



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



Minutes of the **Governance, Employment & Finance meeting** held on Thursday 23rd January 2020 at 7.00 pm in the Riverside Centre, The Staithe, Bungay

Members: Cllr. S. Collins (SC) – Vice Chair Cllr. B Prior (BP) - Chair Cllr M Lincoln (ML)
Cllr. R Marshall (RM) Cllr. L Richardson (LR) Vacancy

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

G, E & F 031 2019/2020 **Apologies for Absence:** To receive any apologies for absence
It was proposed by SC, seconded by ML, and unanimously **RESOLVED** to accept the apologies of LR (work).

Cllr. J. Adams (JA) and Cllr. S. Thompson (ST) attended the meeting in accordance with the Terms of Reference for this committee.

G, E & F 032 2019/2020 **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.

No declarations of interest were declared or requests for dispensations requested - Noted.

G, E & F 033 Public Forum:

2019/2020 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.

G, E & F 034 To approve the minutes outstanding:

2019/2020 To approve the minutes of the Governance, Employment and Finance Committee Meeting held on 28th November 2019 - **for consideration.**

It was proposed by SC, seconded by ML, and unanimously **RESOLVED** to approve the minutes of the meeting held on 28th November 2019 and these minutes were signed by BP as being a true and accurate record of the meeting.

G, E & F 035 2019/2020 **Bungay Town Council Policies – to review and sign off the following Policies for consideration.**

a) Lone Worker Policy

The current BTC Lone Worker Policy was reviewed and amended as per attached document and is to be signed off at the next committee meeting on 27th February 2020 – **Noted.**

b) Social Media Policy

A Social Media Policy statement document was reviewed by the Committee Members. This was considered to be too long a document and all Committee Members therefore to get back to JB by 13th February 2020 with their amends to this document. The Social Media Policy will then be reconsidered at the next committee meeting on 27th February 2020 – **Noted**

c) Whistle Blowing Policy

The current BTC Whistle Blowing Policy was reviewed and amended as per attached document and is to be signed off at the next meeting on 27th February 2020 – **Noted**

d) Safeguarding Policy.



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A DRAFT new BTC Safeguarding Policy was reviewed and amended as per attached document and is to be signed off at the next Committee meeting on 27th February 2020 – **Noted**

e) Equality & Diversity Policy

The current BTC Equality & Diversity Policy was reviewed and amended as per attached document and is to be signed off at the next Committee meeting on 27th February 2020 – **Noted**

Town Councillor Training is needed on the Social Media and Equality & Diversity Policies and JB to ask if SALC can provide training on this during an evening session – **Noted**.

**G, E & F 036
2019/2020** **To review the Bungay Town Council Annual CIL Statement 2018 to 2019 for consideration**

The 1/4/18 to 31/3/19 CIL Report as submitted to East Suffolk Council and posted on the BTC was discussed – **Noted**

JB to ask East Suffolk Council the amount (if any) of any outstanding S106 monies – **Noted**.

**G, E & F 037
2019/2020** **To review the Bungay Town Council Asset Register for consideration**

The BTC Asset Register, showing an Asset Value of £415,396 was discussed and this to be brought forward to be signed off at the next Committee meeting on 27th February 2020 with the following outstanding to be investigated by JB – **Noted**:

- Seek advice on whether the Waveney Valley Canoe equipment stored at the Riverside Centre needs to be covered under the BTC Insurance policy.
- Ownership and responsibility of the Town War Memorial to be established.
- What contents does the Town Council own (if any) in the Town Council Chamber and adjoining landing ?
- Should the 'Goings' be on the asset register?
- Check Insurance Value of the Skate Park – currently insured for £143,475.06

**G, E & F 038
2019/2020** **To appoint Internal Auditors for the 2019 to 2020 Financial Year Accounts for consideration.**

It was proposed by ML, seconded by SC, and unanimously **RESOLVED** to appoint Heelis & Lodge as Bungay Town Council Internal Auditors for the year ended 31st March 2020.

**G, E & F 039
2019/2020** **To review Bungay Town Council Allotment Rents for 2020 to 2021 for consideration.**

It was proposed by ML, seconded by SC, and unanimously **RESOLVED** that the current annual rental of £10.00 for a Standard Allotment Plot & £5.00 for a Small Allotment Plot remain this price for the oncoming 2020 – 2021 year.

**G, E & F 040
2019/2020** **Bungay Town Bowls Club grant request for consideration.**

It was proposed by SC, seconded by BP, and **RESOLVED** that, following receipt of their Grant Application, a Grant of £200.00 be paid to Bungay Town Bowls Club.

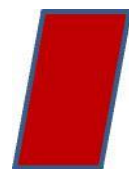
**G, E & F 041
2019/2020** **Bungay Black Dog Running Club 38th Bungay Marathon Festival of Running information and donation request for consideration.**

It was proposed by ML, seconded by RM, and **RESOLVED** that, following receipt of their request for funding, prizes to the value of £200.00 be purchased for the above event.



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**G, E & F 042 Date of next Meeting: - 27th February 2020 – For information:
2019/2020**

The meeting closed at 8.59 pm

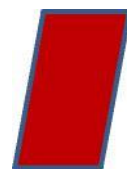
Dated: 28th January 2020

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



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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 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

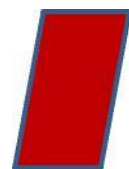
Bungay Town Council is responsible for:

- 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.



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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.
- 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 Mayors absence) to notify when starting and finishing work.

APPROVED DATE

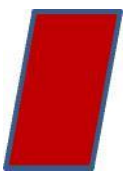
Review Date: FEBRUARY 2021

Signed _____ Date _____



BUNGAY TOWN COUNCIL

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BUNGAY TOWN COUNCIL 'WHISTLE BLOWING' POLICY

OVERVIEW

It is important for Employees and Town Councillors to be aware of the procedures in place should they wish to highlight a serious concern i.e. cases of 'bad practice' or issues that appears to be against the interests of the public, the Council or its employees.

This policy gives reassures that they can, without the fear of consequences, raise serious concerns within the Council rather than overlooking the issue or reporting the problem to an outside body.

The policy aims to do the following:

- identify avenues to take should they wish to raise concerns;
- clarify that the person can take the matter further if dissatisfied with the Council's response;
- clarify that the person will not face reprisal for the action they have taken.

Bungay Town Council will not tolerate harassment, bullying or victimisation aimed at any person who has raised an issue in good faith. (If any person is currently undergoing disciplinary or redundancy procedures, these procedures will not be halted as a result of whistle blowing.)

CONFIDENTIALITY

- Every possible measure will be taken to protect the identity of the person who has raised the concern. However, the resulting investigation may require statements or further evidence and these documents could reveal the source of the information.
- Where any allegation is made anonymously, the Council will consider the credibility of the concerns, the nature of the issue and the likelihood of confirming the allegation from alternative sources prior to committing to an investigation.

ALLEGATIONS THAT ARE UNTRUE

- If an allegation is made in good faith, but the investigation proves this not to be the case, no action will be taken against the person unless it is proven that the allegation was malicious or vexatious.

COUNCIL'S ACTION

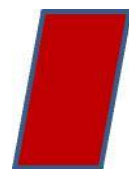
Issues will be dealt with according to the nature of the allegation/concern. Issues may be:

- investigated by the Town Clerk (unless they relate to the Town Clerk).
- referred to the Governance, Employment and Finance Committee.
- referred to the Police.
- referred to the External Auditor.
- dealt with as an independent enquiry.



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At times, concerns may be resolved without the need for formal action. Resolution may be made through discussion or agreed action.

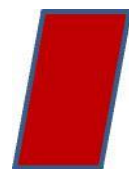
TIMINGS

Issues should be dealt with promptly and appropriate timings given. If appropriate, within 10 working days of the concern being notified, the matter will be referred to the Employment Sub-Committee who will give advice regarding the following:

- how the matter will be dealt with
- whether further investigations will take place and, if not, the reasons why
- how long the proceedings are expected to take.

APPROVED DATE.....

Review Date February 2021



BUNGAY TOWN COUNCIL

SAFEGUARDING POLICY

In the interests of child protection and the welfare and protection of vulnerable adults, Bungay Town Council is committed to the policy of safeguarding vulnerable adults and children and, where they may operate events themselves, will ensure that members involved are adequately checked. Bungay Town Council adopts the following policy in respect of safeguarding:

Any external organisation wishing to make contact and/or work with vulnerable adults or children on Bungay Town Council premises shall be required to show proof of its own appropriate Safeguarding Policy (and DBS checks as appropriate) before being allowed to participate in the use of the facility and/or support Bungay Town Council activities run by Councillors. Activities run by Bungay Town Council will have a checked DBS member involved.

Children using the facility would be the responsibility of their parents.

The nominated Safeguarding Officer is the Town Clerk, or the Assistant Clerk if the Town Clerk involved or not available.

Any organised event which may be open to children and vulnerable adults will have appropriate staffing numbers.

No member of Bungay Town Council will undertake any activities which leave them alone with children. If it is likely that such a scenario will occur, then a full DBS check will have to be obtained prior to the activity, or the group accompanied by a member of Bungay Town Council who has been DBS checked.

In the event that some events or organisations open to children or vulnerable adults do not satisfy the above requirements, activities will be denied, but support will be given to groups or organisations to assist them in attaining the necessary credentials to carry out their activities in the future.

A Risk Assessment and pro-forma should be completed for any activity that involves children or vulnerable adults

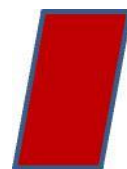
APPROVED BY:DATE:

Date of review: February 2021



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BUNGAY TOWN COUNCIL EQUALITY AND DIVERSITY POLICY

The aim of this policy is to communicate the commitment of Bungay Town Council to its Members, Officers, Employees, Trustees, Service users and volunteers under the Equality Act 2010., which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; accessible to all; and which meet different people's needs. It is our policy to provide representation, information, facilities, services and employment to all irrespective of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Bungay Town Council is opposed to all forms of discrimination. Everyone will be treated fairly and will not be discriminated against on any of the above grounds. All decisions will be made without unlawful discrimination.

Bungay Town Council recognises that supporting Equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies.

Bungay Town Council aims to create a culture which respects and values each other's differences, that promotes dignity, equality and diversity.

Bungay Town Council will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware of and understand the Equality Act 2010.

Equality Commitments

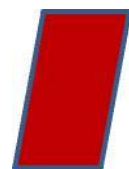
Bungay Town Council is committed to:

- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Promoting equality of opportunity.
- Promoting a harmonious environment in which all persons are treated with respect.
- Challenge occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.



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Implementation

The Clerk has specific responsibility for the effective implementation of this policy. In order to implement this policy, they shall:

- Communicate the policy to Councillors, staff and members of the public via the BTC Website.
- Incorporate equal opportunities into the day to day running and dealings of the Council
- Ensure that other persons or organisations will comply with the policy in their dealings with the Council.

Monitoring and Review

Bungay Town Council will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

In addition to our internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

Reporting procedure – any incidents should be reported to the Town Clerk or Town Mayor at 1a, Broad Street, Bungay. NR35 1EE. 01986 894236. clerk@bungaytowncouncil.gov.uk

This policy will be reviewed annually or when any legislation affecting it is passed.

This policy is fully supported by all Members of Bungay Town Council and has been approved at its

meeting on _____ Signed _____

Policy dated and signed off 23rd January 2020

Date of next review February 2021