



BUNGAY TOWN COUNCIL

Governance & Policies Sub Committee



Minutes of the Governance & Policies Sub Committee Meeting held on Thursday 14th January 2021 at 5.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted “online.

Town Council Members:

Cllr. K. Lodge (KL) Chair, Cllr. R. Marshall (RM) Deputy Chair,
Cllr. S. Collins (SC), Cllr. D. O’Neill (DO’N), Cllr. B. Prior (BP)

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council.

G&P 018 2020/2021 Apologies for Absence: To receive any apologies for absence

Apologies were received from SC - **Noted.**

G&P 019 2020/2021 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

DO’N declared a non-pecuniary interest for Agenda Item G&P 024 2020/2021 as he is an activist for a political party. - **Noted.**

G&P 020 2020/2021 Public Forum:

Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of the public were present at the meeting. – **Noted**

G&P 021 2020/2021 Minutes of the previous meeting: To approve the minutes of the Governance & Policies Sub-Committee Meeting held on 10th December 2020 – for consideration.

It was proposed by DO’N, seconded by RM, and RESOLVED that the minutes of the Governance & Policies Sub- Committee Meeting held on 10th December 2020 were a true and accurate account of the meeting and these minutes to be signed off by the Chair (KL).

For	4
Against	0
Abstain	0

G&P 022 2020/2021 Review Bungay Town Council Lone Worker Policy – for consideration.

It was proposed by RM, seconded by DO’N, and RESOLVED that an amendment be made to the existing Lone Worker Policy _regarding keeping the front door locked in the Town Council Offices and to add to add the words ‘or Post Office’ .



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For	4
Against	0
Abstain	0

The revised Lone Worker Policy is attached and to be signed off by the Chair (KL) with a review date of January 2022.

G&P 023 2020/2021 To discuss schedule to Review Bungay Town Council Policies, Standing Orders & Financial Regulations – for consideration

It was proposed by KL, seconded by DO’N, and RESOLVED that Standing Orders, CCTV Policy and General Privacy Policy be reviewed in February 2021 and Financial Regulations, Grants & Donations Policy & Model Publication Scheme be reviewed in March 2021.

For	4
Against	0
Abstain	0

The attached Schedule to Review Bungay Town Council Policies, Standing Orders & Financial Regulations has been updated accordingly.

G&P 024 2020/2021 County Councillor & District Councillor reporting at Town Council Meetings – for consideration

It was proposed by KL, seconded by BP, and RESOLVED to remain with the current practice of County Councillor & District Councillor reporting at Town Council Meetings and it is for individual Town Councillors to question items on these reports.

For	4
Against	0
Abstain	0

G&P 025 2020/2021 Date of next Meeting – for consideration.
It was agreed that the dates for the next 2 meetings will be 25th February 2021 at 6.00 pm and 25th March 2021 at 6.00 pm– **Noted.**

The meeting closed at 5.47 pm

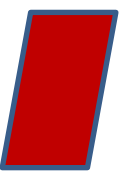
Dated: 15th January 2021

Jeremy Burton
Clerk to Bungay Town Council,
 1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk



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LONE WORKER POLICY

LONE WORKERS

Lone workers are employees who work by themselves without close or direct supervision. In the case of Bungay Town Council this includes:

- Office-based staff working alone in the Town Hall (Clerk and Assistant Clerk) or at the Riverside Centre
- Groundsman working alone in the town or at the Riverside Centre.

POLICY STATEMENT

- Lone workers employed by Bungay Town Council must not be more at risk than other employees.
- Lone workers are those who work without close or direct supervision for substantial periods of time.
- Bungay Town Council recognises that staff working alone in potentially isolate conditions have no immediate back up or support and so are at a greater risk of injury through aggression or violence directed towards them from the general public.
- Bungay Town Council recognises that staff working alone need to rely on their own judgement and initiative and may be at a greater risk of making mistakes or errors.
- Bungay Town Council believes that training is particularly important for lone workers and research shows that adequate training is the single most critical factor in avoiding panic reactions in unusual situations. In particular lone workers need to be deemed competent to work alone, to be sufficiently experienced and to understand the risks and precautions needed fully.
- Bungay Town Council has a duty as an employer to ensure employees are competent to deal not only with the day to day facets of their work but with circumstances which are new, unusual or beyond the scope of their training, for example, if threatened with aggression and violence.
- By definition lone workers are those who work without constant supervision throughout their working day, therefore procedures must be put in place to monitor lone workers to ensure they remain safe and to provide supervision on a regular basis.

ORGANISATION AND ARRANGEMENTS

Bungay Town Council is responsible for:

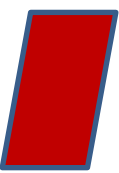
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Date _____



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- Ensuring there are arrangements for identifying, evaluating, reviewing and managing risk associated with lone working.
- Ensuring employees are aware of this policy.
- Ensuring risks are assessed and having procedures in place to eliminate or reduce risks.

The employee is responsible for:

- Following guidance and safe-working procedures.
- Reporting dangerous or potentially dangerous situations.
- Taking care not to put themselves (or other persons who might be affected by their activities) at undue risk.

RISKS ASSOCIATED WITH THE ROLE:

- Aggression from members of the public within the Town Council premises.
- Aggression from members of the public in the community.
- Health issues that could arise when working alone in the building.
- Health issues that could arise when working alone in the community.

GOOD PRACTICE FOR LONE WORKERS WORKING AT THE TOWN COUNCIL OFFICES OR IN THE TOWN ITSELF

- Ensure that the main access door is kept locked when the Town Council Offices are not open to the public except if Lobby area is occupied by staff from the Museum or Post Office .
- Ensure that the middle door (entrance to the office space) is kept locked when the Council Offices are open when only one member of staff is present.
- Ensure that notification is given to the Mayor, the Deputy Mayor or an available Councillor if an off-site visit has been arranged and no other person is present in the office. (Updates to be provided once the visit has finished.)
- Ensure that start and finish times are confirmed by the Groundsman to the office.
- It is the responsibility of the Groundsman to carry a mobile phone at all times.
- The employee / individual is to confirm to colleagues any pre-existing health conditions or emergency medical equipment/procedures required prior to the commencement of any work.
- Lone worker should text the Town Mayor (or Deputy in Mayor's absence) to notify when starting and finishing work.

APPROVED DATE

Chair of Governance & Policies Sub – Committee

Review Date : January 2022

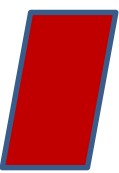
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Date _____



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Schedule to Review Bungay Town Council Policies, Standing Orders & Financial Regulations

Document	Date Last Reviewed	Date to be Reviewed
Standing Orders	November 2019	February 2021
Financial Regulations	November 2019	March 2021
Complaints Policy	December 2020	December 2021
Lone Worker Policy	February 2020	January 2022
Social Media Policy	February 2020	
Equality & Diversity Policy	January 2020	
Safeguarding Policy	February 2020	
Whistle Blowing Policy	March 2020	
Environmental & Climate Policy	February 2020	
CCTV Policy	November 2019	February 2021
Code Of Conduct	November 2019	
Data Protection & Information Security Policy	November 2019	
Disciplinary Policy	November 2019	
General Privacy Policy	January 2020	February 2021
Grants and Donations Policy	November 2019	March 2021
Model Publications Scheme	November 2019	March 2021
Retention of Documents Policy	November 2019	
Training & Development Policy	November 2019	

Signed _____

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Date _____