



# BUNGAY TOWN COUNCIL

## Governance & Policies Sub Committee



### Minutes of the Governance & Policies Sub Committee Meeting held on Thursday 25<sup>th</sup> March 2021 at 6.00 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 037 2020/2021 Apologies for Absence:** To receive any apologies for absence

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

**G&P 038 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.

There were no declarations of interest or requests for dispensations from the Town Councillors present at the meeting - **Noted.**

**G&P 039 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 040 2020/2021 Minutes of the previous meeting:** To approve the minutes of the Governance & Policies Sub-Committee Meeting held on 25<sup>th</sup> February 2021 – for consideration.

**It was proposed by BP, seconded by KL, and RESOLVED that the minutes of the Governance & Policies Sub-Committee Meeting held on 25<sup>th</sup> February 2021 were a true and accurate account of the meeting and these minutes to be signed off by the Chair (KL).**

For	3
Against	0
Abstain	1

**G&P 041 2020/2021 Good Practice Guidelines for User Passwords & IT Security** – for consideration

**It was proposed by SC, seconded by BP, and RESOLVED that the attached Good Practice Guidelines for User Passwords & IT Security be signed off by the Chair (KL) and be adopted by Bungay Town Council.**

Signed \_\_\_\_\_

1  
Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Governance & Policies Sub Committee



For	4
Against	0
Abstain	0

**G&P 042** Lone Worker Policy ( including Home Working ) – for consideration  
**2020/2021**

It was proposed by SC, seconded by BP, and **RESOLVED** that the attached Lone Worker Policy be signed off by the Chair (KL) and be adopted by Bungay Town Council.

For	4
Against	0
Abstain	0

**G&P 043** To review Bungay Town Council Standing Orders - for consideration.  
**2020/2021**

A copy of the current Bungay Town Council Standing Orders had been circulated to all Town Councillors prior to the meeting.

It was proposed by BP , seconded by SC, and **RESOLVED** that under Section 1, Rules of debate at meetings, item ‘g’ be removed.

For	3
Against	1
Abstain	0

It was proposed by KL , seconded by DO’N, and **RESOLVED** that under Section 1, Rules of debate at meetings, item ‘l’ be removed.

For	4
Against	0
Abstain	0

It was proposed by KL , seconded by SC, and **RESOLVED** that under Section 1, Rules of debate at meetings, item ‘o’ be removed.

For	3
Against	1
Abstain	0

It was proposed by KL , seconded by BP, and **RESOLVED** that under Section 1, Rules of debate at meetings, item ‘t’ a time of 5 minutes be added.

For	4
Against	0
Abstain	0

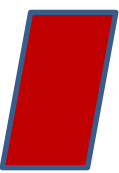
Signed \_\_\_\_\_

2  
Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Governance & Policies Sub Committee



It was proposed by DO’N , seconded by KL, and FAILED that under Section 2, Disorderly conduct at meetings, item ‘a’ that the sentence, ‘However the Chair of the meeting may not use the passion, or heat, with which a point of view is expressed or differing of the opinion expressed’ be added.

For	1
Against	2
Abstain	1

It was proposed by KL , seconded by BP, and RESOLVED that KL will send proposed amendments to JB for the remainder of the Standing Orders document and this amended document to be sent to all Sub- Committee members prior to the next meeting for consideration.

For	4
Against	0
Abstain	0

**G&P 044**      **Date of next Meeting – 22<sup>nd</sup> April 2021** - for information.  
**2020/2021**

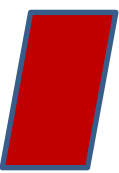
The meeting closed at 7.04 pm

**Minutes Dated: 26<sup>th</sup> March 2021**

**Jeremy Burton**  
**Clerk to Bungay Town Council,**  
1a, Broad Street, Bungay NR35 1EE  
[clerk@bungaytowncouncil.gov.uk](mailto:clerk@bungaytowncouncil.gov.uk)

Signed \_\_\_\_\_

3  
Date \_\_\_\_\_



**Bungay Town Council**

**Good Practice Guidelines for User Passwords**

- Use password management software i.e. Norton to set passwords and a password testing tool to check the password quality.
- Allow password length to be at least 12 characters.
- Stop forcing regular password changes, as most users only alter existing passwords incrementally, which makes for a weak password.
- Forget using hint questions for password recovery since social media and a lack of data privacy help hackers easily find the answers.
- Never give away login credentials.
- Stop using the same password for various accounts.
- Use a phrase rather than a single word, and add symbols throughout.
- Don't use any personal information, such as a birthday, pet name, maiden name, etc.

**Good Practice Guidelines for IT Security.**

- Minimize storage of sensitive information.
- Beware of scams.
- Protect information when using the Internet and email.
- Make sure your computer is protected with anti-virus and all necessary security "patches" and updates.
- Secure laptop computers and mobile devices at all times: Lock them up or carry them with you.
- Shut down, lock, log off, or put your computer and other devices to sleep before leaving them unattended, and make sure they require a secure password to start up or wake-up.
- Don't install or download unknown or unsolicited programs/apps.
- Secure your area before leaving it unattended.
- Make backup copies of files or data you are not willing to lose.

Signed : .....

Dated : 25<sup>th</sup> March 2021.

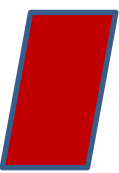
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4  
Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Governance & Policies Sub Committee



### BUNGAY TOWN COUNCIL

#### 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 isolated 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:

- 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.

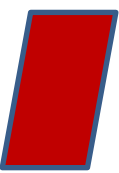
Signed \_\_\_\_\_

5  
Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Governance & Policies Sub Committee



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:

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.
- Create boundaries between work & home life.
- Schedule in work breaks and take exercise during these breaks.

APPROVED ..... DATE .....

Chair of Governance & Policies Sub – Committee

Review Date : March 2022

Signed \_\_\_\_\_

6  
Date \_\_\_\_\_