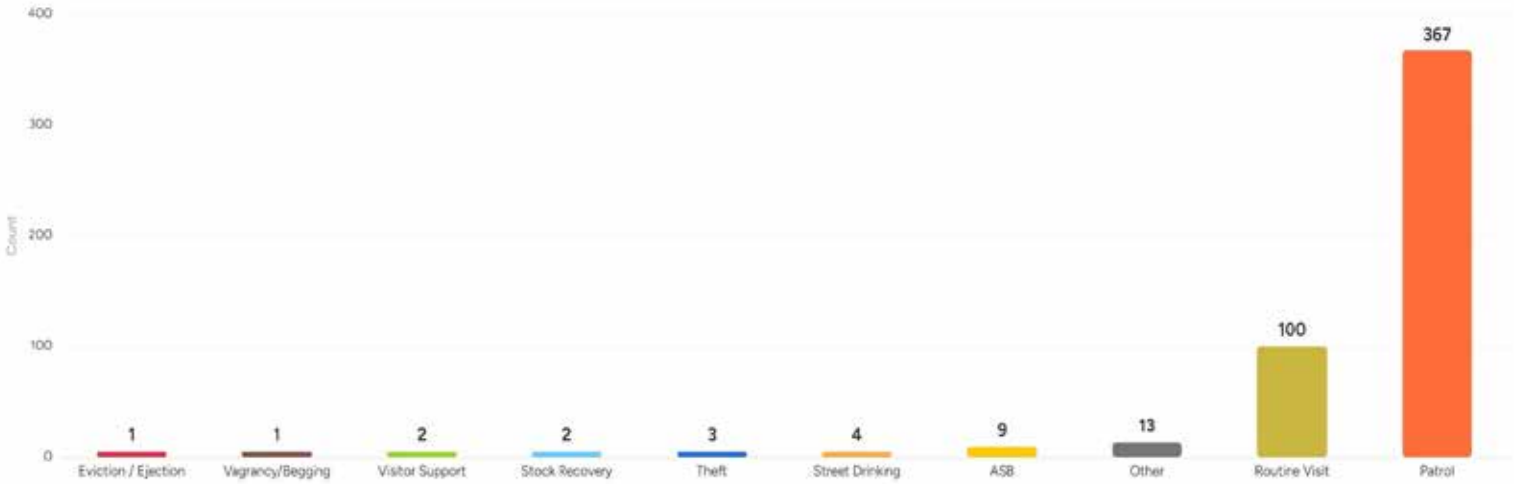
30 Ventura Place
Upton, Poole, Dorset, BH16 5SW
01202 802170

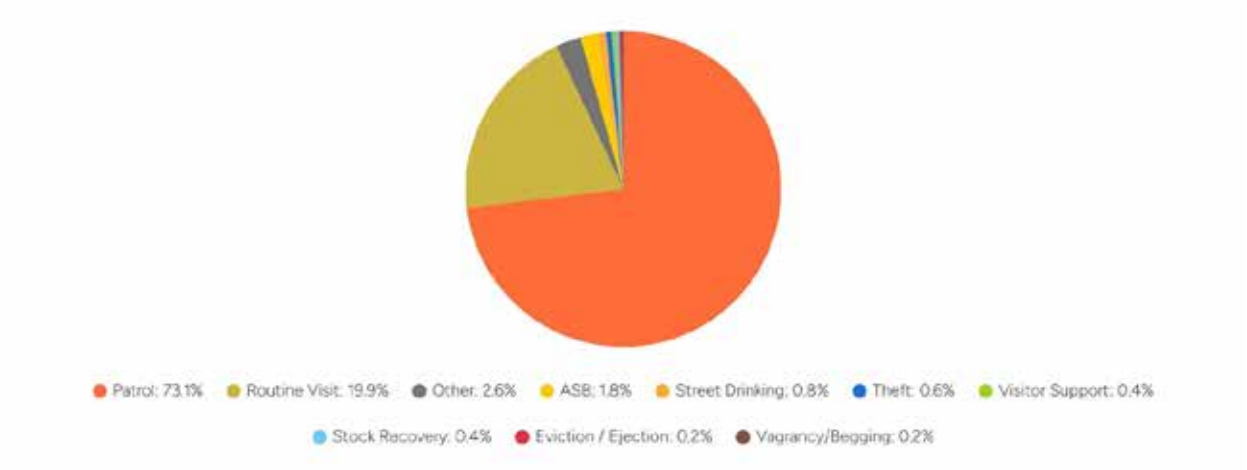
info@swlsecurity.com
www.swlsecurity.com

Bognor Town Council – October 2026 Report

Interactions Logged – 502

Interaction Summary 1 – Bar Graph & Pie Chart





Stock Recovery

- Total £45.67
- Occurrences 4

Arrest & Resistance Summary

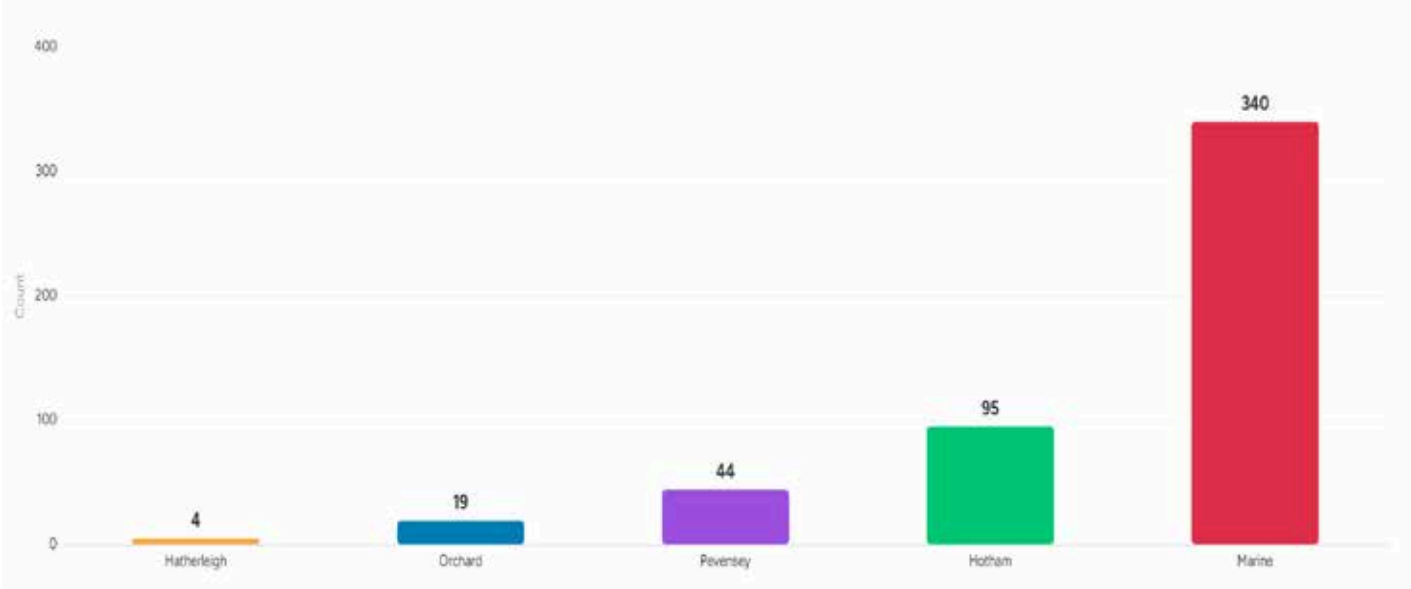
Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

Assist Offence Summary

An assist arrest is an arrest where the Security Officer has assisted another person/body making an arrest they are in charge of.

Ward Interaction Summary



BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 10 - REPORT ON TOWN CENTRE ISSUES INCLUDING: -

- **ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**
- **TO RECEIVE AN UPDATE ON CORRESPONDENCE SENT TO ARUN DISTRICT COUNCIL RELATING TO THE POSSIBILITY OF ISSUING A SECTION 215 NOTICE ON THE FORMER HALIFAX PREMISES ON LONDON ROAD – MIN. 79 REFERS**

REPORT BY THE DEPUTY CLERK **FOR DECISION**

Any reports on meetings with the BID Management Board

The most recent Full Board Meeting took place on 8th October 2026, with the Deputy Clerk in attendance.

Business Warden

The Board received performance reports for July and August 2026, together with proposed adjustments to the service following discussions with local businesses. The Warden continues to undertake visible patrols, engage with businesses and assist with stock recovery. During August, 160 hours of service were delivered, with £723 of stock recovered and 361 business engagements recorded. Service resilience and arrangements for managing unplanned absences remain under consideration.

CCTV

An update was provided on the proposed expansion of the BID's CCTV network. Work to introduce additional cameras remains ongoing, with the necessary permissions and authorisations being sought from businesses and relevant parties. The existing system continues to support town centre crime prevention and partnership working with Sussex Police.

Station Square

The installation of the new railings in Station Square was confirmed as of mid-September.

Markets

The BID's General Market continues to operate, with ongoing efforts to attract additional traders and improve the diversity and quality of stalls.

Festive Lighting and Displays

The Board were updated on preparations to install a Christmas tree at the Methodist Church.

Future of the BID

The Board has been considering arrangements for the BID's proposed third term, including management succession and a draft Operational Plan for 2027/28. The plan addresses the continuation of existing services and projects, future financial commitments and preparations for a further BID ballot.

Finance
The Board received the draft accounts for 2025/26, which remained subject to audit, alongside updated financial projections for 2026/27. The latest forecast indicated an anticipated surplus for the financial year.

Updates from Bognor Regis Town Council

Promenade Solar Lighting
Members were advised that the installation of the new solar lighting columns along the promenade had been completed, improving safety and accessibility along the previously unlit section. The Town Council contributed £25,000 of CIL funding to this project.

Community Engagement
An update was provided on the Town Council's recent community engagement activities, including the litter pick held on 10th September, with which staff participated, and the Councillor Drop-In Surgery held on the promenade on 22nd August.

Route 600 Bus Shelters
Board Members were informed that the Town Council was exploring opportunities for the provision of additional bus shelters along the Route 600 corridor, utilising available Bus Service Improvement Plan (BSIP) funding.

Gloucester Road Traffic Regulation Order
It was reported that Officers were preparing an application for a Traffic Regulation Order (TRO) relating to Gloucester Road, following discussions concerning traffic speeds and highway safety.

Markets and Events
Board Members were advised of plans for additional specialist markets to coincide with the Christmas Lights Switch-On event, to be held on 28th November, and on 12th December 2026.

An update was also provided on the forthcoming Halloween event, featuring a laser show, scheduled for 31st October between 6.00pm and 8.30pm.

Christmas Tree
Members were informed of plans to install an additional Christmas tree outside the former Santander premises, with the BID Board agreeing to sponsor the tree 50/50 alongside the Bognor Regis Town Centre Action Group.

No Cycling Signage
It was reported that new 'No Cycling' signs would shortly be installed along the pedestrianised section of London Road, following approval through the Bognor Regis Town Centre Action Group. The signage is intended to reinforce existing restrictions and assist Sussex Police with enforcement.

Parking Disc Scheme
Board Members were advised that the Town Council had resolved not to make a financial contribution following Arun District Council's decision to extend the Parking Disc Scheme from two to three hours.

Former Halifax Premises
It was reported that the Town Council had written to Arun District Council requesting consideration of its powers under Section 215 of the Town and Country Planning Act 1990 in relation to the condition and appearance of the former Halifax premises at 31A London Road.

Regis 2029
The Board were informed that preparations were underway for the Regis 2029 centenary celebrations, marking 100 years since the town was granted the 'Regis' title. The Town Council intends to formally approach the BID regarding opportunities for partnership working and involvement in the celebrations.

Next Meeting
The next meeting of the Full Board was confirmed as 10th December 2026

Members can subscribe to all BID Communications using the form at the bottom of every page of the BID website. Alternatively, links to the latest BID Updates are publicised in the "News" section on the homepage of the BID website (www.brbid.org).

To receive an update on correspondence sent to Arun District Council relating to the possibility of issuing a Section 215 Notice on the former Halifax premises on London Road – Min. 79 refers
At the meeting on 21st September 2026, Officers were asked to send a letter to Arun District Council to request they invoke the legal powers available to them by serving the Landlord of the property with a Section 215 Notice, under the Town & Country Planning Act 1990, to make the frontage more presentable (Min.79 refers).

ADC advised that a Section 215 Notice would not be an appropriate mechanism for addressing rough sleeping and requested further clarification of the harm being caused to the amenity of the area. The Town Clerk responded by highlighting the adverse impact of accumulated mattresses, bedding and other items on the appearance and accessibility of the pedestrianised precinct, and requested that ADC consider alternative enforcement powers, including a Community Protection Notice (CPN) or Public Spaces Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014.

ADC subsequently confirmed that its housing colleagues were continuing to engage with the individual concerned and exploring further solutions but reiterated that a Section 215 Notice was not considered appropriate. ADC also requested the property owner's contact details to enable it to reinforce the Town Council's concerns directly. The Town Clerk provided the relevant correspondence and reiterated their request for consideration of alternative enforcement measures.

Members are asked to consider any further action they may wish to take.

DECISION

Do Members wish to take any further action in relation to the presence of rough sleepers in the doorway of the unit in London Road Precinct, previously occupied by Halifax?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 11 – TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 17th SEPTEMBER 2026

REPORT BY THE DEPUTY CLERK **FOR DECISION**

The draft Minutes of the Bognor Regis Town Centre Action Group Meeting held on 17th September 2026 were circulated to all Members, by the Deputy Clerk, on 26th October 2026.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 17th September 2026.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 12 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER **FOR INFORMATION**

Town Force Training

The following courses have recently been undertaken by various members of the team:

- Streetworks Operative Course
- Streetworks Supervisor Course
- Graffiti Removal Course
- NPTC Competence in the safe use of pedestrian and ride on mowers, strimmers & hedge cutters.

Health & Safety Audit

Annual Health & Safety audit of the premises and operations took place on Monday 9th November. The advisor praised the safety measures in place, with only one recommendation arising from the visit:

1- **COSHH assessments:** COSHH assessments are in place. These could be improved to ensure that the details of use of hazardous substances are considered (e.g. frequency, quantity, method of application).

Graffiti

Following reports of swastikas being found and removed from various locations around the town, the matter was reported to the police. They subsequently requested witness statements, which were provided.

Between August and October 2026, hours spent on graffiti removal showed a steady decline, falling from 53.75 hours in August to 32.75 hours in October.

The graph below illustrates the monthly number of man-hours spent on graffiti removal since June 2025:



Horticultural Activities
Staff reinstated the three flowerpots in Queensway, which had been knocked over, with one also being defaced with graffiti in late September. The vandalism was reported to the police at the time.

Following the removal of summer bedding in early October, the flower beds were topped up with cow compost to enrich the soil and replenish essential nutrients. This is intended to improve soil structure and moisture retention, providing a natural boost to plant health and encouraging stronger growth.

Winter bedding has now been planted in all areas and winter hanging baskets installed at the Railway Station and at the Picturedrome cinema. 1,000 Crocus bulbs have been planted on Arun Leisure Centre roundabout, to enhance biodiversity.

Butlin's roundabout was planted by Acopia staff as part of their team-building day, with the work overseen by Town Force Gardener. The day was a great success, and the Acopia staff expressed their thanks for the opportunity.

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

A WSCC sponsor sign on the Squareabout suffered minor damage whilst staff were undertaking ride on mower training on the roundabout. Following an investigation into the incident, the damaged sign was replaced.

WSCC Highways have asked whether consideration could be given to installing planters on the pavement in London Road, near its junction with Sudley Road, to deter vehicles from parking on the pavement. The project is currently being priced up and a planting plan worked on, and a request for CIL funding will be submitted to the Planning and Licensing Committee for consideration.

Sponsored Planting
A prospective sponsor did not proceed with the sponsorship scheme, having failed to return the signed sponsorship agreement. This resulted in three planters becoming available for sponsorship; however, one of these has since been taken up by Tyres.co.uk.

Allbright Ltd. have renewed their sponsorship agreement for another year.

Planters available for sponsorship: Upper Bognor Road planter (on approach to Butlins roundabout) and Felpham Way northbound planter (north off Butlin's roundabout).

BRTC Asset Maintenance
The bike repair stations continue to be inspected once a month and stolen tools replenished.

Town Hall clock has been serviced and Arun DC electrical contractor instructed to reconnect the electrical supply to the clock face lights.

Water supply to the seafront showers has been turned off and the water system drained in preparation for the winter period.

Remembrance Sunday
Town Force installed poppies on lampposts in the vicinity of the Town Hall and the Town Hall balcony, and attended the Sunday service, implementing and manning road closures and securing wreaths to the War Memorial.

Events Support
Town Force have supported the Puppet Party and Halloween Laser show.

New Christmas tree site
A site visit and inspection of the High Street tree pit, outside the former Santander, confirmed that it is suitable for a 15ft Christmas tree. An electrician inspected the power supply, carried out remedial wiring works to prevent the supply from tripping and certified it as safe. A hydraulic manhole cover lifter was initially hired to enable the safe removal of the manhole cover. However, one has since been purchased, with the cost met from an existing Town Force budget. 3ft picket fencing is currently being built and painted, and the RAMS have been completed in preparation for the installation on Monday 23rd November. This new installation will bring the total number of Christmas trees installed by the team in the town to six. Funding of up to £600 is being provided by the Town Centre Action Group and the BID.

Revenue generating jobs
- Temporary fix to a tilting trough on Rose Green railings for Aldwick PC;
- Inspection and clearance of the Picturedrome gutters, downpipes and flat roof areas inc. small repairs and replacement of a disintegrated downpipe for Bognor Pier Co. Ltd.;
- Provision of a cherry picker, qualified operator and banksman to assist with replacement of an old boiler flue at Berkley Court for AJM Contractors;
- Reinstatement of the Museum sign using a cherry picker for Bognor Regis Local History Society;
- Repairs to a play tunnel and removal of overhanging tree branches and brambles along the boundary fence that are encroaching onto the neighbouring property for South Bersted CE Primary School;
- Ongoing maintenance of Arcade hanging baskets for Arun DC;
- Ongoing bedding plant maintenance of 3 planters for Felpham PC;
- Ongoing grounds maintenance at the BRWM Hospital;
- Ongoing maintenance of hanging baskets, window boxes & flowerpots, weekly litter picks and weed removal as and when necessary for the Picturedrome Cinema tenant.

Examples of other jobs
In addition to ongoing commitments, Town Force have also removed all bunting from the town centre, installed ‘No Cycling’ signs in the Precinct, taken water meter readings at the allotments and yard, provided quotes for various jobs for Clymping

Parish Council and Bersted Parish Council, amended the Town Hall balcony lights timer, removed flyposting, and serviced BRTC noticeboards.

EA 11.11.2026

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 13 - TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS INCLUDING RATIFICATION OF ANY EXPENDITURE (MIN. 84 REFERS)

REPORT BY THE DEPUTY CLERK **FOR DECISION**

Further to the previous meeting (Min. 84 refers), Officers have continued discussions with prospective providers regarding regular markets in the Town Centre, with the following updates: -

Company B, with whom Officers were discussing a potential monthly farmers' market, have advised following a site visit that Bognor Regis is currently too far away to be logistically viable. However, this position may change should a proposed depot closer to the area become operational.

Company C, has maintained its position that it can only consider events from 2027 onwards.

Company D, although unable to deliver the proposed Christmas Market in December 2026, remains interested in providing events during 2027.

Unfortunately, the prospective provider for the Christmas Market scheduled for 12th–13th December is no longer able to proceed due to operational reasons. However, following significant oversubscription for the market accompanying the Christmas Lights Switch-On event on Saturday 28th November, the Town Council will instead organise its own Christmas Market on Saturday 12th December, with up to 16 stalls in the High Street. The Bognor Regis BID, which operates the weekly Saturday General Market, has been kept informed of these arrangements as a matter of professional courtesy.

In the past year, a considerable amount of Officer time has been spent trying to introduce a regular market, complemented with ad-hoc themed markets. This has only been possible through joint working of several Officers, of whom none are employed to work exclusively on market provision. It is the opinion of the Town Clerk that this level of input from Officers is not sustainable at the present time, particularly with the limited delivery success to date.

Ahead of budget setting for 2027/28, Members will need to consider whether pursuing the provision of markets should continue and, if so, whether further funding should be budgeted for with thought given to Officer resources.

Members are asked to ratify the following expenditure, which has a left a balance of £12,068 in the Markets Budget: -

Switch-On 2026: Market License -	£186.00
Switch-On 2026: Security and First Aid -	£519.00
December Christmas Market 2026: Road Closure -	£98.00
December Christmas Market 2026: Market License -	£186.00
December Christmas Market 2026: Entertainer -	£600.00
December Christmas Market 2026: Security -	£567.00
TOTAL:	**£2,156**

DECISIONS

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

Do Members **AGREE** or **DISAGREE** that the Town Council should continue to pursue the provision of markets?

Members are invited to **RATIFY** expenditure of £2,156 as detailed in the report.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 14 - TO CONSIDER A RECOMMENDATION FROM THE PLANNING AND LICENSING COMMITTEE THAT A SUITABLE BUDGET BE AGREED FOR THE ADOPTION AND MAINTENANCE OF UP TO TWO BUS SHELTERS (MIN. 95 OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th OCTOBER 2026 REFERS)

REPORT BY THE DEPUTY CLERK **FOR DECISION**

At its meeting held on 13th October 2026, the Planning and Licensing Committee agreed to request the installation of two new bus shelters at Richmond Avenue West and Oakleigh Court, Aldwick Road. Members agreed in principle that the Town Council adopt these shelters as Council assets, subject to their installation, and recommended that the Policy and Resources Committee agree a suitable budget for their ongoing maintenance, insurance and management (Min. 95 refers).

The proposal forms part of work initiated by West Sussex County Council (WSCC) to improve bus shelter provision along Route 600, using funding available through the Government's Bus Service Improvement Plan (BSIP). A working group involving councils along the route was established to identify and prioritise suitable locations for new shelters and consider wider issues affecting local bus passengers.

The Planning and Licensing Committee agreed to participate in the Working Group on 28th April 2026, nominating the Committee Clerk and Cllr. Ralph as Representatives, with Cllr. Mrs. Warr as Reserve (Min. 205 refers). At that stage, participation did not commit the Town Council to adopting any shelters.

Following two Working Group Meetings, the most recent held on 9th September 2026, potential locations within the Bognor Regis Wards were presented to the Planning and Licensing Committee for consideration. The proposed new shelters would be funded through the BSIP, with the relevant town or parish council required to adopt them and assume responsibility for their future upkeep, insurance and management.

Adoption would therefore create an ongoing financial commitment for the Town Council. In determining a suitable annual budget, allowance should be made for routine cleaning, inspections, maintenance and repairs, together with any additional insurance costs. Having consulted with the Town Force Manager, there is an expectation that routine maintenance could be accommodated within Town Force's existing programme with only a minor additional budget provision.

Members are therefore asked to consider the recommendation from the Planning and Licensing Committee and agree an appropriate budget, and its funding source, to support the adoption and ongoing maintenance, insurance and management of up to two bus shelters.

DECISION

Do Members **RESOLVE** to **AGREE** that a suitable budget be provided for the adoption and maintenance of up to two bus shelters, as recommended by the Planning and Licensing Committee?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 15 - TO CONSIDER THE DEVELOPMENT OF A BUSINESS PLAN INCLUDING THE ESTABLISHMENT OF A WORKING PARTY, REFERRED FROM COUNCIL (MIN. 96 FROM THE TOWN COUNCIL MEETING ON 7th SEPTEMBER 2026 REFERS)

REPORT BY THE DEPUTY CLERK **FOR DECISION**

At the Town Council Meeting held on 7th September 2026, Members considered the development of a Business Plan, including the establishment of a Working Party. Whilst expressing reservations about the proximity of the local elections in May 2027, Members supported exploring the proposal further. It was agreed that the Town Clerk and Deputy Clerk meet with Trevor Leggo, Chief Executive of the West Sussex Association of Local Councils (WSALC), with suggested next steps reported to the Policy and Resources Committee (Min. 96 refers).

During the subsequent discussion, consideration was given to using the Town Council's Corporate Strategy 2024–2028 as the starting point for a Business Plan, following a similar structure and reviewing its existing priorities. The Business Plan would develop these into practical actions, supported by indicative timescales and an assessment of the resources required.

It was noted during the discussion that community consultation had not formed part of the development of the existing Corporate Strategy. Public engagement was therefore identified as an important stage in preparing the Business Plan, providing residents with an opportunity to comment on the proposed priorities and help shape the Council's future work.

The discussion also explored the Town Council's potential role as a hub for the wider Bognor Regis area, particularly in the context of Local Government Reorganisation. This could be considered through the development of the Plan, including opportunities to work with neighbouring councils and other local partners.

It is proposed that a Working Party be established under the Policy and Resources Committee to support Officers in developing the Plan. The Working Party's initial work could include reviewing existing commitments, identifying priorities for further development and considering the staffing and financial resources needed. The final draft would be presented to the Policy and Resources Committee for consideration before being recommended to Council for adoption.

In considering the timetable, Members may wish to distinguish between preparatory work that could usefully be undertaken now and decisions on future priorities that could be considered by the Council following the May 2027 elections. This would allow work to progress while providing the incoming Council with an opportunity to shape the Plan.

Members are therefore asked to consider whether to proceed with developing a draft Business Plan and establish a Working Party for this purpose. If agreed, Members should determine its membership and initial remit, including arrangements for reporting progress to this Committee.

DECISION

Should Members wish to progress the development of a Business Plan, then they are asked to **AGREE** the next steps.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 16 – COUNCIL POLICIES INCLUDING: -

- **TO CONSIDER ANY PROPOSED CHANGES TO POLICIES REVIEWED SINCE THE LAST MEETING AS PART OF A REGULAR REVIEW;**
- **TO RE-CONSIDER THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY FOLLOWING A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE (MIN. 46 REFERS);**
- **TO NOTE THAT THE ANNUAL REVIEW OF THE TOWN COUNCIL'S HEALTH & SAFETY POLICY MANUAL HAS BEEN UNDERTAKEN, WITH CHANGES TO BE AGREED AND THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE**

REPORT BY THE DEPUTY CLERK **FOR DECISION**

To consider any proposed changes to policies reviewed since the last meeting as part of a regular review

There are a number of Town Council policies which are several years old, and Officers are working to ensure these are updated as soon as practicably possible. Starting with the oldest policies first, the below policies have been reviewed and rewritten. There are no tracked changes as the policies are substantially different from the previous versions due to updates in legislation in recent years, and are now presented to the Committee for approval and recommendation to Council: -

- Biodiversity and Environmental Policy (replaces Environmental Policy) - **Appendix 1**
- Community, Social and Engagement Policy (replaces Community and Social Policy) - **Appendix 2**
- Member/Officer Protocol - **Appendix 3**
- Smoke Free and Vaping Policy - **Appendix 4**
- Officers Code of Conduct - **Appendix 5**

To ensure policies are reviewed on an annual basis, going forward, the below policy is being presented to Members, for approval and recommendation to Council, as it is now approaching a year since previous review: -

- Complaints Procedure Policy - **Appendix 6**

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the Policies as attached to this report as Appendices 1 to 6, subject to any alterations or amendments agreed at this meeting?

To re-consider the Poster, Banner and Outdoor Display Opportunities Policy following a recommendation from the Environmental and Leisure Committee (Min. 46 refers)

The Poster, Banner and Outdoor Display Opportunities Policy was considered by the Policy and Resources Committee at its meeting on 21st September 2026 (Min. 85 refers), where Members agreed to recommend its adoption without amendment. The Policy was subsequently adopted by Council at its meeting on 2nd November 2026 (Min. 118.1 refers).

At its meeting on 14th September 2026, the Environmental and Leisure Committee considered the provision of posters at seafront shelter sites during quieter event periods. During discussion, Members suggested that local businesses could be invited to sponsor these posters and agreed to recommend that the Policy and Resources Committee consider updating the Policy to include business sponsorship (Min. 46 refers). As this recommendation was not incorporated into the version subsequently adopted by Council, the Policy is now being returned to the Committee for further consideration and is attached as **Appendix 7**, with the further changes highlighted in yellow.

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the Poster, Banner and Outdoor Display Opportunities Policy as attached to this report as Appendix 7, subject to any alterations or amendments agreed at this meeting?

To note that the annual review of the Town Council's Health & Safety Policy Manual has been undertaken, with changes to be agreed and the policy statement to be signed by the Chair of the Committee

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 8** 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 9**, 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
BIODIVERSITY AND ENVIRONMENTAL POLICY

Adopted by the Council at its Meeting held on XXX

Background

Bognor Regis Town Council recognises that its operations effect the environment and is committed to identifying, monitoring and reducing these impacts. This policy covers biodiversity and wider environmental management across the Council's services, assets, events, procurement and decision-making. On adoption, it supersedes the Environmental Policy adopted on 13 January 2014.

Section 40 of the Natural Environment and Rural Communities Act 2006, as amended by section 102 of the Environment Act 2021, requires the Council to consider what it can properly do to conserve and enhance biodiversity in England. Following that consideration, it must determine appropriate policies and specific objectives, and take appropriate action to deliver them, consistently with the proper exercise of its functions.

Action and expenditure must be supported by the Council's legal powers and approved through normal decision-making and budget arrangements.

The Council does not own or control most land in Bognor Regis. It owns 145 allotment plots across two sites, at Gravits Lane and Sandringham Way. Some sites maintained by Town Force, including roundabouts and highway land, belong to West Sussex County Council or other bodies. Material changes require the relevant landowner's consent. All actions are subject to the Council's powers, approvals, safety requirements and available budget.

Definition

According to the Department for Environment, Food & Rural Affairs (DEFRA) (Biodiversity 2020), Biodiversity is the variety of life, including plants, animals and other organisms, the habitats in which they live and the ecosystems of which they form part.

Biodiversity has intrinsic value and supports healthy ecosystems. These provide food, fresh water, clean air, pollination, climate regulation and protection from natural hazards. Biodiversity also supports wellbeing and enriches community and cultural life.

In Bognor Regis, biodiversity is found in trees, shrubs, planters, roundabouts, allotments, gardens, highway verges, buildings and boundaries, and coastal and marine habitats. These places and their connections provide food, shelter and routes for birds, bats, insects and other wildlife.

Aims and Objectives

The object of this policy is to conserve and enhance biodiversity in the Council's area and to reduce the environmental impacts of the Council's operations, while recognising the need to balance environmental, social and economic considerations.

The Full Council and its committees will consider sustainability, environmental impact and biodiversity when making decisions. This policy supports the Corporate Strategy and will be read alongside other relevant Council policies, including those relating to quality, equality, community matters, investment and procurement.

In particular, the Council will aim to:

- consider the potential environmental and biodiversity impacts of planning applications;
- manage land and property under its control using practices that protect and enhance the natural and built environment;
- support Council operations in adopting practices that reduce environmental impacts and benefit biodiversity;
- encourage other organisations within the town to manage their areas of responsibility with biodiversity and sustainability in mind;
- identify, monitor and reduce operational carbon emissions, energy consumption, avoidable water use, pollution and waste;
- use sustainable procurement and resource management to reduce environmental impacts throughout the life of goods and services; and
- comply with relevant environmental legislation, seek higher standards where practicable, and provide appropriate training for Councillors and employees.

Actions

Planning applications

When responding to planning consultations, the Planning and Licensing Committee will:

- support site and building design that benefits biodiversity through the conservation and integration of existing habitats or the provision of new habitats;
- support the protection of sensitive habitats, existing trees and hedges, and consider whether development would cause the loss or fragmentation of important habitats for wildlife;
- consider the contribution that development might make to biodiversity net gain, including the applicable requirements, while recognising the Town Council's role as a consultee;
- support suitable habitat features, lighting that limits disturbance to wildlife and permeable boundaries where relevant; and
- apply relevant policies in the Bognor Regis Neighbourhood Plan and support biodiversity and environmental sustainability through any future review of that plan.

Land and property management

For land and property under its control, the Council will:

- carry out and maintain proportionate audits of biodiversity and wider environmental impacts associated with its land, property and operations;
- consider local biodiversity when managing open spaces and specifying vegetation cutting, planting, chemical use and the timing of maintenance work;
- take special care when specifying grounds maintenance work so that acceptable standards are achieved without harming the natural environment;
- consider biodiversity when maintaining buildings, boundaries and other assets, including opportunities for suitable habitat features;

- build on Town Force practices, including pollinator-friendly planting, mulching appropriate grass cuttings, hand weeding at most sites, composting or recycling suitable green waste, and recycling or choosing lower-impact materials where practicable; and
- reduce herbicide and pesticide use, subject to the allotment ban below. Elsewhere, use authorised products only where necessary and no viable non-chemical method is available. Applications must be targeted, follow the label and risk assessment, protect water and non-target species, and be recorded and reviewed. Staff must have the training and certification required for the product and task.

The Town Clerk will identify a lead officer for biodiversity audits and arrange appropriate training. Suitably competent staff may use existing records and non-intrusive site checks for a basic audit. Specialist surveys will use appropriately experienced professionals and any required licences. Training needs will be reviewed annually, with refresher training and licence or certification renewals completed as required by the relevant scheme.

Potential changes to roundabouts or highway land – such as longer grass, revised planting, bird or bat boxes and bug hotels – will be considered only where safe and with the agreement of West Sussex County Council or the relevant landowner. Site assessments will consider sightlines, appearance, litter accumulation and surface-water drainage. Supplementary cutting or collection of grass arisings will be used where needed to keep drains clear and reduce flooding risks, while retaining habitat benefits where compatible with safe site management.

Wildlife and protected sites

The Council will comply with the Wildlife and Countryside Act 1981, as amended, including protection for wild birds and active nests, additional safeguards for Schedule 1 birds, and the relevant protections for animals in Schedule 5 and plants in Schedule 8. Other applicable wildlife legislation will also be observed.

Where work may affect protected species or sensitive habitats, seek competent ecological advice and obtain any required licences or permissions before proceeding. Stop or modify affected work if an unexpected protected species risk is identified.

Assess whether proposed work could affect a Site of Special Scientific Interest. Follow the applicable Natural England notification and assent procedures before operations likely to damage its special interest, including operations outside the site boundary.

Floral planting and water use

Continue nectar-rich and pollinator-friendly planting, including early-season and long-flowering plants where suitable. Plant selection will balance benefits to wildlife and resilience to climate change with the needs of each site, the suitability of varieties for urban containers, planting variety and the quality of displays. Drought-tolerant varieties will be considered where suitable and available.

Water for Town Force's floral displays is currently collected from Hotham Park. Space restrictions at the yard prevent rainwater harvesting there, and the scope to reduce watering is currently limited. The Council will maintain efficient watering practices, avoid unnecessary waste and consider further improvements if suitable opportunities or changes to facilities arise, while maintaining plant health.

Allotment management

Maintain the existing ban on all chemical weedkillers and pesticides at the allotments. Promote hand weeding and other suitable non-chemical methods, and ensure that allotment holders and those undertaking maintenance are aware of the ban.

Manage the allotment dividing hedge to retain habitat value while meeting operational, access and site management needs. Hedge cutting will normally be planned outside the main bird nesting season. A competent person will check for nesting birds immediately before cutting at any time of year. If operational pressures require in-season work, it may proceed only where birds and active nests, including nests being built, can be protected. If nesting is found or suspected, affected work will stop or be deferred and advice sought where necessary.

Hedge management will also take account of existing fox activity, balancing biodiversity benefits with the needs of allotment holders and avoiding changes likely to make the hedge more attractive to foxes.

Support suitable habitat features such as bird and bat boxes and bug hotels, and continue to reuse suitable spent bedding and green material through allotment composting where capacity allows. Use shelters and noticeboards for practical biodiversity information.

Energy and carbon emissions

The Council will manage energy with a view to minimising consumption and reducing operational carbon emissions. It will:

- monitor energy and fuel consumption and regularly measure its operational carbon footprint using available activity data and current UK Government conversion factors, recording the scope and any data gaps;
- use the results to identify practical reductions and consider energy efficiency, suitable low-emission equipment and renewable energy when maintaining or replacing buildings, vehicles and equipment; and
- reduce unnecessary journeys, coordinate operational travel where practicable and support suitable walking, cycling, public transport or remote attendance options where these meet service and accessibility needs.

Measures will be assessed for feasibility, costs over their working life and the Council's ability to influence or control the asset or activity concerned.

Waste and pollution prevention

The Council will:

- prevent avoidable waste, favour durable and reusable products, repair and reuse items where practicable, and reduce unnecessary packaging and single-use items;
- separate waste for recycling and compost suitable green material where facilities permit, meeting applicable waste requirements and using lawful disposal routes for residual and hazardous waste;
- minimise pollution of land, water and air through the safe storage, use and disposal of fuels, oils, chemicals and cleaning products, suitable spill precautions and well-maintained equipment;
- consider the effects of noise and artificial lighting on wildlife and neighbouring amenity when managing its own assets and activities; and
- include practicable waste reduction, recycling and pollution prevention measures in Council-run events and in relevant contracts for events delivered on the Council's behalf.

Water use in Council premises and activities will be reviewed where practicable, with leaks and avoidable losses addressed. Floral watering will be managed in accordance with the operational arrangements set out above.

Sustainable procurement

Purchasing and contract decisions will consider environmental impacts alongside the Council's Financial Regulations, procurement requirements and value for money. This includes the sourcing of materials, energy and water use, durability, maintenance, opportunities for repair and reuse, and eventual disposal.

Relevant and proportionate environmental requirements will be included in specifications and contracts and monitored through normal contract management.

Training and working practices

Councillors and employees will receive appropriate information, briefings or training to understand and control the environmental effects of their work. Operational staff will receive role-specific instruction, and relevant requirements will be communicated to contractors. Water-based paints and suitable lower-impact cleaning products will be used where practicable. Records will identify completed training, refresher needs and expiry dates for any relevant licences or certificates.

Local community

The Council will:

- raise public awareness of biodiversity through its website and newsletters and, where appropriate, allotment noticeboards, social media, events and Councillor drop-ins;
- engage with residents, allotment holders and local businesses about biodiversity, sustainability and practical ways in which they can make a difference;

- work through the In Bloom Working Group as a community champion, building on its engagement with residents through the main In Bloom Competition. Support the review of competition categories to reflect climate change and improve biodiversity, and build on its existing vegetable growing competitions for schools and nurseries;
- where feasible, involve the community and schools in projects such as tree or wildflower planting, wildlife recording, bird and bat box making and bug hotels;
- consider offering pollinator-friendly seeds or bulbs through suitable events, subject to approval and budget;support practical action for the coastal and marine environment, including litter reduction and consideration of fishing line or tackle recycling bins with relevant partners; and support community-led environmental initiatives, including consideration of the Transition Town approach where locally relevant, to reduce waste and emissions, use resources responsibly and improve habitats.

Partners

The Council will work with partners to protect and enhance biodiversity and reduce environmental impacts. These may include Arun District Council, West Sussex County Council, schools, allotment associations, Bognor Fishermen's Association, businesses, community groups and conservation organisations.

The Council will have regard to relevant local nature recovery strategies, including the West Sussex Local Nature Recovery Strategy, and any relevant species conservation or protected site strategies. It will consider opportunities to contribute to their delivery, including recommendations affecting local Sites of Special Scientific Interest.

Monitoring and Review

The Council will review this policy annually, or sooner if legislation or material local circumstances require. It will reconsider action under the biodiversity duty at least every five years, measured from its preceding statutory consideration.

An annual implementation report will cover action-plan progress, audit findings, energy and fuel use, the operational carbon footprint, measurable water use, waste and chemical-use records, and community activity. Reports will identify data gaps, significant operational constraints and practical improvements for consideration through normal committee arrangements.

The Town Clerk will coordinate monitoring and review through the relevant committees, officers, Town Force and In Bloom Working Group, within existing responsibilities and approved budgets. Audits will provide a baseline for progress. Environmental impacts will be reviewed periodically and the action plan updated as evidence, resources and circumstances change.

Appendix 1 Biodiversity and environmental action plan

Targets run from latest adoption unless stated otherwise. Actions will be refined through audits and normal approvals and budgets. Material changes on land outside the Council's control require the landowner's consent. The policy's operational safeguards apply to every action. The Town Clerk coordinates implementation through the leads below.

Site or objective	Action	Outcome	Lead	Target	Reporting or publicity
Whole Council area	Raise awareness through the Council website, newsletters, allotment noticeboards, social media, events and Councillor drop-ins.	Greater understanding and support for local action.	Relevant officers	Ongoing	Council communications
Planning and built environment	Consider habitats, trees and hedges, biodiversity net gain where applicable, sensitive lighting and permeable boundaries in planning responses. Support biodiversity and sustainability through any Neighbourhood Plan review.	Habitats protected and connected; development effects considered.	Planning and Licensing Committee	Ongoing	Reports and minutes
Council land and assets	Appoint a competent audit lead and identify training or specialist support. Complete and maintain a proportionate biodiversity audit and asset map, recording habitats, maintenance, constraints and opportunities. Review wider operational environmental impacts and resource use.	A baseline for decisions and monitoring.	Town Clerk and nominated officer	Within 2 years; annual record review	Audit and annual update
Floral sites and planters	Continue suitable nectar-rich, pollinator-friendly, early-season and long-flowering planting. Consider drought-tolerant varieties where suitable and available, balancing container suitability, variety, site conditions and display quality.	Food sources for pollinators with suitable, varied displays.	Town Force	Each planting season	Planting records; Council updates
Water for floral displays	Maintain efficient watering and avoid unnecessary waste. Recognise the current Hotham Park supply, limited scope for reductions and lack of space for rainwater harvesting at the yard. Review improvements if feasible opportunities arise.	Responsible water use while maintaining plant health.	Town Force	Ongoing; review on change	Operational records

Site or objective	Action	Outcome	Lead	Target	Reporting or publicity
Roundabouts and highway land	With landowner consent, assess longer grass, planting and habitat features. Consider sightlines, appearance, litter retention and surface-water drainage. Use supplementary cuts or collect grass arisings where needed to keep drains clear and reduce flood risk. Maintain highway safety and suitable habitat.	More habitat, with safe sightlines, tidy sites and clear drains.	Town Force and relevant officers	Assess pilot options within 2 years	Town Force records; Council updates
Allotments	Maintain the existing ban on all chemical weedkillers and pesticides and communicate it to plot holders and those undertaking maintenance. Support suitable habitat features, non-chemical methods, reuse of spent bedding and green material through composting where capacity allows, and biodiversity information.	Ban maintained, habitats improved and materials reused.	Relevant officers and Town Force	Ongoing	Allotment notices and records
Allotment dividing hedge	Normally cut outside the main nesting season and check for nesting birds immediately before every operation. Necessary in-season work must protect birds and active nests; stop or defer affected work if nesting is found or suspected. Balance habitat value and allotment needs, avoiding changes that attract more foxes.	Hedge maintained with nesting safeguards and site needs addressed.	Town Force and relevant officers	At each maintenance operation	Maintenance and pre-work check records
Town Force operations	Mulch where suitable for drainage; continue hand weeding, recycling, water-based paints and appropriate lower-impact cleaning products. Outside allotments, minimise herbicide and pesticide use. Where necessary, use authorised products with the policy safeguards, trained staff and records.	Less waste and reduced risks to soil, wildlife and water.	Town Force	Ongoing; annual review	Operational and chemical-use records
In Bloom and community participation	Review Main In Bloom Competition categories for climate change and biodiversity through the Working Group. Build on school and nursery vegetable growing competitions and involve residents and schools in habitat or wildlife-recording projects. Consider pollinator-friendly seeds or bulbs, subject to budget.	Competitions and practical activity support local nature.	In Bloom Working Group and relevant officers	Review for next cycle; projects annually if feasible	Working Group notes; competitions; Council communications

Site or objective	Action	Outcome	Lead	Target	Reporting or publicity
Coastal and marine environment	Explore practical measures with Bognor Fishermen's Association and other partners, including litter reduction, public information and fishing line or tackle recycling bins at suitable locations.	Reduced harm to birds and marine wildlife.	Relevant officers and partners	Assess options within 2 years	Partner and Council updates
Energy and carbon emissions	Establish or update energy and fuel records and the operational carbon footprint, with scope and data gaps recorded. Identify practical reductions through efficient buildings, equipment and travel, considering costs over their working life and available budgets.	Consumption and emissions understood; reductions prioritised.	Town Clerk and relevant officers	Baseline within 2 years; annual update	Consumption records and carbon summary
Waste and pollution	Review waste prevention, reuse, recycling and lawful disposal across premises, Town Force and Council events. Maintain safe storage and spill precautions for fuels and chemicals. Address leaks and avoidable water losses, and consider noise and lighting effects.	Less avoidable waste and pollution.	Relevant officers and Town Force	Ongoing; annual review	Waste, maintenance and event records
Sustainable procurement	Include proportionate environmental considerations in relevant purchases, specifications and contracts. Consider impacts and costs over the full working life and seek supplier environmental evidence or life cycle assessments of major products where appropriate.	Purchasing supports lower environmental impacts.	Purchasing officers and contract managers	At procurement and review	Procurement and contract records
Training and awareness	Identify biodiversity audit and operational training needs. Provide role-specific instruction, keep training records and track relevant licence or certification expiry dates. Review needs annually and arrange refreshers or renewals as required. Communicate applicable requirements to contractors.	Those delivering the policy understand their role.	Town Clerk and relevant managers	Induction; annual needs review; renewals as required	Briefing and training records
Partnerships and nature recovery	Maintain links with Arun District Council, West Sussex County Council, schools, allotment associations, Bognor Fishermen's Association, businesses and conservation and community organisations. Have regard to relevant nature recovery, species conservation and protected site strategies and consider contributions to their delivery.	Coordinated action informed by local priorities.	Town Clerk and relevant officers	Ongoing	Annual implementation update

BOGNOR REGIS TOWN COUNCIL

COMMUNITY, SOCIAL AND

ENGAGEMENT POLICY

Adopted by the Council at its Meeting held on xxx

Supersedes the Community & Social and Community Engagement Strategy

Introduction

Bognor Regis Town Council is committed to strengthening the Town's communities, supporting their wellbeing and involving local people in decisions which affect them. This policy brings together the Council's community and social commitments, its approach to community engagement and its wider ethical responsibilities.

On adoption, this Strategy supersedes the Community & Social Policy adopted on 13th January 2014 and the Community Engagement Strategy adopted on 5th September 2016. It supports the Council's Corporate Strategy and should be read alongside its other relevant policies including communications and data protection.

Scope

This policy applies to all Councillors and staff and they are expected to follow the ambitions of this policy in all communications and engagements with the community. The Town Clerk will coordinate its implementation, with Officers and Councillors contributing within their respective roles.

The Council will seek to understand the needs and aspirations of residents, provide fair, responsive and accountable local government, and work with others to improve life in Bognor Regis. Its activities will reflect its powers, responsibilities, agreed priorities and available resources.

Supporting the Local Community

Bognor Regis Town Council recognises the diversity of its communities and is committed to supporting their development, encouraging inclusion and ensuring residents have opportunities to contribute to the Town's future.

The Council will support community facilities, cultural activities and events, promote positive relationships between different groups and help residents have a voice in local matters. It will work with public bodies, businesses and voluntary organisations to address community needs, support regeneration and promote local initiatives.

Where appropriate, the Council will support community organisations through its grants arrangements and advocate on behalf of residents.

Community Engagement

The Council recognises that effective community engagement improves decision-making, strengthens relationships and ensures local priorities are understood.

Engagement will be proportionate to the issue and undertaken early enough to influence decisions where possible. The Council will explain the purpose of engagement, any relevant constraints and how views will be considered.

Opportunities for engagement may include:

- Public participation at Council and Committee meetings and the Annual Town Meeting of Electors.
- Public meetings, Councillor surgeries, community events and informal discussions.
- Surveys, consultations and direct communication with residents, businesses and community organisations.
- Presentations from local organisations and involvement in working groups where appropriate.

Ward Councillors play an important role in representing community views and raising local concerns. Councillors appointed to outside bodies will report relevant matters through the Council's agreed arrangements.

Accessible and Inclusive Participation

The Council is committed to ensuring that engagement opportunities are accessible and inclusive, particularly for individuals and groups who may be less frequently represented.

It will use clear language, consider reasonable adjustments and accessible formats, and provide opportunities for participation without requiring internet access.

The Council will consider potential barriers including disability, language, transport, working hours and caring responsibilities. Where appropriate, it will work with community organisations to reach underrepresented groups and ensure a broad range of views is considered.

Keeping People Informed

The Council will communicate information about its activities, decisions, services and events through appropriate channels, including its website, noticeboards, social media, local publications and direct correspondence.

Agendas, minutes, reports and other Council information will be published in accordance with statutory requirements and the Council's Publication Scheme, subject to relevant confidentiality restrictions.

Information will be provided about contacting Councillors, attending meetings and participating in Council activities. The Council will also

promote community achievements, partnership initiatives and progress on local projects, including any significant challenges or constraints.

Consultation and Feedback

Where the Council undertakes consultation, it will provide sufficient information to enable informed responses, establish appropriate timescales and explain how views can be submitted.

Responses will be considered before relevant decisions are made. Reports will, where appropriate, summarise the main issues raised, identify significant gaps in participation and explain how feedback has informed the Council's decisions.

The Council recognises that consultation does not require every suggestion to be adopted but will seek to communicate outcomes and explain its decisions.

Personal information collected through engagement will be managed in accordance with the Council's Data Protection Policy and relevant retention arrangements.

Partnership Working

The Council will maintain constructive relationships with other local authorities, public services, businesses, voluntary organisations and community groups to support shared priorities and improve outcomes for residents.

It will encourage cooperation, information sharing and coordinated approaches to local issues, including regeneration and community development.

Where matters fall outside the Council's responsibilities, it will seek to identify the appropriate organisation and, where appropriate, make representations on behalf of the community.

Ethical and Social Responsibility

The Council is committed to conducting its activities fairly, responsibly and transparently, promoting good practice and considering the social and environmental impact of its decisions where appropriate.

The Council will seek value for money, act responsibly in its dealings with suppliers and other organisations, and support Fair Trade principles where practicable. These commitments will be applied proportionately and in

accordance with the Council's existing financial and procurement arrangements.

Monitoring

This policy will be reviewed annually, or sooner if significant changes make this necessary. Councillors and staff will consider feedback from the community where received and recommend practical improvements.



BOGNOR REGIS TOWN COUNCIL
MEMBER-OFFICER PROTOCOL

Adopted by the Council at its Meeting held on XXX

INTRODUCTION

This protocol supports and adds detail to both the Members' and Officers' codes of conduct. It is based on a model drawn up by the Association of Council Secretaries and Solicitors and tailored to suit this Council.

Councillors are democratically accountable and may have political affiliations. Officers must serve the whole Council objectively. Together they should balance a complex range of obligations and competing interests. For this to be effective, Councillors and Officers must have mutual trust and respect for each other's requirements and duties. There is also a need for a transparent consistency in everyday working relations.

This protocol applies to elected and co-opted Members and Council officers when carrying out Council functions or acting in an official Council capacity. It complements, but does not replace or override, the Council's adopted Codes of Conduct, employment policies, Standing Orders or applicable legislation. Members and officers should be introduced to the protocol through induction and relevant refresher training.

PRINCIPLES

1. Members and officers must at all times observe this protocol. The protocol has been approved by the Council and will be monitored along with the Codes which it supports.

2. The protocol seeks to maintain and enhance the integrity (real and perceived) of local government which demands the highest of personal conduct.

3. Members and officers must always respect the roles and duties of each other. They must show respect in all their dealings by observing reasonable standards of courtesy, and by not seeking to take unfair advantage by virtue of their position.

4. Whilst Members and officers are indispensable to one another, their responsibilities are distinct. Members are accountable to the electorate and serve only as long as their term of office lasts. Officers are accountable to the Council as a whole. Their job is to give advice to Members (individually and collectively) and to carry out the Council's work under the direction of the Council.

5. The Council has adopted codes of conduct for both Members and officers. Both are informed by the Seven Principles of Public Life (the Nolan Principles), which are summarised below:
   - Selflessness – serving the public interest.
   - Integrity – avoiding improper obligations and declaring and resolving relevant interests.
   - Objectivity – acting impartially and on merit.
   - Accountability – being accountable for decisions and open to scrutiny.
   - Openness – acting transparently unless there are lawful reasons not to.
   - Honesty – being truthful.
   - Leadership – demonstrating and promoting these principles and challenging poor behaviour.

6. These principles underpin this protocol. Officers are also governed by the Council's Officer Code of Conduct and applicable employment policies and procedures.

7. Concerns about a Member's conduct that may amount to a breach of the Council's Members' Code of Conduct may be referred to the Monitoring Officer of Arun District Council under the applicable arrangements. Concerns about officer conduct will be considered under the Council's relevant employment policies and procedures.

THE ROLE OF THE MEMBERS

8. Members have a number of roles and need to be alert to the potential for conflicts of interest which may arise between the roles. Where such conflicts are likely, Members may wish to seek the advice of senior colleagues, the Town Clerk and/or the Monitoring Officer.

9. Collectively, Members are the ultimate policymakers determining the core values of the Council and approving the authority's policy framework, strategic plans and budget.

10. Members represent the community, act as community leaders and promote the social, economic and environmental well-being of the community, often in partnership with other agencies.

11. Every elected-Member represents the interests of, and is an advocate for, their ward and individual constituents. They represent the Council in the ward, responds to the concerns of constituents, meets with partner agencies, and often serves on local bodies.

12. Some Members have roles relating to their position as Members of committees and subcommittees of the Council. Members who serve on committees and sub-committees collectively have delegated responsibilities.

13. Some Members may be appointed to represent the Council on local, regional or national bodies.

14. As politicians, Members may express the values and aspirations of the party political groups to which they belong, recognising that in their role as Members they have a duty always to act in the public interest.

15. Members are not authorised to instruct officers other than:
    - through the formal decision-making process;
    - to request the provision of consumable resources provided by the Council for Members' use;
    - where staff have been specifically allocated to give support to a Member or group of Members;

16. Individual Members must not initiate or certify financial transactions, enter contracts or commit Council expenditure unless expressly authorised under the Council's adopted Financial Regulations, Standing Orders and delegated arrangements. Decisions and approvals must follow the relevant authorised procedures.

17. Members must avoid taking actions which are unlawful, financially improper or likely to amount to maladministration. Members have an obligation under their code of conduct to have regard to any advice provided by officers when reaching decisions and Members

should consider relevant professional advice when reaching decisions; they may lawfully reach a different conclusion, provided the decision is properly made and any reasons are recorded where appropriate.

18. Members must respect the impartiality of officers and do nothing to compromise it, e.g. by insisting that an officer change his/her professional advice.

19. Members have a duty under their code of conduct:
    - to treat others with respect;
    - not to bully or harass any person; and
    - to promote equality and not discriminate unlawfully against any person.

20. Under the code, a Member must not, when acting as a Member or in any other capacity:

    - bring the Council or their position as a Member into disrepute, or
    - use their position as a Member improperly to gain an advantage or disadvantage for themselves or any other position.

THE ROLE OF THE OFFICERS

21. Officers are responsible for giving advice to Members to enable them to fulfil their roles. In doing so, officers will take into account all available relevant factors.

22. Under the direction and control of the Council, officers, led by the Town Clerk, manage and provide the Council's services within the framework of responsibilities delegated to them. This includes the effective management of employees and operational issues.

23. Officers have a duty to implement decisions of the Council, committees and subcommittees which are lawful, and which have been properly approved in accordance with the requirements of the law and the Council's constitution, and are duly recorded in Minutes.

24. Officers must provide impartial, professional advice and service to the Council as a whole, consistent with their employment obligations and the Council's Officer Code of Conduct. Personal or political views must not improperly influence their professional advice or performance of Council duties.

25. Officers must assist and advise all parts of the Council. They must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions.

26. Officers must be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Members, the media or other sections of the public.

27. Officers have the right not to support Members in any capacity other than their Council role and must not engage in actions incompatible with this protocol. When carrying out Council duties, officers must remain politically impartial. This does not of itself impose a statutory restriction on private political activity.

THE RELATIONSHIP BETWEEN MEMBERS AND OFFICERS: GENERAL

28. The conduct of Members and officers should be such as to instil mutual confidence and trust.

29. The key elements of this relationship are recognition of and a respect for each other's roles and responsibilities. These should be reflected in the behaviour and attitude of each to the other, both publicly and privately.

30. Informal and collaborative two-way contact between Members and officers is encouraged. But personal familiarity can damage the relationship, as might a family or business connection.

31. It is not enough to avoid impropriety. Members and officers should always be open about their relationships to avoid any reason for suspicion and any appearance of improper conduct. Where a personal relationship has been disclosed, those concerned should avoid a situation where conflict could be perceived. Specifically, a Member should not sit on a body or participate in any decision which directly affects the officer on a personal basis.

32. Officers serve the Council as a whole. They have a duty to implement the properly authorised decisions of the Council.

33. Officers work to the instructions of their senior officers, not individual Members. It follows that, whilst such officers will always seek to assist a Member, they must not be asked to exceed the bounds of authority they have been given by their managers. Except when the purpose of an enquiry is purely to seek factual information, Members should normally direct their requests and concerns to the Town Clerk, at least in the first instance.

34. Officers will do their best to give timely responses to Members' enquiries. However, officers should not have unreasonable requests placed on them. Their work priorities are set and managed by the Town Clerk. Members should avoid disrupting officers' work by imposing their own priorities.

35. Members will endeavour to give timely responses to enquiries from officers.

36. Officers should normally raise their personal employment concerns through the Council's management, grievance, whistleblowing or other appropriate procedures, rather than with individual Members. Nothing in this paragraph prevents a lawful protected disclosure, a formal complaint, or an officer approaching a ward councillor in a personal capacity and in their own time, subject to appropriate confidentiality.

37. Members and officers should respect other's free (i.e. non-Council) time.

THE COUNCIL AS EMPLOYER

38. Permanent officers are employed by the Council as a whole.

39. Members' involvement in employment matters must be exercised only through the Council's properly adopted staffing, appointment, disciplinary, grievance and appeal

arrangements, including delegated responsibilities. Members should not intervene in individual management decisions outside those arrangements.

40. If participating in the appointment of officers, Members should:
    - follow the Council's recruitment and selection procedures and applicable equality duties;
    - select fairly on the published criteria, including merit and suitability for the role;
    - never canvass support for a particular candidate;
    - declare and manage any relevant personal interest or relationship, withdrawing where appropriate;
    - not be influenced by personal preferences, and
    - not favour a candidate by giving him/her information not available to the other candidates.

41. A Member should not sit on an appeal hearing if the appellant is a friend, a relative, or an officer with whom the Member has had a close working relationship.

MAYOR AND OFFICERS

42. Officers will respect the position of Mayor and provide appropriate support.

MEMBERS OF OTHER COMMITTEES OR SUB-COMMITTEES AND OFFICERS

43. The appropriate senior officers will offer to arrange informal meetings with Chairs, Vice-Chairs, and spokespersons of committees and sub-committees if required.

44. The Town Clerk has the right to present reports and give advice to committees and subcommittees.

45. Members of a committee or sub-committee shall take decisions within the remit of that committee or sub-committee, and will not otherwise instruct officers to act.

46. At some committee or sub-committee meetings, a resolution may be passed which authorises a named officer to take action between meetings in consultation with the Chair. In these circumstances it is the officer, not the Chair, who takes the action and is accountable for exercising the delegation. Unless separately and lawfully authorised, a Chair cannot make a committee decision independently or apply inappropriate pressure on the officer.

PARTY GROUPS AND OFFICERS

47. The Town Clerk may properly be asked to contribute to deliberations of matters concerning Council business by party groups.

48. The Town Clerk has the right to refuse such requests, but will not attend a meeting of a party group where some of those attending are not Members of the Council.

49. Officer support will not extend beyond providing factual information or professional advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business, and therefore should not be expected to be present at meetings or parts of meetings when such matters are to be discussed.

50. Party group meetings are not empowered to make decisions on behalf of the Council, and conclusions reached at such meetings do not rank as formal decisions. The presence of an officer confers no formal status on such meetings in terms of Council business and must not be interpreted as doing so.

51. Where officers provide factual information and advice to a party group in relation to a matter of Council business, this is not a substitute for providing all necessary information and advice when the matter in question is formally considered by the relevant part of the Council.

52. It must not be assumed that an officer is supportive of a particular policy or view considered at a party group meeting simply because he/she has attended or provided information to the meeting.

53. Officers will respect the confidentiality of party group discussions at which they are properly present and will not routinely share those discussions with other groups or Members without authorisation. This does not override legal disclosure obligations, safeguarding duties or lawful protected disclosures. will respect the confidentiality of any party group discussions at which they are present and unless requested to do so by that party group, will not relay the content of such discussions to another party group or to any other Members.

54. In their dealings with party groups, officers must treat each group in a fair and even-handed manner.

55. Members must not do anything which compromises or is likely to compromise officers' impartiality.

56. The duration of an officer's attendance at a party group meeting will be at the discretion of the group, but an officer may leave at any time if he/she feels it is no longer appropriate to be there.

57. The Town Clerk accepting an invitation to the meeting of one party group shall not decline an invitation to advise another group about the same matters. He/she must give substantially the same advice to each.

58. An officer should be given the opportunity of verifying comments and advice attributed to him/her in any written record of a party group meeting.

59. Members should not ordinarily refer publicly or at Council meetings to confidential professional advice provided by officers to a party group without appropriate consent. This does not prevent disclosure where required or otherwise permitted by law.

60. Where persons who are not Council Members attend party group meetings, Members and officers must take care not to disclose confidential or personal information without a lawful basis and proper authorisation. Non-Members do not acquire the Council information rights of Members merely through attendance, nor are they bound by Members' Code of Conduct.

LOCAL MEMBERS AND OFFICERS

61. To enable them to carry out their ward role effectively, Members need to be fully informed about matters affecting their ward. The Town Clerk must ensure that all relevant staff are aware of the requirement to keep local Members informed, thus allowing Members to contribute to the decision-making process and develop their representative role. This requirement is particularly important:
    - during the formative stages of policy development, where practicable
    - in relation to significant or sensitive operational matters
    - whenever any form of public consultation exercise is undertaken

62. Issues may affect a single ward. Where they have a wider impact, a number of local Members will need to be kept informed.

63. Whenever a public meeting is organised by the Council to consider a local issue, all the Members representing the wards affected should be invited to attend the meeting as a matter of course.

64. If a local Member intends to arrange a public meeting on a matter concerning some aspect of the Council's work, he/she should inform the Town Clerk. Provided the meeting has not been arranged on a party political basis:
    - An officer may attend but is not obliged to do so, and
    - the meeting may be held in Council-owned premises.

65. No such meetings should be arranged or held in the immediate run-up to Council elections.

66. Whilst support for Members' ward work is legitimate, staff should not be asked to accompany Members to ward surgeries.

67. In seeking to deal with constituents' queries or concerns, Members should not seek to jump the queue but should respect the Council's procedures. Officers have many pressures on their time. They may not be able to carry out the work required by Members in the requested timetable, and may need to seek instructions from their managers.

MEMBERS' ACCESS TO DOCUMENTS AND INFORMATION

68. Members may request from the Town Clerk information, explanations and advice reasonably necessary for their Council duties, including ward casework. Any disclosure of information about an identifiable individual must have an appropriate lawful basis, a legitimate Council purpose and be limited to what is necessary, with applicable confidentiality and data protection safeguards.

69. Members of a committee or sub-committee may seek access to documents relating to its business where reasonably required for the proper discharge of their Council duties, subject to applicable law and confidentiality restrictions.

70. A Member who is not on a particular committee or sub-committee may seek documents relating to its business where they can demonstrate a legitimate need to know for Council purposes. Access to confidential, exempt or personal information must be considered case

by case, having regard to applicable legal rights, restrictions, confidentiality and data protection requirements.

71. The Town Clerk will consider disputed requests to inspect information on a need-to-know basis, taking legal or data protection advice where necessary. The process must not override any statutory right of access, obligation to disclose or applicable review or complaint process.

72. A Member should seek advice from the Town Clerk, and where appropriate the Council's Data Protection Officer, before accessing or using information:
    - where the information contains personal or confidential data or its disclosure may engage UK GDPR or the Data Protection Act 2018 (as amended); or
    - where the subject matter may give rise to a disclosable pecuniary interest, another registerable interest, or another conflict under the Members' Code of Conduct.

73. Information given to a Member must be used only for a legitimate purpose connected with their Council role, consistent with the purpose for which it was disclosed and any applicable law or confidentiality conditions. Further use or disclosure may require additional authority.

74. Members and officers must not disclose confidential information except where the disclosure is authorised, required or otherwise permitted by law and, for Members, is consistent with the adopted Members' Code of Conduct. This provision does not prevent qualifying protected disclosures.

75. When a Member seeks confidential advice, officers will respect that confidentiality as far as lawful and practicable. This does not prevent necessary sharing within the Council for proper administration or compliance with legal, safeguarding or disclosure duties.

76. Members and officers must not prevent another person from gaining access to information to which that person is entitled by law.

MEDIA RELATIONS

77. Formal relations with the media and official Council communications, including Council-controlled social media, must follow the Council's approved procedures and the Code of Recommended Practice on Local Authority Publicity. Members' own communications must also comply with the Members' Code of Conduct and the Council's Social Media Policy for Councillors where applicable.

78. Press releases or statements made by officers must promote or give information on Council policy or services. They will be factual and consistent with Council policy. They cannot be used to promote a party group.

79. Officers will keep relevant Members informed of media interest in the Council's activities, especially regarding strategic or contentious matters.

80. Before responding to enquiries from the media, officers will ensure they are authorised to do so.

81. If a Member is contacted by, or contacts, the media on an issue, they should:
- indicate in what capacity they are speaking (e.g. as ward Member, in a personal capacity, on behalf of the Council, or on behalf of a party group);
- be sure of what they want to say or not to say;
- if necessary, and always when they would like a press release to be issued, seek assistance from the Town Clerk, except in relation to a statement which is party political in nature;
- consider the likely consequences for the Council of their statement (e.g. commitment to a particular course of action, image, allegations of jumping to conclusions);
- never give a commitment in relation to a matter which may be subject to claims from third parties and/or are likely to be an insurance matter;
- consider whether to consult other relevant Members; and
- take particular care in what they say in the run-up to local or national elections to avoid giving the impression of electioneering, unless they have been contacted as an election candidate or political party activist.

CORRESPONDENCE

82. Correspondence between an individual Member and an officer should not be copied to another Member unless the author expressly intends and states that this is the case or consents. Where correspondence is copied, this should always be made explicit, i.e. there should be no “blind” copies.

83. Official letters written on behalf of the Council should normally be in the name of the relevant officer. The Mayor may initiate correspondence in their own name.

84. Letters which create legally enforceable obligations or which give instructions on behalf of the Council should never be sent in the name of a Member.

85. When writing in an individual capacity as a ward Member, a Member must make clear that fact.

ACCESS TO PREMISES

86. Officers have the right to enter Council land and premises to carry out their work.

87. Members may access Council land and premises where reasonably necessary for the performance of their Council duties, subject to lawful restrictions and operational, safeguarding, health and safety and security requirements. When making visits as individual Members, Members should:
- whenever practicable, notify and make advance arrangements with the appropriate manager or officer in charge;
- comply with health and safety, security and other workplace rules;
- not interfere with services or activities being provided at the time of the visit;
- where relevant, consider notifying the Member(s) for the ward concerned; and
- take particular care in any setting serving children or vulnerable people.

USE OF COUNCIL RESOURCES

88. Council resources and facilities provided to Members are funded from public money and must be used only for authorised Council purposes, in accordance with Council policies and the adopted Members' Code of Conduct. They should not be used for private benefit or improper party-political or electioneering purposes.

89. Members should ensure they understand and comply with the Council's own rules about the use of such resources, particularly:
    - where facilities are provided in Members' homes at the Council's expense;
    - in relation to any locally-agreed arrangements e.g. payment for private photocopying; and
    - regarding ICT security.

90. Members should not put pressure on staff to provide resources or support which officers are not permitted to give. Examples are:
    - business which is solely to do with a political party;
    - work in connection with a ward or constituency party political meeting;
    - electioneering;
    - work associated with an event attended by a Member in a capacity other than as a Member of the Council;
    - private personal correspondence;
    - work in connection with another body or organisation where a Member's involvement is other than as a Member of the Council; and
    - support to a Member in their capacity as a councillor of another local authority.

INTERPRETATION, COMPLAINTS AND ALLEGATIONS OF BREACHES

91. Members or officers with questions about the implementation or interpretation of any part of this protocol should seek guidance of the Town Clerk.

92. A Member who is unhappy about the actions or conduct of an officer should:
    - avoid personal attacks, intimidation or abuse at all times;
    - ensure that any criticism is well founded, fair and constructive;
    - normally raise concerns about an individual officer through private, appropriate channels rather than public personal criticism; and
    - take up the concern privately with the officer or their line manager where appropriate, without preventing formal complaints or lawful disclosures.

93. If direct discussion is inappropriate because of the seriousness or sensitivity of the issue, or does not resolve it, the Member should raise the concern with the Town Clerk using the appropriate procedure. A matter concerning the Town Clerk should instead be referred through the Council's adopted staffing or complaints arrangements.

94. A serious breach of this protocol by an officer may lead to an investigation under the Council's disciplinary procedure.

95. An officer who believes a Member may have breached this protocol should normally raise the concern with the Town Clerk, who should consider informal resolution or referral under the applicable process. Where the conduct may breach the Members' Code of Conduct, a referral may be made to Arun District Council's Monitoring Officer under the relevant

arrangements; an officer may approach the Monitoring Officer directly where appropriate. Concerns involving the Town Clerk should be addressed through the Council's adopted staffing or complaints arrangements. Nothing in this paragraph prevents a lawful protected disclosure.

MONITORING AND REVIEW

96. The Town Clerk will monitor compliance and keep the Council informed of any issues requiring action. This policy will be reviewed annually, or sooner if required by changes in legislation, guidance or the Council's operations.

BOGNOR REGIS TOWN COUNCIL

SMOKE FREE AND VAPING POLICY

Adopted by the Council at its Meeting held on XXX

Introduction

Bognor Regis Town Council is committed to providing a safe and healthy environment for its Councillors, employees and everyone who uses its premises and services. This policy protects people from exposure to second-hand smoke and sets out the Council's restrictions on smoking, vaping and the use of heated tobacco products.

This policy supports compliance with the Health Act 2006 and associated smoke-free regulations in England. The Council's restrictions on vaping, heated tobacco and outdoor areas are policy requirements which may extend beyond the statutory requirements.

Scope

This policy applies to all Councillors, employees, agency workers, volunteers, consultants, contractors and visitors. It covers premises, entrances, grounds and vehicles owned, leased or hired by the Council where the Council has responsibility for their use or management.

At shared premises, the Council will work with those responsible for the site to ensure that the areas covered by this policy are clearly identified and communicated.

Who is Responsible for this Policy

Overall responsibility for implementing and monitoring this policy rests with the Town Clerk. Managers are responsible for making staff aware of the requirements and addressing concerns within their service areas.

All Councillors and staff are expected to comply with this policy and support its implementation. Concerns about smoking or vaping in a prohibited area should be reported promptly to a manager or the Town Clerk.

Smoking and Vaping Restrictions

Smoking, vaping and the use of heated tobacco products are prohibited in all premises, entrances, grounds and vehicles covered by this policy. The Council will not provide designated smoking or vaping areas on its premises or grounds.

Smoking includes cigarettes, cigars, pipes and herbal smoking products. Vaping includes the use of e-cigarettes and similar devices, whether or not they contain nicotine. Heated tobacco products are also covered, whether or not their use produces smoke.

The restrictions apply to Council vehicles at all times, including when a driver or passenger is alone. Opening a window or door does not permit smoking or vaping.

Breaks and Working Away from Council Premises

Employees will not be provided with additional breaks for smoking, vaping or using heated tobacco. Normal statutory and contractual rest breaks remain unaffected. During these breaks, any smoking or vaping must take place outside the areas prohibited by this policy and in accordance with any other applicable restrictions.

Employees must not smoke, vape or use heated tobacco while carrying out Council duties at other organisations' premises or while providing services to the public. They must also comply with the rules of the host premises. Normal breaks may be taken in locations where the activity is permitted.

Support to Stop Smoking

The Council will support employees who wish to stop smoking by signposting them to NHS and local authority stop-smoking services. Free local support is available through Smokefree West Sussex on 0330 222 7980 and at www.westsussexwellbeing.org.uk/smokefree.

Time off to attend stop-smoking support may be agreed with the Town Clerk, taking account of operational needs and the Council's existing leave arrangements. Whether the time is paid, unpaid or taken through an agreed flexible working arrangement must be confirmed in advance.

This policy does not prevent the use of nicotine replacement treatments such as patches, gum or lozenges, or medical inhalers. Employees who use vaping to help them stop smoking must still observe the location restrictions in this policy.

Communication and Smoking Waste

The policy will be brought to the attention of Councillors and staff as part of their induction and whenever it is revised. Contractors and visitors will be informed of the restrictions as appropriate. Required no-smoking signs will be displayed, with additional notices making the Council's vaping restrictions clear.

Smoking waste must be extinguished and disposed of safely without causing litter. Any containers provided for smoking waste do not designate a smoking area or permit smoking within the areas prohibited by this policy.

Breaches of the Policy

Anyone smoking, vaping or using heated tobacco in a prohibited area will be asked to stop. Any refusal or repeated breach should be referred to the Town Clerk.

Employee breaches may be addressed under the Council's disciplinary procedure. Concerns involving Councillors will be dealt with through the appropriate Council procedures, including the Code of Conduct complaints process where relevant. Breaches by contractors, volunteers or visitors will be addressed through the relevant contractual, volunteering or premises arrangements. Suspected breaches of smoke-free legislation may also be referred to the relevant enforcement authority.

Monitoring and Review

The Town Clerk will monitor compliance and keep the Council informed of any issues requiring action. This policy will be reviewed annually, or sooner if required by changes in legislation, guidance or the Council's operations.

BOGNOR REGIS TOWN COUNCIL

OFFICERS' CODE OF CONDUCT

Adopted by the Council at its Meeting held on XXX

CONTENTS

Introduction

Background

Status of the Code

Who is the Code Aimed At?

1. Standards and Integrity Policy
2. Disclosure of Information
3. Political Neutrality
4. Relationships
5. Appointment and Other Employment Matters
6. Outside Commitments
7. Personal Interests
8. Equality Issues
9. Separation of Roles during Tendering
10. Corruption
11. Use of Financial Resources
12. Hospitality
13. Sponsorship - Giving and Receiving

INTRODUCTION
The Code provisions are set out below in **bold**, with procedural guidelines to assist interpretation in *italics.*

These Procedural Guidelines are intended to provide background information to help employees understand and interpret the requirements of the Code of Conduct. They cannot cover all circumstances and are not to be considered as a substitute for reading the Code itself.

BACKGROUND
The public are entitled to expect the highest standards of conduct from all employees who work for local government. This Code outlines existing laws, regulations and conditions of service and provides further guidance to assist the Council and its employees in their day to-day work.

STATUS OF THE CODE
This Code sets out the Council's expectations of employee conduct and reflects established local government standards, including the Seven Principles of Public Life. It should be read alongside the Council's relevant policies, Standing Orders and Financial Regulations and applicable legislation.

The aim of the Code is to lay down guidelines for employees which helps maintain and improve standards and protect employees from misunderstanding or criticism. The standards contained in it are the minimum that should apply.

WHO IS THE CODE AIMED AT?
The Code is intended to cover all employees under a contract of employment with the Council. Activities carried out by employees acting as members of companies or voluntary organisations should be subject to the minimum standards within this Code.

1 STANDARDS

1.1 The Council's employees are expected to give the highest possible standard of service to the public, and must perform their duties with honesty, integrity, impartiality and objectivity. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service. Employees must report to the appropriate manager any impropriety or breach of procedure that is more than trivial.

1.2 An employee must be accountable to the Authority for their actions.

1.3 An employee must at all times act in accordance with the trust that the public is entitled to place in them.

1.4 The guidance in this Code is based on these principles. At the end of the day the Council relies on the integrity, reasonableness, common sense and professional judgement of individual officers. Staff should not hesitate at any time, to seek advice on the interpretation of the Code, or when circumstances arise which it does not cover.

PROCEDURAL GUIDELINES

1a In determining acceptable standards, employees are asked to familiarise themselves, not only with the Council's Code of Conduct for Officers but also with the operating

procedures used, Standing Orders & Financial Regulations and the Council's Protocol for Members & Officers.

2 DISCLOSURE OF INFORMATION

2.1 It is generally accepted that open government is best. The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. The Authority itself is open about other types of information. Employees must be aware of which information the Authority is and is not open about, and act accordingly. Employees must also handle requests and disclosures in accordance with the Freedom of Information Act 2000, UK GDPR, the Data Protection Act 2018 and the Council's information governance policies.

2.2 Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Any particular information received by an employee from a councillor that is personal to that councillor and does not belong to the Authority, should not be divulged by the employee without the prior approval of that councillor, except where such disclosure is required or sanctioned by the law.

2.3 Employees must not prevent another person from gaining access to information to which that person is entitled in law.

PROCEDURAL GUIDELINES

2a The Council's employees receive information relating to the Council's business, as well as confidential information about clients and the public, businesses, Councillors and other employees. Much of this information needs to be treated as confidential and should not be betrayed either inside or outside work, even to family and friends. Personal information must be handled in accordance with the Council's Data Protection (GDPR) Policy.

2b Both councillors and the public have rights to certain information and all officers should encourage and help people to access this.

3 POLITICAL NEUTRALITY

3.1 Employees serve the authority as a whole. It follows they must serve all councillors and not just those of any controlling group, and must ensure that the individual rights of all councillors are respected.

3.2 Subject to the authority's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality.

3.3 Employees must follow every lawful expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work.

PROCEDURAL GUIDELINES

3a It is only to be expected that the Town Clerk will work closely with members of the Council. Confidentiality over discussions with particular groups is vital.

4 RELATIONSHIPS

4.1 Councillors

Employees are responsible to the Authority. For some, their role is to give advice to councillors and all are there to carry out the Authority's work. Mutual respect

between employees and councillors is essential to good local government. Close personal familiarity between employees and individual councillors can damage the relationship and prove embarrassing to other employees and councillors and should therefore be avoided.

4.2 The Local Community and Service Users
Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Authority.

4.3 Contractors
All relationships of a business or private nature with external contractors, or potential contractors, should be made known in writing to the Town Clerk or Mayor. Orders and contracts must be awarded fairly, on merit and in accordance with the Council's Financial Regulations, Standing Orders and applicable procurement legislation. Any lawful exception to a competitive process must be made via a formal resolution to waive Financial Regulations and the reason stated in the Minutes. No special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

4.4 Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to the Town Clerk or Mayor in writing.

4.5 In the event of employees engaging a Contractor for private work at home, who is known by the employee to be one of the Council's contractors, care must be taken to ensure that the price paid for the work represents full value and thereby cannot be construed as an inducement or reward for the award of Council contracts. Especial care must be taken in this respect by employees who engage or supervise contractors in the course of their employment.

PROCEDURAL GUIDELINES

4a It is not sufficient to ensure that a relationship with a contractor or potential contractor will not unduly influence their business involvement with the Council, but impartiality and integrity need to be demonstrated. It is necessary for such relationships to be open and beyond suspicion by the reasonable person.

4b It is difficult to define precisely when a declaration should be made. The decision should be made after you have assessed the degree of influence that you may have over the Council's relationship with the particular contractor. If you are responsible for the administration of the contract, or are in any way involved in it, a declaration should be made. If in doubt, declare it.

5 APPOINTMENT AND OTHER EMPLOYMENT MATTERS

5.1 Employees involved in appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with them.

5.2 Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner, etc.

PROCEDURAL GUIDELINES

5a In cases where you are involved in deciding any matter relating to the appointment, promotion, discipline, pay, conditions of service or training opportunities for a person who is a relative, partner or with whom you have a close personal relationship outside work, you should declare this to the Town Clerk or Mayor (in the case of the Town Clerk) and have no further involvement in the matter.

5b In this paragraph "relative" means a spouse, partner, parent-in-law, son, daughter, stepson, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons and "partner" means a member of a couple who live together.

6 OUTSIDE COMMITMENTS

6.1 You must not become engaged or concerned in any other business in which your duties may conflict with the interests of the Council, without prior permission from the Town Clerk. You must not become engaged in any secondary occupation that may interfere with your work. Employees must comply with any contractual requirements to declare additional employment or obtain prior approval. The Town Clerk must obtain authority from Council before undertaking other employment.

6.2 The Town Council is a consultee for making recommendations to the determining bodies for applications for various types of consent such as planning permission, licensing etc. and also determines grant applications. Staff members who are in any way concerned, connected or consulted in their work during the processing of such applications are precluded from preparing or assisting with those submissions in any private capacity on behalf of applicants (unless for their own submissions when, of course, their private interest in the matter would be perfectly clear and should be declared).

6.3 The general guidance is therefore as follows: -
(a) Staff at all levels should not undertake any outside work which would put them in a position of conflict of interest. Such a conflict would arise when an employee is to be paid by a member of the public or any outside organisation or body for work which is in any way connected with the scope of his or her official duties.

(b) Employees should follow such rules as the Council may from time to time impose on the ownership of intellectual property or copyright created during their employment.

7 PERSONAL INTERESTS

7.1 An employee must not in their official or personal capacity:-
- **allow personal interests to conflict with the Authority's requirements, or**
- **use their position improperly to confer an advantage or disadvantage on any person.**

7.2 Employees must declare to the Town Clerk or Mayor (in the case of the Town Clerk) in writing, any non-financial interests that they consider could bring about conflict with the authority's interests e.g. school governor, membership of local sports club, membership of another council.

7.3 Employees must declare to the Town Clerk or Mayor (in the case of the Town Clerk) in writing, any financial interests which could conflict with the authority's interests e.g. financial interests of a spouse or other member of the family in a contract.

7.4 Employees should declare to an appropriate manager membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

PROCEDURAL GUIDELINES

*7a **Non-Financial Interests***

The test as to whether an interest in an outside body should be declared is whether or not the interests of the body may conflict with those of the Council. By way of advice, it may always be appropriate to declare being a governor of a school within the Town, or membership of another council. Similarly, membership of a trust or statutory body operating within the Town would be best declared.

In the case of, for instance, local sports clubs, these should be declared when a conflict of interest may arise, e.g. where planning permission is sought, or where land is being bought from or sold to the Council.

*7b **Financial Interests***

The Council needs to be aware of all cases where an employee or his/her close relative, partner or associate has a financial interest in a business (including private company, public sector organisation and/or voluntary organisation) which are, or are seeking to have business dealings or enter into a contract with the Council.

Examples of such interests are:-

- *Paid employment, directorships, consultancies or personal sponsorship.*
- *An interest in land or other assets, held or used by the business organisation.*

Any shareholding or financial interest that could reasonably give rise to an actual or perceived conflict should be declared. NB, this does not include money invested in a Building Society or Bank where you have no influence over the dealings of that organisation.

7c Organisations not open to the public with formal membership etc.

8 EQUALITY ISSUES

8.1 All local government employees should ensure that policies relating to equality issues as agreed by the Authority are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

PROCEDURAL GUIDELINES

8a Reference should be made to the Council's Equality Policy.

9 ROLES DURING TENDERING

9.1 Employees must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.

9.2 Employees who are privy to confidential information on tenders or costs should not disclose that information to any unauthorised party or organisation.

9.3 Employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

10 CORRUPTION

10.1 Employees must not offer, promise, give, request, agree to receive or accept a bribe or other improper advantage in connection with their duties. Such conduct may be a criminal offence under the Bribery Act 2010.

PROCEDURAL GUIDELINES

10a Employees must exercise particular care in dealings with contractors, suppliers and others who may seek to influence Council decisions. Suspected bribery or corruption must be reported promptly through the Council's appropriate reporting or whistleblowing arrangements.

10b The Bribery Act 2010 creates offences relating to bribing another person, being bribed and bribing a foreign public official. It also creates a corporate offence of failing to prevent bribery where applicable. The Council's rules on gifts, hospitality, conflicts of interest and procurement should be followed at all times.

10c There is no general legal presumption that an offered or received gift is corrupt. Nevertheless, gifts or hospitality must not be accepted where they could improperly influence a decision or reasonably appear to do so.

11 USE OF FINANCIAL RESOURCES

11.1 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the authority.

11.2 Employees must not make personal use of property or facilities of the authority unless properly authorised to do so.

PROCEDURAL GUIDELINES

11a Employees must comply with the Council's current ICT, information security and related staff policies when using Council equipment, systems and resources.

12 HOSPITALITY AND GIFTS

12.1 Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the local authority in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the authority should be seen to be represented. They should be properly authorised and recorded. It is generally more acceptable to join in hospitality offered to a group of people rather than something unique to the individual, i.e. there is a degree of safety in numbers. Hospitality should only be accepted when it is reasonably incidental and on a scale appropriate to the occasion or circumstances.

12.2 When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the authority.

12.3 Employees should not accept significant personal gifts from contractors and outside suppliers, although the Authority allow employees to keep insignificant items of token value such as pens, diaries etc.

12.4 When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the authority may be taking affecting those providing the hospitality. Where it is known that a particular person or body has a matter currently in issue with the Town Council, an offer of hospitality should be refused even if in normal times it would be acceptable.

12.5 Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal and where it is clear that any purchasing decisions are not compromised. Approval to attend a relevant conference or course will be considered to be approval of allied hospitality as outlined above. Where visits to inspect equipment etc are required, employees should ensure that the Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

12.6 Employees must report to the Town Clerk or Mayor (in the case of the Town Clerk) offers of any gifts or hospitality in accordance with the Council's rules. Reportable offers, whether accepted or declined, must be recorded in the register maintained by the Town Clerk.

PROCEDURAL GUIDELINES

12a Offers of hospitality and gifts should be approached with caution. Members of staff should ask themselves what a member of the public, who may be critical or suspicious, might think. Offers of hospitality where any suggestion of improper influence is possible should be tactfully refused. Hospitality should only be accepted when it is reasonably incidental, and on a scale appropriate, to the occasion or circumstances. If in doubt say no.

12b Employees should only accept reasonable or modest hospitality and, if in doubt as to whether such hospitality is reasonable or modest in the circumstances, the employee should seek guidance from the Town Clerk or Mayor.

12c Modest refreshments received in the ordinary course of Council business, such as tea, coffee or a routine working lunch, need not normally be registered if expressly exempted under the Council's procedures. When in doubt, employees should disclose the offer to the Town Clerk.

12d Gifts and hospitality offered or received, including offers that are declined, should be recorded unless covered by an exemption expressly provided for by the Council's procedures.

12e Any employee receiving an offer of hospitality which must be registered should inform the supplier or contractor offering the same that the employee is under a duty to register hospitality received or offered but not accepted.

12f A Register will be kept and maintained by the Town Clerk. The details to be included in the Register will be:

i the name of the employee concerned;

ii the name of the contractor or the supplier or other party making the invitation;

iii the nature of the hospitality received or offered but not accepted; and

iv the date of the offer or receipt of hospitality.

12g As with Declarations of Interest, it is the duty of each individual employee to register reportable hospitality received, or offered but not accepted, within a reasonable period before or after that hospitality is received or offered and it is suggested for this purpose that a reasonable period would be no longer than 7 days after the hospitality is received or offered. Notices to be sent to Town Clerk or Mayor.

12h Some offers of hospitality are clearly unacceptable, e.g. offers of holiday accommodation. Invitations to sporting fixtures or evenings at the theatre are acceptable only in accordance with paragraph 12.1 of the Code of Conduct for Employees, or when they are clearly required for the conduct of Council business.

Gifts

Examples of the type of modest gifts which would normally be acceptable are:-

- *Small gifts of office equipment or stationery given by way of trade advertisement to a range of officers or for use in the office. Nothing more elaborate than calendars, diaries, rulers or blotters would fall into this category;*
- *Small gifts of only token value given on the conclusion of an official courtesy visit e.g. to a factory or other premises.*
- *Small tokens of thanks such as modest chocolates or flowers*
- *Gifts to a member of staff or a member of their family where the donor is a personal friend. Extreme care needs to be taken in such circumstances that friendships are equal in both directions and declarations are made in accordance with Section 4 of the Code.*
- *If a gift outside the exceptions arrives without warning, it must be handed to the Town Clerk or Mayor (in the case of the Town Clerk) to decide whether the gift should be returned (or passed to an appropriate charity) and to ensure the donor is informed of what has happened.*

These rules also, of course, apply to offers by firms to members of staff of discounts going beyond those on general offer.

13 SPONSORSHIP - GIVING AND RECEIVING

13.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

13.2 Where the authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Town Clerk or Mayor (in the case of the Town Clerk) of any such interest. Similarly, where the authority through sponsorship, grant aid, financial or other means, gives support in the community,

employees should ensure that impartial advice is given and that there is no conflict of interest involved.

PROCEDURAL GUIDELINES

13a The Council must not be seen to offer any special favours or business in return for sponsorship.

BOGNOR REGIS TOWN COUNCIL

COMPLAINTS PROCEDURE POLICY

Adopted by the Council at its Meeting held on xxx

1. Introduction

1.1 This Policy sets out the formal Complaints Procedure of Bognor Regis Town Council and has been reviewed under guidance of the NALC Legal Topic Note (LTN) 9E - Handling Complaints (England), published in December 2018.

1.2 This Policy covers all activities of the Town Council and may be used by members of the public who have a specific complaint about the conduct, administration or operation of the Council.

1.3 This Policy does not cover complaints against services or actions for which the Town Council is not responsible such as those provided by District, County or Central Government, to whom the complaint must be made direct.

1.4 A complaint can be defined as "An expression of dissatisfaction about the standard of the Town Council's service, actions or lack of action by staff, particularly where a problem has not been remedied to the satisfaction of the complainant".

1.5 This procedure does not cover complaints about the conduct of Town Council Members where a breach of the Town Council's adopted Code of Conduct is alleged. These complaints must be made direct to the Monitoring Officer, at Arun District Council. The address is Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF. The telephone number is 01903 737500.

1.6 A complaint against the Town Council should be treated as a complaint against the body corporate of the Council, not as a complaint against individual employees or member(s) of the Council.

1.7 A complaint against the Council is personal to the complainant and should be treated as confidential unless the complainant confirms that he/she waives their right to confidentiality

1.8 All complaints must be made within 12 months of notice of the matters which are subject to the complaint.

2. Objectives of the Complaints Policy

The objectives of the Policy are:

a. To provide the public with a formalised system if a complaint is made against the Town Council.
b. To fix the timescales during which a complaint must be investigated.
c. To state how the complaint will be investigated.
d. To state who will investigate the complaint.
e. To formalise how the response to the complainant will be made.
f. To allow the Town Council to review its procedures to prevent a further occurrence of this nature.
g. To regard complaints as customer feedback to inform and allow the Council to continuously improve.

3. Procedure for making a Complaint

3.1 Members of the public wishing to make a complaint must do so in writing by completing a complaint form. This may be downloaded from the Town Council website or a paper copy may be requested from the Town Clerk.

The completed form should be marked as "Confidential" and return to the Town Clerk at the Town Council Offices, Town Hall, Clarence Road, Bognor Regis, PO21 1LD or emailed to joannedavis@bognorregis.gov.uk.

3.2 When making a complaint the complainant is encouraged to give as much detail as possible, for example:-

a. What service, policy, person or aspect of the Council is the complaint about?
b. If appropriate, the date, time and location where an incident may have taken place and who may have been affected.
c. The expectations held of Council services, particularly as a result of information provided or that staff or Councillors may have given.
d. Name, address and contact details so that the Council can respond to the complaint.
e. Anything else which would help to make the point and the subsequent investigation.

4. The Complaints Procedure

4.1 Upon receiving a complaint the Town Clerk, will designate a case officer to investigate the complaint which will be either herself, the Deputy Clerk or the Civic & Office Manager. If the complaint involves either of the two aforementioned officers, the Clerk will always investigate the complaint personally.

The case officer will acknowledge the complaint in writing notifying the complainant of the details of the case officer, the predicted duration of the investigation (which should where possible be within ten working days) and whether the complaint is to be treated as confidential.

Where the complaint relates to the Town Clerk the matter must always be referred to a Member's panel as detailed at section 4.5.

4.2 The complaint will be kept on file and to comply with GDPR, the complainant will be notified of this and provided with a copy of the Town Council's Privacy Notice.

4.3 The complaint should be resolved and answered within ten working days. If this is not possible the complainant should be advised of this in writing within ten working days. Following investigation of the complaint the case officer must record the result and when the complaint has been investigated, write to the complainant with the results.

4.4 Where the case officer is someone other than the Town Clerk and the complaint cannot satisfactorily be resolved the Town Clerk will review the investigation and the outcome of the complaint.

4.5 Where the complaint involves the Town Clerk or the Town Clerk has investigated a previously unresolved complaint and the complaint cannot satisfactorily be resolved, a panel will be convened comprising three of the following Councillors:-

- Mayor
- Deputy Mayor
- Relevant Committee Chair
- Relevant Committee Vice-Chair

4.6 The complainant should be informed in writing of the date of the panel and should be invited to attend either personally or with a friend.

4.7 The Panel should be conducted in accordance with the National Association of Local Council's guidance as set out in Legal Topic note 9E.

4.8 A report on the Panel's judgement must be reported to the next meeting of the appropriate Committee or Full Council.

4.9 The Panel hearing is the final stage of the Complaints Procedure. The Panel and Town Council are not covered by the Local Government Ombudsman.

5. The Panel Hearing

5.1 The public and press are not permitted at Complaints Panel hearings. However the Town Mayor or Chair of the relevant Committee will report on the complaint at the next appropriate Council or Committee meeting. The order of business for the Complaints Panel meeting is in accordance with the National Association of Local Council's guidance as set out in Legal Topic note 9 as follows:-

a. Chair to introduce everyone.

b. Chair to explain procedure.

c. Complainant (or representative) to outline grounds for complaint.

d. Members to ask any question of the complainant.

e. If the Panel believe that the matter has legal or technical complexities, support, (in the form of advice and guidance) from a Senior Officer of the Council, who has not been involved, or in exceptional circumstances from another Council, will be sought.

f. If relevant, the Town Clerk or other proper Officer in attendance will explain the Council's position.

g. Members to ask any question of the Town Clerk or other proper Officer.

h. The Town Clerk or other proper Officer and the complainant to be offered opportunity of last word (in this order).

i. The Town Clerk or other proper Officer and the complainant to be asked to leave the room while Members decide whether or not the grounds for complaint have been made. (If a point of clarification is necessary both parties to be invited back).

j. Clerk or other proper Officer and complainant return to hear the decision or to be advised when the decision will be made.

k. Following the conclusion of the meeting the complainant will be advised of the decision of the Panel, which is final with no right of further appeal. This will be confirmed in writing within 7 days with details of any action to be taken.

6. Contact Details

Address:
Bognor Regis Town Council
The Town Hall
Clarence Road
Bognor Regis
West Sussex
PO21 1LD

Telephone: 01243 867744
Email: clerk@bognorregis.gov.uk
Web Site: www.bognorregis.gov.uk

BOGNOR REGIS TOWN COUNCIL

POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY

Adopted by the Council at its Meeting held on XXX

Introduction

Bognor Regis Town Council provides poster, banner and other outdoor display opportunities to promote events and initiatives which benefit the town. This policy ensures that Council-managed sites are used fairly, consistently, safely and in accordance with site-owner requirements.

Scope

This policy applies to all promotional display sites managed by the Town Council, including seafront shelter poster sites and any lamppost banner or other sites made available from time to time. Sites may be owned by Arun District Council, West Sussex County Council or other parties and are subject to the permissions applying at each location.

Current locations, availability and technical specifications will be published separately and may be updated by Officers.

Eligibility and Priority

Display space is principally available for events taking place in, or demonstrably benefiting, Bognor Regis. Where demand exceeds availability, priority will normally be given in the following order:

- Events organised by the Town Council
- Town Council partnership, funded or formally supported events
- Local charitable, community or not-for-profit events
- Other local events or initiatives which benefit the town

Within each category, requests will normally be dealt with in the order received. Acceptance and the availability of any particular site cannot be guaranteed.

Local businesses may also be invited to sponsor posters displayed at the seafront shelter sites. Such sponsorship will be subject to approval by the Town Council and must be consistent with the objectives of this policy and the Council's Partnership, Promotion and Sponsorship Policy.

Applications and Approval

Organisers must provide event details, proposed artwork, preferred display dates and sites, and appropriate contact details in sufficient time. No material may be displayed until written approval has been given.

The Town Clerk or a nominated Officer is authorised to approve or refuse routine requests and to rotate, relocate or remove material. Novel, contentious or commercial requests may be referred to the relevant Committee.

Material must be accurate, lawful, suitable for public display and consistent with the Code of Recommended Practice on Local Authority Publicity. It must not be party-political, discriminatory, defamatory or misleading;

cause serious or widespread offence; promote unlawful activity; bring the Council into disrepute; or imply Council endorsement.

Sponsors may be acknowledged on promotional material, including through the inclusion of business names and logos, subject to approval by the Town Council and any relevant site-owner permissions. Local business sponsorship of posters at seafront shelter sites will be permitted where the primary purpose of the display remains the promotion of local events, initiatives or the town itself. Unrelated third-party advertising is not permitted. All commercial promotion or sponsorship must comply with the Council's Partnership, Promotion and Sponsorship Policy.

Display Arrangements

Organisers are responsible for the design, production and supply of material at their own cost. All items must meet the published technical specifications, including any requirement for weatherproof materials. Town Council Officers will install and remove material unless alternative arrangements have been agreed.

Displays will normally be erected no earlier than 14 days before an event and removed on the following day, or as soon as reasonably practicable. The Council may rotate posters to make fair use of available space. Approved generic promotion of the town may be displayed between events.

Costs, Damage and Removal

Display will normally be provided without charge. The Council reserves the right to recharge production, installation, removal or other associated costs, which will be made clear before approval. Organisers are responsible for replacing damaged material where requested.

The Council may remove without notice any item which is damaged, unsafe, outdated, unauthorised or in breach of this policy. The Council accepts no liability for loss or damage caused by weather, vandalism or removal and cannot guarantee that removed material will be returned.

The Council may seek financial contributions from local businesses wishing to sponsor posters at seafront shelter sites. Any sponsorship arrangements, including the level of contribution, duration of display and extent of sponsor recognition, will be agreed in advance and remain subject to the Council's approval.

Legal Compliance

All displays are subject to any necessary landowner, highway authority and advertisement consents. Material must not obscure official signs, create a risk to public safety or impair visual amenity, and must comply with the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, as amended, and all other relevant legislation and Council policies.

Administration and Review

Overall responsibility for the administration of this policy rests with the Town Clerk. Complaints will be considered under the Council's Complaints Procedure.

This policy will be reviewed periodically and sooner where there is a material change to the sites, agreements or legislation affecting the scheme.

Bognor Regis Town Council

Health and Safety Policy

November 2026

worknest
h&s

CONTENTS

1. INTRODUCTION 1

2. HEALTH AND SAFETY POLICY STATEMENT 5

3. ORGANISATION FOR HEALTH AND SAFETY 9

4. HEALTH AND SAFETY RESPONSIBILITIES 11

Bognor Regis Town Council 11
Town Clerk 11
Deputy Clerk (Health and Safety Co-ordinator) 13
Managers (Town Force Manager, Civic & Office Manager and Events Manager 14
Supervisors (the Senior Town Force Operative) 15
Employees 15
Contractors 16
WorkNest 16

5. HEALTH AND SAFETY RULES 19

General 19
Working Practices 19
Hazard / Warning Signs and Notices 19
Working Conditions / Environment 19
Protective Clothing and Equipment 20
Fire Precautions 20
Accidents 20
Health 20
Employer's Transport 20
Rules Covering Gross Misconduct 21

6. ARRANGEMENTS 23

Accident, Incident and Ill-Health Recording, Reporting and Investigation 23
Asbestos 25
Communication and Consultation 25
Contractors 26
Disabled Persons 27
Display Screen Equipment 27
Driving for Work 28
Drugs and Alcohol 30
Electricity 31
Event Management 32
Fire 32
First Aid 33
Gas Installations and Appliances 34
Hazardous Substances (COSHH) 34
Health, Safety and Welfare 35
Health Surveillance 36
Home Working 37
Infection Control 37
Legionnaires Disease 39
Lifting Operations and Equipment 40
Lone Working 41
Machinery Maintenance 42
Manual Handling 42
New and Expectant Mothers 43
Noise 43
Outdoor and Peripatetic Working 45
Permits to Work 45

Personal Protective Equipment 46
Pressure Systems 46
Risk Assessment 47
Smoking 48
Stress 48
Temporary Employees 49
Training 49
Vibration 50
Violence 51
Visitors 51
Work At Height 52
Work Equipment 52
Working Time Regulations 53
Young People 54

7. RISK ASSESSMENT 56

Risk Assessment 56
Fire Risk Assessment 59

8. MONITORING OF HEALTH AND SAFETY 62

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 etc. 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 (hereafter referred to the 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
July 2016	Ian Hearson	

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest 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
29th 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**	
26 October 2026	**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 business or our clients, 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
1st July 2016	6	Contractors	References to Construction, Design & Management Regs (CDM) 2007 replaced by references to CDM 2015	Ian Hearson
29th June 2017	3	Responsibilities	References to 'Managers' amended to include reference to 'Town Force Manager'	Ian Hearson
1st March 2021	1	Introduction	Added final paragraph and amended "document control" section	Michelle Mitcham
1st March 2021	All		Reference to all forms removed	Michelle Mitcham
1st March 2021	6	Arrangements	Updated driving for work	Michelle Mitcham
1st March 2021	6	Arrangements	Updated electricity	Michelle Mitcham
1st March 2021	6	Arrangements	Updated infection control to include pandemics and epidemics	Michelle Mitcham
1st March 2021		Arrangements	Updated legionella – system maintenance	Michelle Mitcham
1st March 2021	6	Arrangements	Updated lifting operations	Michelle Mitcham
1st March 2021	6	Arrangements	Updated lone working	Michelle Mitcham
1st March 2021	6	Arrangements	Updated permits to work	Michelle Mitcham

1st March 2021	6	Arrangements	Updated smoking	Michelle Mitcham
1st March 2021	6	Arrangements	Updated training	Michelle Mitcham
1st March 2021	6	Arrangements	Updated vibration	Michelle Mitcham
1st March 2021	6	Arrangements	Updated working time regulations	Michelle Mitcham
1st March 2021	8	Monitoring	Updated section	Michelle Mitcham
November 2023	All		Updated "Ellis Whittam" to "WorkNest"	Victoria Sigrist
November 2023	6	PPE	Inclusion of reference to "UKCA" marking	Victoria Sigrist
November 2023		Responsibilities	Changed "Deputy Clerk" to "Assistant Clerk"	Victoria Sigrist
19th November 2025	3	Organisation for H&S	Changed "Assistant Clerk" to "Deputy Clerk", "Events Co-Ordinator" to "Events Manager" and added "Civic &" to "Office Manager"	Joanne Davis
19th November 2025	4	H&S Responsibilities	"Glenna Frost" changed to "Joanne Davis"	Joanne Davis
19th November 2025	6	Health Surveillance	"Head of Street Scene & Leisure Services" removed and replaced with "Town Clerk"	Joanne Davis
19th November 2025	6	Working Time Regulations	Correction to number of days annual leave entitlement for employees with less/more than 5 years' service	Joanne Davis
26 October 2026	6	Electricity	Addition of section on personal electrical items	Victoria Sigrist
26 October 2026	6	Event Management	Addition of section	Victoria Sigrist
26 October 2026	6	Legionnaires Disease	Removed reference to bacterial monitoring	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
Deputy Clerk (Health and Safety Co-ordinator)
Managers (Town Force Manager, Civic & Office Manager and Events Manager)
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, supervisors and employees.

The Council has nominated 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 employees in improving health and safety performance;
- they will review the health and safety performance of the Council on an annual basis.

Town Clerk

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

She will ensure that:

- our 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 and annual report on safety performance to the Council.

Absence of the Town Clerk
In the absence of the Town Clerk:

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

Deputy Clerk (Health and Safety Co-ordinator)

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

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

The Town Force Manager, Civic & Office Manager and Events Manager 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)

The 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 working environment or occupation;
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- use all equipment, safety equipment, devices and 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 supervisor;
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor;
- report all accidents to their supervisor 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.

Contractors

All contractors must:

- take reasonable care of their own safety;
- take reasonable care of the safety of others affected by their actions;
- observe the safety rules;
- submit their health and safety policy and relevant risk assessments to us for approval;
- comply with and accept our health and safety policy, if they do not have one;
- 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 working environment or occupation;
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- use all equipment, safety equipment, devices and 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 supervisor;
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor;
- report all incidents to their supervisor and to us 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 H&S policy documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us;
  - organisational changes which affect our management system.
- a General Risk Assessment or Workplace Inspection that forms the basis of our risk management programme and helps us plan our future actions to reduce risk;
- Support us in the implementation of this Policy by:
  - assisting us to complete specific risk assessments;
  - providing further training, as agreed, on relevant agreed topics;
  - reviewing and auditing our health and safety procedures and legal compliance;
  - providing advice on implementing changes and system procedures.

WorkNest is also contracted to:

- act as one of your 'Competent Persons', 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 supervisor.

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 firefighting equipment provided;
- Employees must report any use of firefighting equipment to their supervisor.

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 supervisor;
- 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 or 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 days of the incident 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:

- the management of asbestos-containing materials in the workplace premises by:

Asbestos-related Emergencies

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

Arrangements for Controlling Work on Asbestos

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

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

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

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

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

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

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

Procedures for Dealing with Health and Safety Issues

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

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

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

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

Communication and Consultation

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

To achieve this objective, we will:

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

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

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

Contractors

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

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

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

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

The 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 the 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 of 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 the 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;
- not expect staff to answer calls when they are driving.

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 a senior manager or councillor.

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 manager or supervisor.

If the Council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Council 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 Council reserves the right to suspend you from your employment (with or without pay) to allow the Council to decide 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 council 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 Council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its 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 the 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 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.

Personal electrical items

Employees are not generally permitted to use the Council's electrical equipment or electrical supply to recharge personal electrical equipment such as music players or e-cigarettes. Where the Council explicitly permits employees to recharge personal electrical devices, as authorised by the Town Clerk, the following provisions shall apply:

- the Council will only permit the specified items to be charged on council premises;
- the Council shall ensure that relevant safety information is provided to employees about what types of electrical equipment is compatible with the Council's electrical installation and prohibit employees from using unsuitable charging equipment on council premises;
- employees shall only use their personal charging equipment to recharge their devices unless the Council specifically provides compatible charging equipment for the purpose;
- employees shall monitor their devices to prevent over-charging and shall disconnect any charging equipment before leaving them unattended.

Event Management

All reasonable steps will be taken to manage the risks from equipment or activities carried out irregularly as part of special events. In order to discharge its responsibilities the management will control the risks from event activities as detailed below. In addition to this, the organisation will implement the following general event safety arrangements:

- the organisation will ensure that, where relevant, the local Fire Brigade and Police have been informed in advance of the planned event and, where necessary, attendance by a first aid association has been arranged;
- emergency procedures and drills will be planned and documented to take account of the expected number of visitors;
- the site(s) chosen for the event will have as many entrances and exits as possible, which will be kept clear of obstructions and be suitable for the expected number of attendees. The suitability of the entrances and exits will cover both regular access and egress and emergency evacuation. Entrances and exits will be well lit and clearly signposted;
- where necessary, the local authority will be informed in advance of the event and any relevant licenses will be obtained;
- to ensure proper crowd control, the organisation will arrange for stewards to be present, ensuring an adequate ratio of stewards for public present. Stewards should be easy to identify, such as by using fluorescent bibs or jackets. The stewarding team will be trained and aware of what to do in an emergency, including practising these drills thoroughly before the event.

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 the 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. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the Fire Service, 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:

- appoint and train a suitable number of first aid personnel to cover all work patterns;
- display first aid notices with details of first aid provision;
- provide and maintain suitable and sufficient first aid facilities including first aid boxes;
- 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 abroad on business;

- staff travelling in vehicles on a regular basis;
- staff whose work takes them to isolated or remote locations;
- staff participating in sporting or social events arranged or supported by the organisation.

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 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, or single-person facilities that can be locked from the inside.
- 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 the team leader 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 team leaders, 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 suitable controls with the individual. 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;
- 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, in accordance with the Council's Legionella Policy.

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

To achieve control of legionella bacteria the 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 shutdowns 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.
- **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 whichever guards are necessary to prevent:
  - persons or equipment falling from the lift
  - the lift falling from its restraints

- persons or equipment being trapped, crushed or struck by objects when using the lifting equipment.

- an examination scheme is drawn up by a competent person;
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner;
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons annually (or every six months if lifting people) to ensure correct installation and safe operation;
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration;
- safe working load (SWL) is clearly displayed on all lifting equipment;
- suitable training, instruction and information is provided for operators and supervisors.

Records

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

Lone Working

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

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

Particular consideration will be given to:

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

Information and Training

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

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

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

Machinery Maintenance

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

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

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

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

Information and Training

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

Manual Handling

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

To implement this policy the organisation will ensure that:

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

- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

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

Techniques of risk reduction will include:

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

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

New and Expectant Mothers

The 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

The 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 a manager or supervisor) so the organisation 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.

Information and Training

The 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” and / or “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.

Workers 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.

Records of examinations are maintained and kept available for inspection for at least 2 years.

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 organisation, 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 to 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.

All visitors, including unscheduled visitors such as delivery drivers, will be given full and appropriate access to welfare facilities. 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 they 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 Council 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 25 days paid holiday per year (including statutory holidays) for full time workers with less than 5 years' service, and 28 days paid holiday per year (including statutory holidays) for full time workers with more than 5 years' service (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 workplace, break periods, rest periods, holidays and sickness do not count as working time.

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

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

Young persons are generally excluded from shift working.

Further information

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

Young People

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 anyone who is below the age of 18 years. A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA during the school year in which they turn 16.

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 workplace 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: 16th November 2026**

Name: Cllr. Paul Wells **Position: Chair of Policy & Resources Committee**

worknest H&S

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 17 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY TOWN CLERK **FOR RATIFICATION**

To ratify expenditure of £1,459.87 excluding VAT for Draytek modem
Replacement of legacy equipment, required to improve internet connection and firewall functions.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £1,459.87 excluding VAT for Draytek modem.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 18 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK **FOR DECISION**

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF OCTOBER 2026 - PREVIOUSLY COPIED TO COUNCILLORS**

Owing to a change in payroll systems at West Sussex County Council, a salary report for October has not yet been provided by them. Salaries are therefore not included in the reports for October at this current time. The financial reports for the month of October 2026, excluding salaries, 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 2026.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT, MAYOR'S CHARITY ACCOUNT AND COMMERCIAL CARD ACCOUNT FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2026, 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. Mrs. Warr has previously verified the bank reconciliations with the Town Council's bank accounts for the month of September, and Cllr. Ralph has done so for the month of October 2026.

DECISION

To **NOTE** verification of bank reconciliations with the Town Council's Current account, Mayor's Charity account and Commercial Card account for the months of September and October 2026, undertaken by Cllrs. Mrs. Warr and Ralph in line with the Council's Financial Regulations.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
16th NOVEMBER 2026

AGENDA ITEM 19 - TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 89 REFERS

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

Members were last updated at the Policy and Resources Committee Meeting held on 21st September 2026. An update on the Bognor Regis NILS and the current financial position as of the end of August 2026 was provided at the last meeting, however the detailed Data Report on the approved NILS loans, including demographic data, was not available at the time (Min. 89 refers). This has now been superseded by the reports received as of the end of September 2026.

In total, £32,600 has been disbursed across 33 loans, with approximately £11,000 available for lending.

Funding Position at end of September 2026	
Opening Balance	25,500.00
Loans Disbursed	32,600.00
Loan Payments Received	18,690.57
Joining Deposit	165.00
Bad Debt (for info)	795.00
Bad Debt Recovered (for info)	0.00
Available funds	**11,425.57**

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 NILS 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

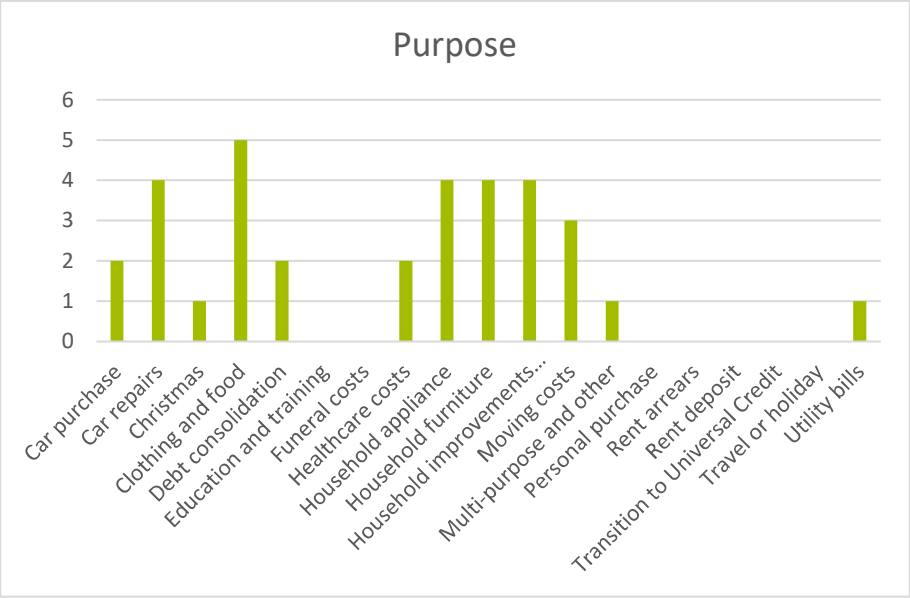
The Committee is invited to **NOTE** the update in relation to Boom Community Bank.

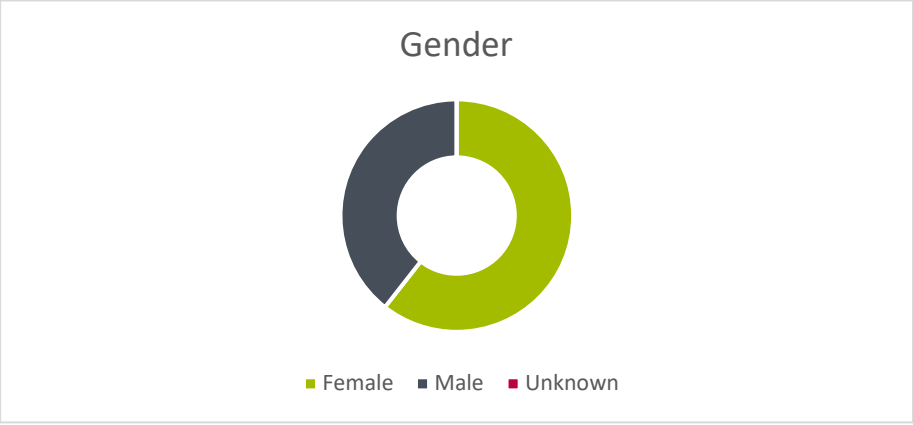
Bognor Regis (Approved)	All	2024 Jan	2024 Feb	2024 Mar	2024 Apr	2024 May	2024 Jun	2024 Jul	2024 Aug	2024 Sep	2024 Oct	2024 Nov	2024 Dec	2025 Jan	2025 Feb	2025 Mar	2025 Apr	2025 May	2025 Jun	2025 Jul	2025 Aug	2025 Sep	2025 Oct	2025 Nov	2025 Dec	2026 Jan	2026 Feb	2026 Mar	2026 Apr	2026 May	2026 Jun	2026 Jul	2026 Aug	2026 Sep	2026 Oct	2026 Nov	2026 Dec
Number of NILS loans approved	**33**	0	0	0	**1**	**9**	0	**1**	**1**	**1**	0	**2**	**2**	0	0	0	0	**1**	**1**	**1**	**2**	0	**2**	**2**	**2**	0	**3**	0	0	0	**1**	**1**	0	0			
Value of Loans issued	**£32,600**	£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**	**£1,500**	**£1,900**	£0	**£5,000**	£0	£0	£0	**£1,000**	**£500**	£0	£0			
Average Loan Value issued	**£988**	£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**	**£750**	**£950**	£0	**£1,667**	£0	£0	£0	**£1,000**	**£500**	£0	£0			
Number of Loans Settled	**10**	0	0	0	0	0	0	**1**	0	0	0	**1**	0	0	0	0	0	0	0	0	0	**1**	0	0	**2**	0	**3**	0	**1**	0	0	**1**	0	0			
Fully Settled Loans Value	**£10,200**	£0	£0	£0	£0	£0	£0	**£500**	£0	0	0	**300**	0	£0	£0	£0	£0	£0	£0	£0	£0	**£1,500**	£0	£0	**£1,900**	£0	**£4,000**	£0	**£500**	£0	£0	**£1,500**	£0	£0			
Bad Debt	**£795**	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£795**	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0			
Purpose																																					
Car purchase	**2**	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Car repairs	**4**	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0			
Christmas	**1**	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Clothing and food	**5**	0	0	0	0	**1**	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	**1**	**1**	0	0	0	0	0	0	0	0	0	0			
Debt consolidation	**2**	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	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	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	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	0	0	0	0	0	0	0	0	0	0	0			
Household appliance	**4**	0	0	0	0	**2**	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0			
Household furniture	**4**	0	0	0	0	**1**	0	0	0	0	0	**1**	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0			
Household improvements and repairs	**4**	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	0	**1**	0	0	0	0	0	0	0			
Moving costs	**3**	0	0	0	0	**1**	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0			
Multi-purpose and other	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	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	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	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	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	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	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	0	0	0	0	0	0	0	0	0	0	0			
Gender																																					
Female	**20**	0	0	0	0	**6**	0	**1**	**1**	**1**	0	**1**	**2**	0	0	0	0	**1**	0	**1**	0	0	**1**	**2**	**1**	0	**2**	0	0	0	0	0	0	0			
Male	**13**	0	0	0	**1**	**3**	0	0	0	0	0	**1**	0	0	0	0	0	0	**1**	0	**2**	0	**1**	0	**1**	0	**1**	0	0	0	**1**	**1**	0	0			
Unknown	0	0	0	0	0	0	0	0	0	0	0	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	**7**	0	0	0	0	**1**	0	**1**	0	**1**	0	**1**	0	0	0	0	0	0	0	0	0	0	**2**	0	0	0	**1**	0	0	0	0	0	0	0			
Homeowner	**4**	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	**2**	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0			
Private Tenant	**14**	0	0	0	0	**6**	0	0	0	0	0	**1**	0	0	0	0	0	**1**	0	0	**1**	0	0	**2**	**2**	0	0	0	0	0	0	**1**	0	0			
Shared Accomodation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Other	**2**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0			
Employment Status																																					
Employed	**10**	0	0	0	0	**2**	0	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	0	0	**1**	**1**	**2**	0	**1**	0	0	0	**1**	0	0	0			
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	0	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	0	0	0	0	0	0	0	0	0	0	0			
Part time	**8**	0	0	0	0	**2**	0	0	0	0	0	**1**	**1**	0	0	0	0	**1**	0	0	**1**	0	0	0	0	0	**1**	0	0	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	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**	0	0	0	0	0	0	0	0	0	0	0			
Unemployed	**8**	0	0	0	0	**3**	0	**1**	0	**1**	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0			
Main Source of Income																																					
Employment	**22**	0	0	0	0	**5**	0	0	**1**	0	0	**1**	**1**	0	0	0	0	**1**	**1**	**1**	**2**	0	**2**	**1**	**2**	0	**2**	0	0	0	**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	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Universal Credit	**11**	0	0	0	**1**	**4**	0	**1**	0	**1**	0	**1**	**1**	0	0	0	0	0	0	0	0	0	0	**1**	0	0	**1**	0	0	0	0	0	0	0			
Living Arrangements																																					
Houseshare	**2**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	**1**	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Living alone	**16**	0	0	0	**1**	**5**	0	**1**	0	**1**	0	**1**	**1**	0	0	0	0	0	0	0	0	0	**1**	**1**	**1**	0	**2**	0	0	0	**1**	0	0	0			
Living with family	**4**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	0	0	**1**	0	**1**	0	0	0	0	0	0	0	0	0			
Living with partner	**11**	0	0	0	0	**4**	0	0	**1**	0	0	**1**	**1**	0	0	0	0	**1**	0	0	**1**	0	0	0	0	0	**1**	0	0	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	0	0	0	0	0	0	0	0	0	0	0			
Dependants																																					
0	**14**	0	0	0	**1**	**3**	0	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	**2**	0	**2**	**1**	**2**	0	0	0	0	0	**1**	0	0	0			
1	**10**	0	0	0	0	**5**	0	0	**1**	0	0	0	**2**	0	0	0	0	0	0	0	0	0	0	0	0	0	**2**	0	0	0	0	0	0	0			
2	**6**	0	0	0	0	0	0	0	0	0	0	**2**	0	0	0	0	0	**1**	0	0	0	0	0	**1**	0	0	**1**	0	0	0	0	**1**	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	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	0	0	0	0	0	0	0	0	0	0	0			
Funding Position																																					
Opening Balance	**£25,500**	**£25,500**	**£25,500**	**£25,500**	**£25,500**	**£23,995**	**£15,295**	**£15,641**	**£15,534**	**£15,676**	**£14,690**	**£15,189**	**£13,868**	**£13,253**	**£13,800**	**£13,800**	**£15,089**	**£15,687**	**£15,935**	**£16,141**	**£14,759**	**£12,971**	**£14,007**	**£13,625**	**£12,633**	**£11,698**	**£12,396**	**£8,364**	**£9,073**	**£9,728**	**£10,365**	**£9,974**	**£10,334**	**£10,952**			
Loans Disbursed	**£32,600**	£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**	**£1,500**	**£1,900**	£0	**£5,000**	£0	£0	£0	**£1,000**	**£500**	£0	£0			
Loan Payments Received	**£18,691**	£0	£0	£0	£0	**£45**	**£346**	**£898**	**£447**	**£519**	**£500**	**£689**	**£695**	**£548**	£0	**£1,289**	**£598**	**£553**	**£611**	**£623**	**£923**	**£1,036**	**£628**	**£518**	**£975**	**£698**	**£984**	**£709**	**£655**	**£637**	**£614**	**£865**	**£617**	**£474**			
Joining Deposit	**£165**	£0	£0	£0	**£5**	**£45**	£0	**£5**	**£5**	**£5**	£0	**£10**	**£10**	£0	£0	£0	£0	**£5**	**£5**	**£5**	**£10**	£0	**£10**	**£10**	**£10**	£0	**£15**	£0	£0	£0	**£5**	**£5**	£0	£0			
Bad Debt (for info)	**£795**	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£795**	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0			
Bad Debt Recovered (for info)	**£0**	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0			
Available funds	**£11,426**	**£25,500**	**£25,500**	**£25,500**	**£23,995**	**£15,295**	**£15,641**	**£15,534**	**£15,676**	**£14,690**	**£15,189**	**£13,868**	**£13,253**	**£13,800**	**£13,800**	**£15,089**	**£15,687**	**£15,935**	**£16,141**	**£14,759**	**£12,971**	**£14,007**	**£13,625**	**£12,633**	**£11,698**	**£12,396**	**£8,364**	**£9,073**	**£9,728**	**£10,365**	**£9,974**	**£10,334**	**£10,952**	**£11,426**			
Arrears (Cumulative)																																					
0 to 13 weeks @ 2%	**11**	0	0	0	**1**	**10**	**10**	**10**	**10**	**11**	**10**	**10**	**12**	**11**	**11**	**11**	**10**	**11**	**11**	**11**	**13**	**12**	**16**	**17**	**16**	**16**	**15**	**15**	**14**	**11**	**13**	**13**	**13**	**11**			
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**	**1**	**1**	**1**	**1**	**1**	**2**	**1**	**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**	**1**	**2**	**2**	**2**	**2**	**2**	**3**	**1**	**1**	**1**	**2**			
40 to 52 weeks @ 80%	**2**	0	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	0	**1**	**1**	**2**	**2**	**2**	**2**	0	**1**	**1**	**1**	**1**	**1**	**1**	**2**	**4**	**4**	**4**	**2**			
52 weeks @ 100%	**7**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	**1**	**1**	**2**	**2**	**3**	**3**	**3**	**3**	**4**	**4**	**4**	**4**	**4**	**4**	**4**	**7**			
Age																																					
18-30	**9**	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**	**1**	0	0	**2**	**1**	**1**	0	**1**	0	0	0	0	0	0	0			
31-40	**12**	0	0	0	0	**3**	0	**1**	**1**	0	0	0	**1**	0	0	0	0	0	0	0	**2**	0	0	**1**	**1**	0	**1**	0	0	0	**1**	0	0	0			
41-50	**6**	0	0	0	**1**	**2**	0	0	0	**1**	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0			
51-60	**6**	0	0	0	0	**3**	0	0	0	0	0	**1**	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	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	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	0	0	0	0	0	0	0	0	0	0	0			
Ward																																					
Hatherleigh	**2**	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0			
Hotham	**7**	0	0	0	0	**4**	0	0	0	0	0	0	**1**	0	0	0	0	0	0	0	0	0	0	**1**	0	0	0	0	0	0	**1**	0	0	0			
Marine	**6**	0	0	0	0	**1**	0	0	0	0	0	**1**	0	0	0	0	0	0	**1**	0	**1**	0	0	**1**	**1**	0	0	0	0	0	0	0	0	0			
Orchard	**6**	0	0	0	**1**	**1**	0	0	0	**1**	0	0	0	0	0	0	0	0	0	**1**	0	0	**1**	0	0	0	**1**	0	0	0	0	0	0	0			
Pevensey	**12**	0	0	0	0	**2**	0	**1**	**1**	0	0	**1**	**1**	0	0	0	0	**1**	0	0	**1**	0	**1**	0	0	0	**2**	0	0	0	**1**	0	0	0			

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Number of NILS loans declined	0	0	0	4	11	1	2	2	4	4	2	2	2	2	2	2	2	1	2	1	0	0	0	2	1	2	3	0	0	1	1	2	2	1			
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	£0	£0	£2,200	£700	£2,350	£2,100	£0	£0	£2,000	£2,000	£900	£750	£2,000			
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	£0	£0	£1,100	£700	£1,175	£700	£0	£0	£2,000	£2,000	£450	£375	£2,000			
Purpose																																				
Car purchase	0	0	0	1	4	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	1	0	0			
Christmas	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	1	1	2	0	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	0	0	0	0	0	1	0	0	1	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	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	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	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	1	0			
Household furniture	0	0	0	1	1	0	0	0	1	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	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	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	0	0	1	0	1	0	0	0	0	0	0	1	1			
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	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	0	0	0	0	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	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	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	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	0	0	0	0	0	0	0	0	0	0	1	0	0			
Gender																																				
Female	0	0	0	2	9	1	1	1	1	2	2	2	1	1	0	1	0	2	1	0	0	0	1	1	0	0	0	0	0	0	0	1	0			
Male	0	0	0	2	2	0	1	1	3	2	0	0	1	1	2	1	1	0	0	0	0	0	1	0	2	3	0	0	1	1	1	1	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	0	0	0	0	0	0	0	1	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	0	0	0	1	0	0	0	0	0	0	1	1	0			
Homeowner	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	1	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	0	0	2	0	2	2	0	0	1	0	1	1	1			
Shared Accomodation	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	1	0	0	0			
Employment Status																																				
Employed	0	0	0	1	5	0	0	0	1	2	0	0	0	1	0	1	0	1	0	0	0	0	0	1	1	1	0	0	1	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	0	0	2	0	0	0	0	0	0	0	1	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	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	0	0	0	0	0	1	0	0	0	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	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	0	0	0	0	0	0	0	0	0	0	0	1	0			
Unemployed	0	0	0	1	4	0	1	1	0	1	1	1	2	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	0	1			
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	0	0	0	1	1	2	0	0	1	1	0	2	0			
Pension	0	0	0	0	0	0	0	0	0	0	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	0	0	0	1	5	1	2	1	3	1	2	2	2	1	2	0	0	1	1	0	0	0	2	0	1	1	0	0	0	0	2	0	1			
Living Arrangements																																				
Houseshare	0	0	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0			
Living alone	0	0	0	3	1	1	0	2	1	1	1	2	1	0	0	0	0	0	0	0	0	0	1	0	1	2	0	0	1	1	2	2	0			
Living with family	0	0	0	0	3	0	1	2	1	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	1	1	1	0	0	0	0	0	0	1			
Other	0	0	0	0	0	0	0	0	0	0	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	0	0	0	1	5	1	2	1	3	0	0	1	2	2	0	1	1	1	0	0	0	0	2	0	1	2	0	0	1	1	2	1	0			
1	0	0	0	1	3	0	1	1	2	2	1	0	0	0	1	0	0	1	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0			
2	0	0	0	1	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	1	1	0	0	0	0	0	0	1			
4+	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
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	0	0	0	0	0	0	0	0	0	0	0	1	0			
Affordability	0	0	0	3	10	0	2	2	3	4	1	2	1	1	1	2	1	1	0	0	0	0	2	0	1	3	0	0	0	1	2	1	1			
Current loans	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0	0	0	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	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	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	0	0	0	0	0	0	0	0	1	0	0	0	0			
Live Insolvency	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0			
31-40	0	0	0	1	2	0	2	0	2	0	2	1	0	1	2	0	0	0	0	0	0	0	0	1	1	1	2	0	0	1	1	0	1			
41-50	0	0	0	0	3	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	0	0			
51-60	0	0	0	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	0			
61-70	0	0	0	0	0	0	0	0	0	0	0	0	0	1	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	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	0	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	0	0	1	0	0	0	0	0	0	1	0	1	0			
Marine	0	0	0	2	1	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	1	0	2	0	0			
Orchard	0	0	0	2	5	0	0	0	1	1	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0			
Pevensey	0	0	0	1	2	0	1	1	1	2	1	1	1	0	1	0	0	2	1	0	0	0	0	1	1	2	0	0	0	0	0	0	1			

Bognor Regis Approved

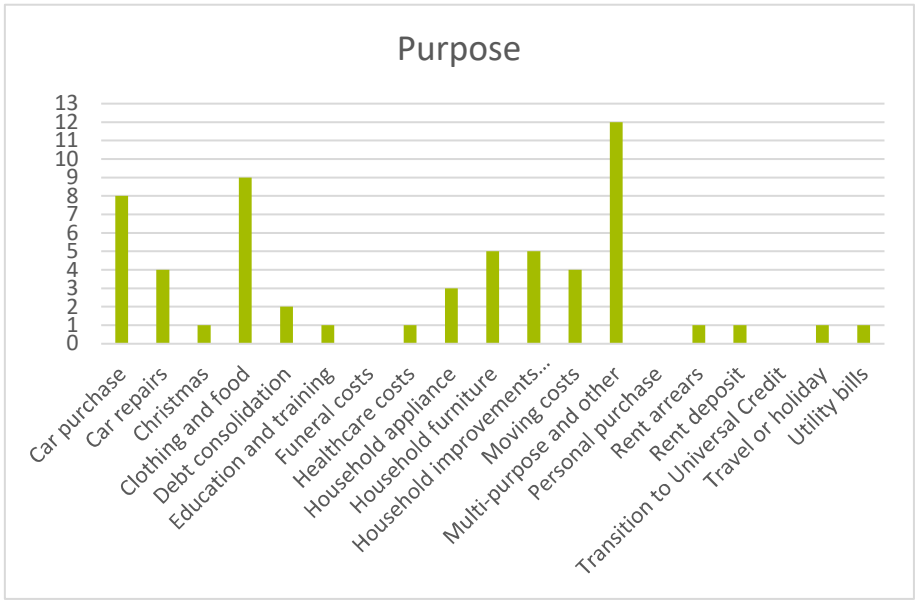
Number of Loans Issued:	33
Value of Loans (£):	32,600
Average Value of Loans (£):	988
Number of Loans Repaid:	10
Value of Loans Repaid (£):	18,691
Value of Loans Bad Debt (£)	795

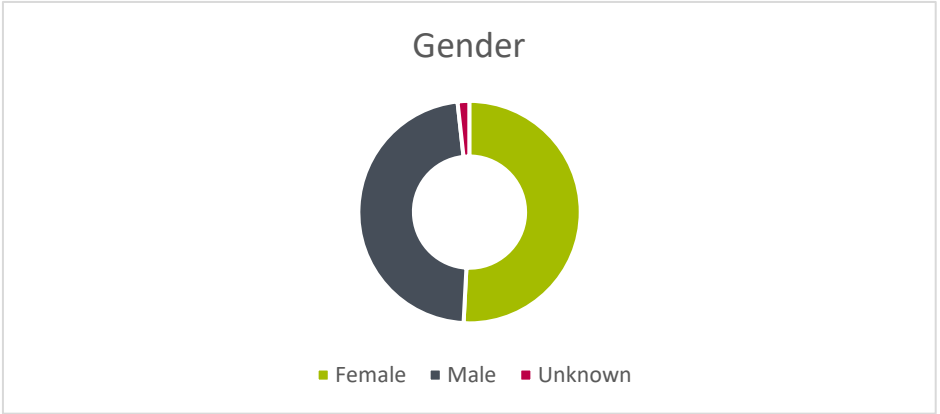


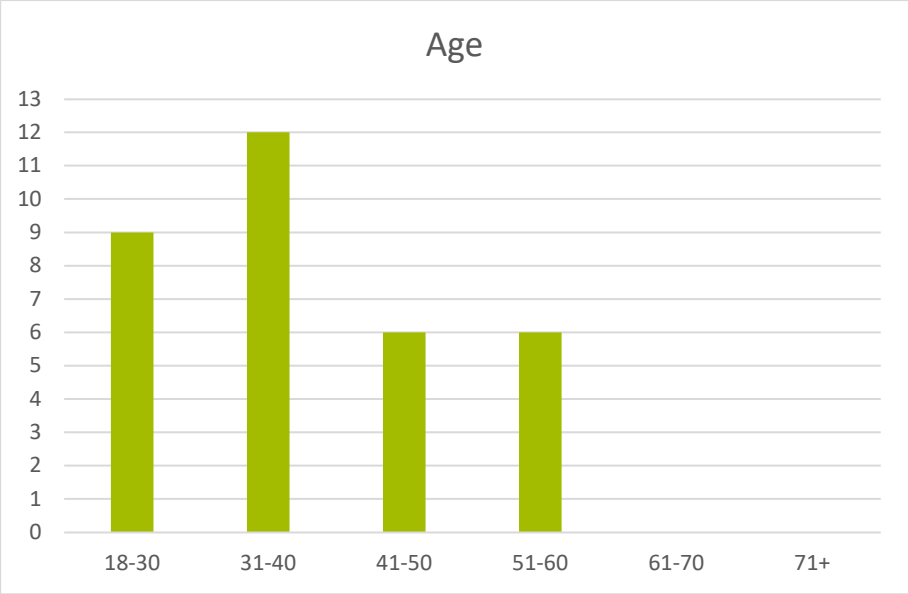


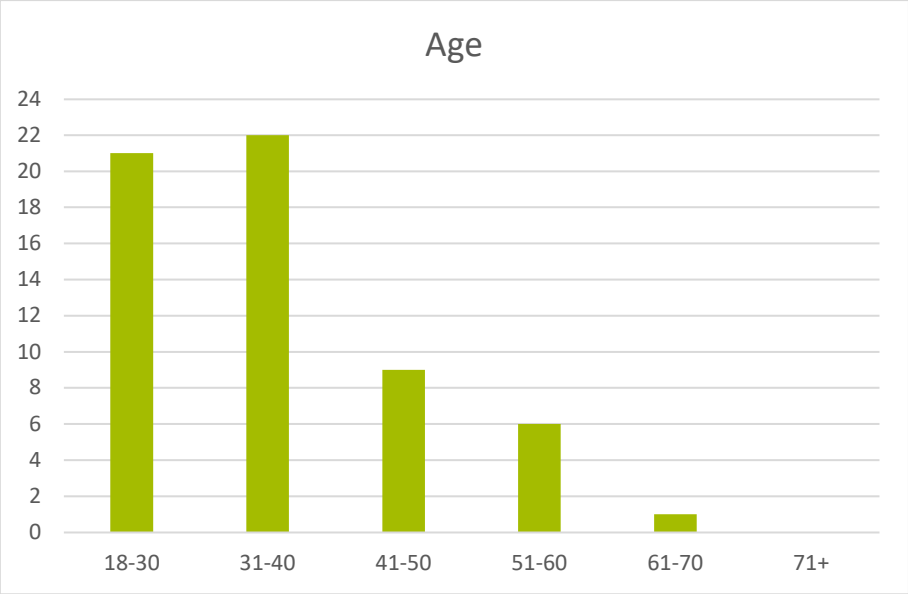
Bognor Regis Declined

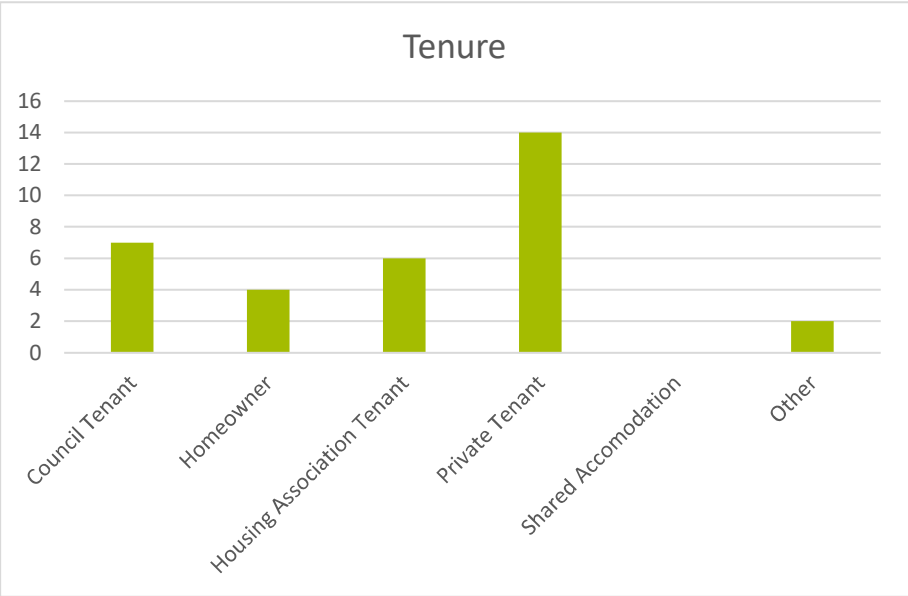
Number of Loans:	59
Value of Loans (£):	73,450
Average Value of Loans (£):	1,245

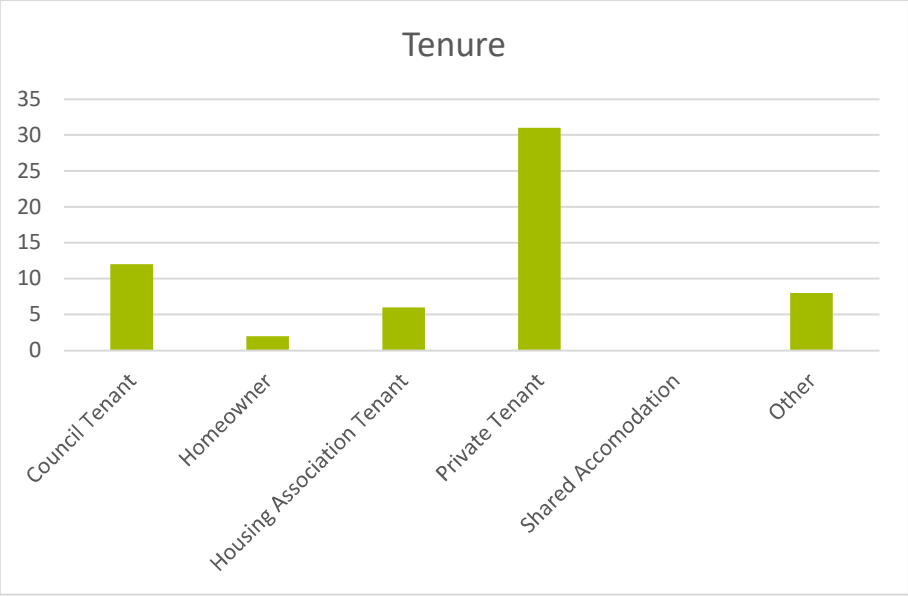


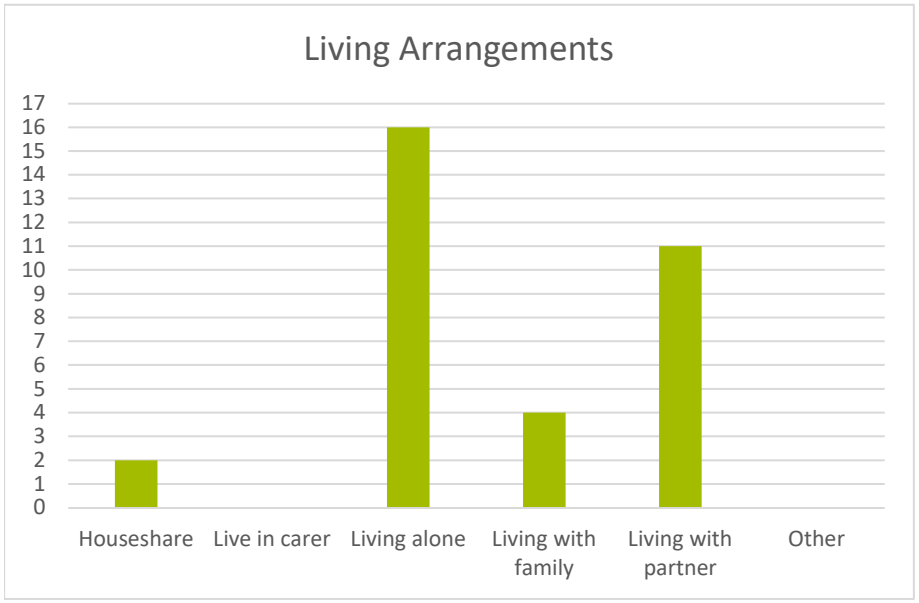


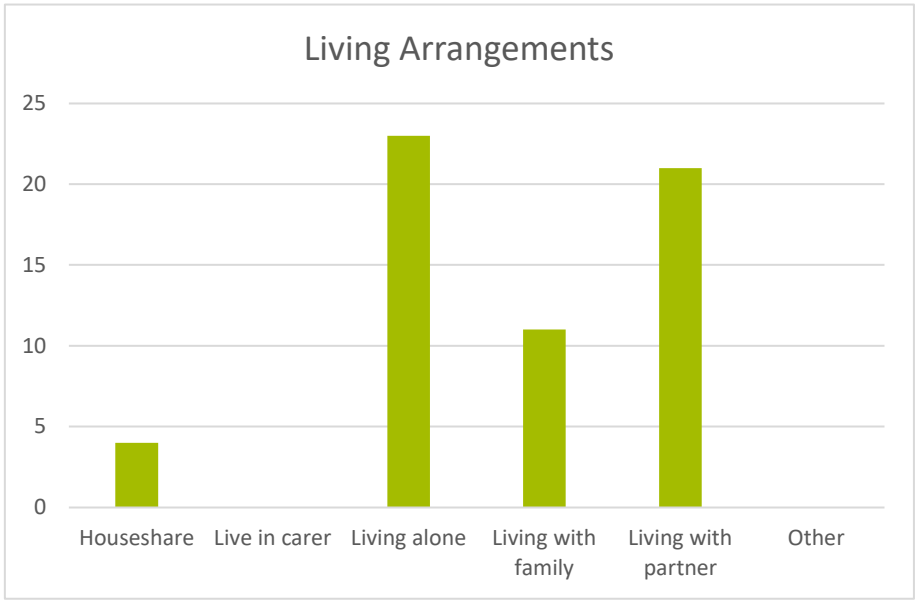

Age
13
12
11
10
9
8
7
6
5
4
3
2
1
0
18-30
31-40
41-50
51-60
61-70
71+

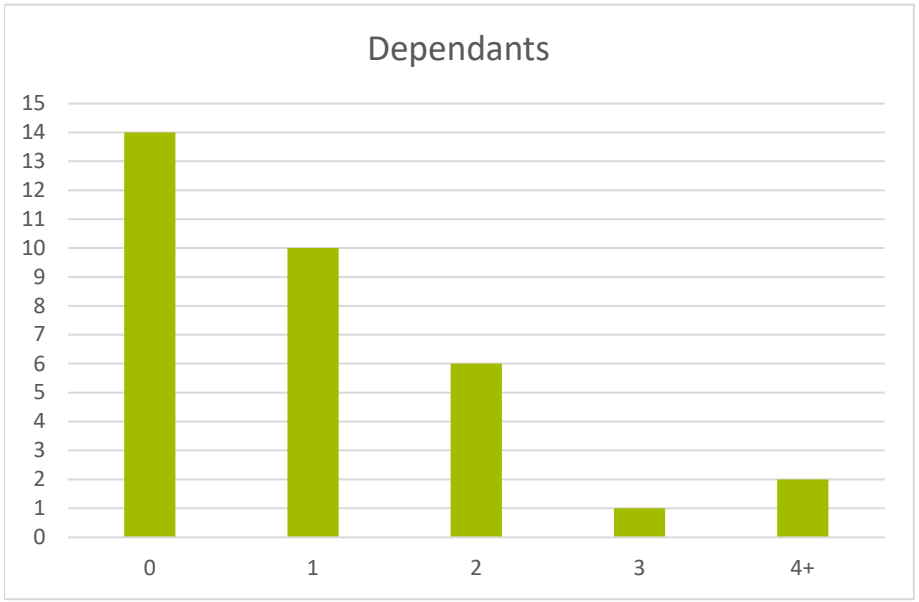

Age
24
22
20
18
16
14
12
10
8
6
4
2
0
18-30
31-40
41-50
51-60
61-70
71+

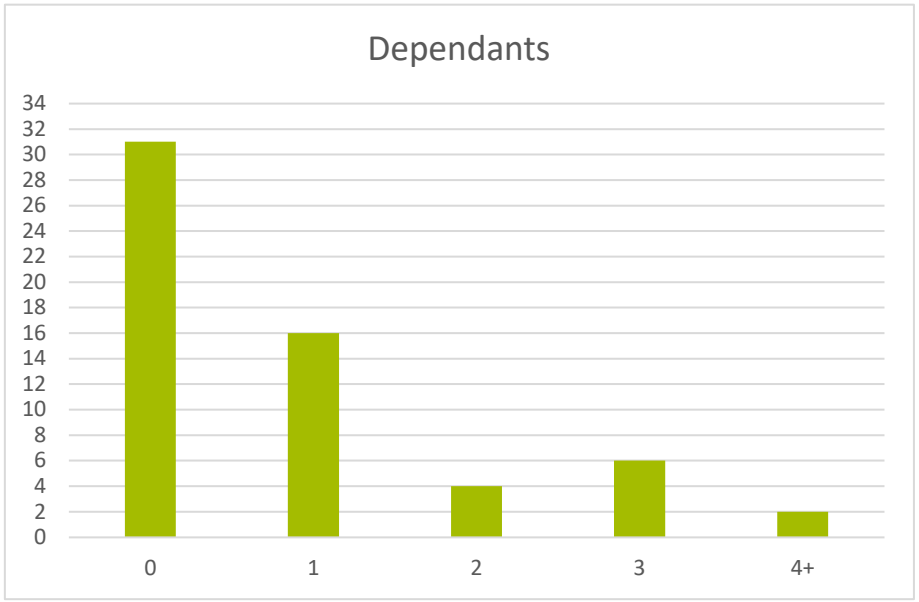

Tenure
16
14
12
10
8
6
4
2
0
Council Tenant
Homeowner
Housing Association Tenant
Private Tenant
Shared Accomodation
Other


Tenure
35
30
25
20
15
10
5
0
Council Tenant
Homeowner
Housing Association Tenant
Private Tenant
Shared Accomodation
Other


Living Arrangements
17
16
15
14
13
12
11
10
9
8
7
6
5
4
3
2
1
0
Houseshare
Live in carer
Living alone
Living with family
Living with partner
Other

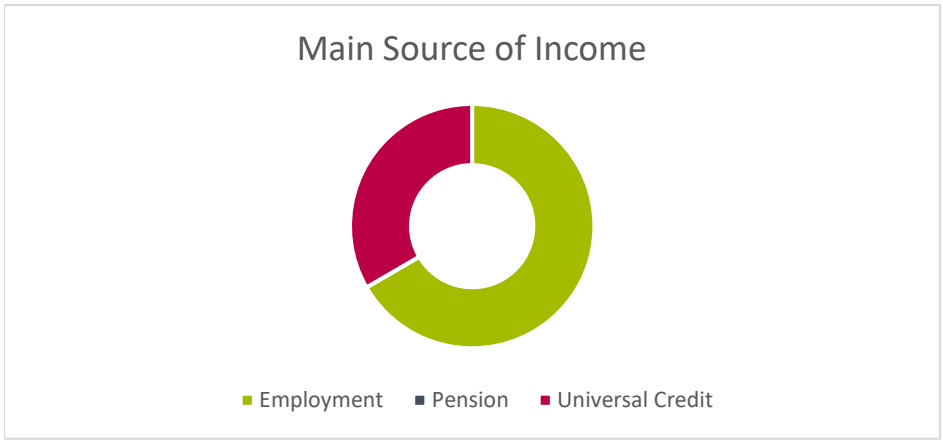

Living Arrangements
25
20
15
10
5
0
Houseshare
Live in carer
Living alone
Living with family
Living with partner
Other

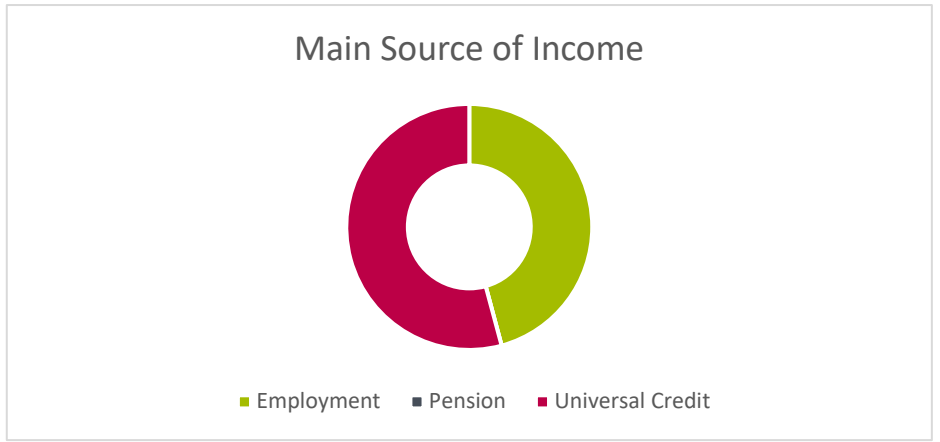

Dependants
15
14
13
12
11
10
9
8
7
6
5
4
3
2
1
0
0
1
2
3
4+

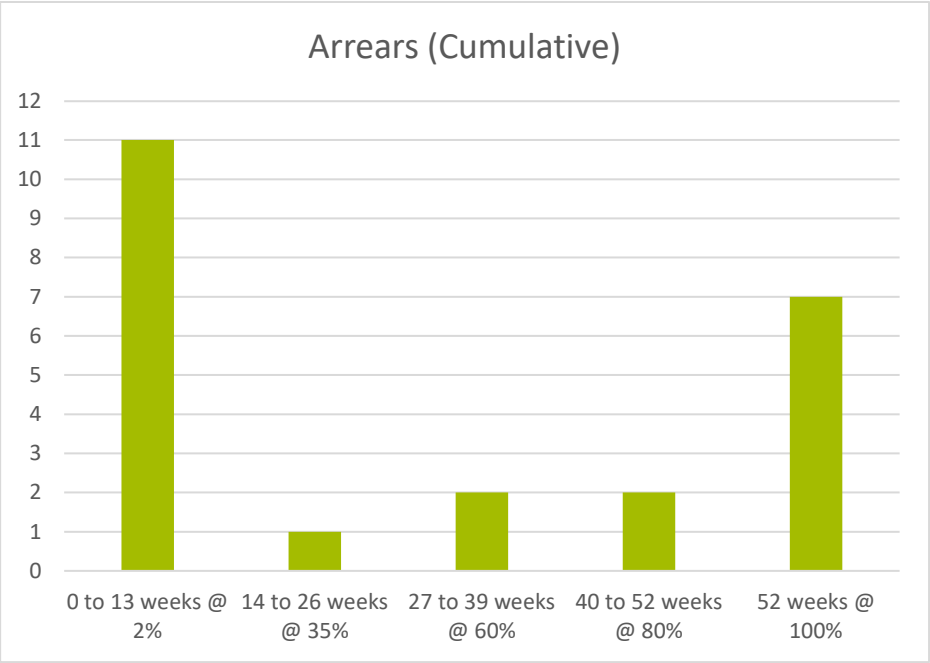

Dependants
34
32
30
28
26
24
22
20
18
16
14
12
10
8
6
4
2
0
0
1
2
3
4+

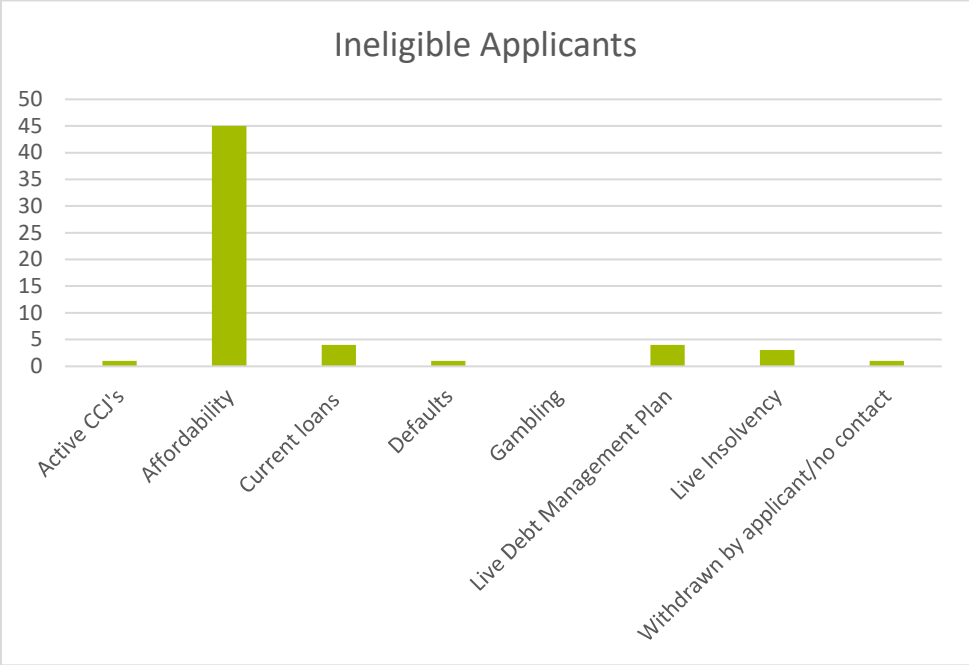

Employment Status
11
10
9
8
7
6
5
4
3
2
1
0
Employed
Long Term Sick
Medical Retirement
Part time
Retired
Self Employed
Unemployed

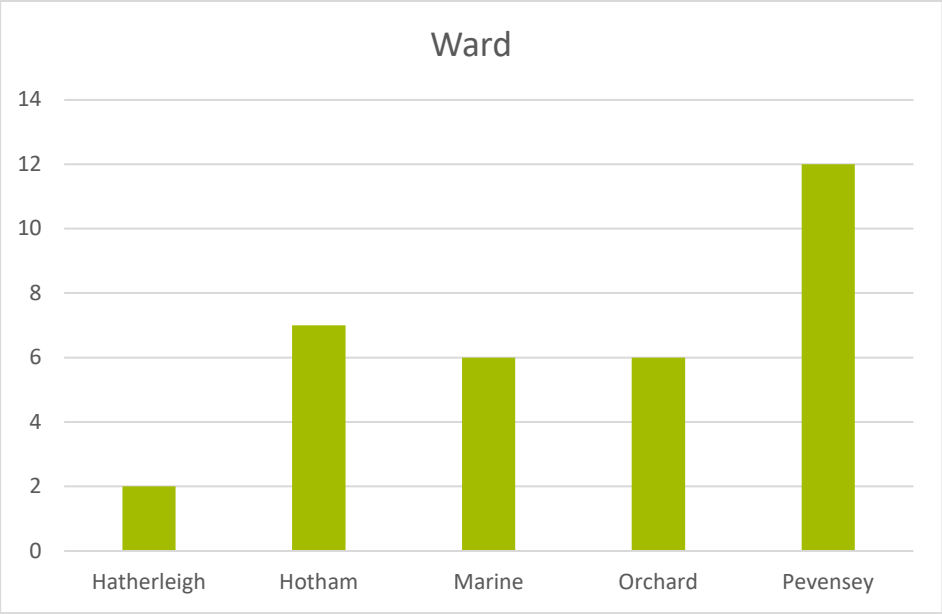

Employment Status
20
18
16
14
12
10
8
6
4
2
0
Employed
Long Term Sick
Medical Retirement
Part time
Retired
Self Employed
Unemployed

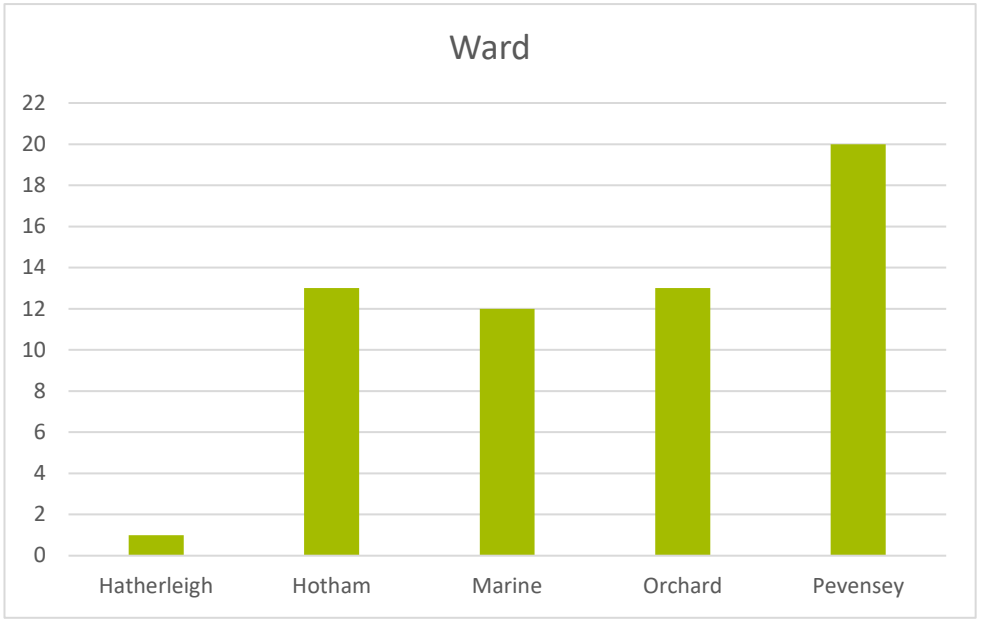

Main Source of Income
Employment
Pension
Universal Credit


Main Source of Income
Employment
Pension
Universal Credit


Arrears (Cumulative)
12
11
10
9
8
7
6
5
4
3
2
1
0
0 to 13 weeks @ 2%
14 to 26 weeks @ 35%
27 to 39 weeks @ 60%
40 to 52 weeks @ 80%
52 weeks @ 100%


Ineligible Applicants
50
45
40
35
30
25
20
15
10
5
0
Active CCJ's
Affordability
Current loans
Defaults
Gambling
Live Debt Management Plan
Live Insolvency
Withdrawn by applicant/no contact


Ward
14
12
10
8
6
4
2
0
Hatherleigh
Hotham
Marine
Orchard
Pevensey


Ward
22
20
18
16
14
12
10
8
6
4
2
0
Hatherleigh
Hotham
Marine
Orchard
Pevensey

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 16th NOVEMBER 2026
AGENDA ITEM 20 - CORRESPONDENCE FOR INFORMATION

1. Sussex Alerts; Arun Sussex Police Fortnightly Bulletin – Circulated to all Councillors 26.11.2026
2. BCAT - Grant Aid Monitoring Form and Attachments 26.11.2026
3. Clerks & Council Direct issue 168
4. CCCI November Newsletter – Forward to Cllr Dawes 28.10.2026
5. NALC Jobs newsletter 28.10.2026
6. HCLG Committee: The Budget, Chair responds on fiscal devolution, rough sleeping, housing and high street measures – Circulated to all Councillors 29.10.2026
7. NALC Chief executive's bulletin – Circulated to all Councillors 29.10.2026
8. Office for National Statistics; Local statistics update and your October update 29.10.2026
9. Hidden disabilities; webinar & resources 29.10.2026
10. Email from Doug Nicholls, Chairperson Blake Cottage Trust: ROSA Magazine feature on Bognor – Circulated to all Councillors 30.10.2026
11. WSCC News release; New timetable for changes to councils in West Sussex – Circulated to all Councillors 30.10.2026
12. Sussex Police and Crime Commissioner; Are You Ready for the Unexpected – Circulated to all Councillors 30.10.2026
13. Sussex Alerts; Report Fraud alert: More than £86,000 stolen by fraudsters posing as Amazon – Circulated to all Councillors and on social media 30.10.2026
14. The Regis News 02.11.2026
15. NALC Events previously circulated to all Councillors 03.11.2026
16. St Wilfrid's Hospice; Latest newsletter 03.11.2026
17. NALC Jobs newsletter 04.11.2026
18. NALC Chief executive's bulletin – Circulated to all Councillors 05.11.2026
19. WSCC Cabinet held on 21st October 2026 unconfirmed Minutes – Circulated to all Councillors 05.11.2026
20. HCLG Committee: Evidence session on 11 November, The Work of MHCLG – Circulated to all Councillors 05.11.2026
21. WSCC News Release: Trading Standards prosecution results in £16,000 penalties for Bognor Regis takeaway and directors – Circulated to all Councillors 06.11.2026
22. Sussex Police and Crime Commissioner; Illegal E-Rides Face the Crusher – Circulated to all Councillors 06.11.2026
23. Sussex Alerts; Your online shopping could help support charities 09.11.2026
24. Cllr Elizabeth Meadows, WSCC Bognor Regis East Ward, repair works Canada Grove Bognor Regis – Circulated to all Councillors 09.11.2026
25. November E-Newsletter from Family Support Work
26. Sussex Police Fortnightly Bulletin – Arun 09.11.2026
27. ADC news release; Spread the festive cheer with free pre-Christmas parking on selected days – Circulated to all Councillors and on social media 09.11.2026
28. Email from Alison Moorey BEM DL with thanks for the privilege of attending the remembrance service and for the organising of the event 10.11.2026