

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 28th FEBRUARY 2024 AT 7:15 P.M.**

Councillors Present: **B Tennent (Chair)**
 J Asman
 D Berry
 B Coles
 G Lloyd
 R MacDonald
 S Turl

In attendance: **S Mockford, Parish Clerk**
 S Johnson, Admin Officer

0 members of the public

143/24/PR PUBLIC PARTICIPATION

No members of the public present.

144/24/PR DECLARATIONS OF INTERESTS

No declarations received.

145/24/PR APOLOGIES FROM COUNCILLORS

Apologies received and accepted from Cllr Burton.

146/24/PR MINUTES OF THE LAST MEETING

The minutes of the meeting, held on Wednesday 24th January 2024 were approved at the Full Parish Meeting on 14th February 2024.

147/24/PR ANNUAL PARISH ASSEMBLY

The Annual Parish Assembly will be held on Monday 8th April. Voting is now open for residents to decide where they would like the Community Grant money allocated. The closing date is Friday 22nd March 2024.

148/24/PR STANDING ORDERS

RESOLVED: Following a short discussion regarding items amended from year to year, the committee agreed unanimously in favour of accepting the Standing Orders. A copy of the standing orders can be found in **Appendix 1**.

149/24/PR HEALTH & SAFETY HANDBOOK

RESOLVED: The committee agreed unanimously in favour of accepting the Health and Safety Handbook. A copy of the Health & Safety Handbook can be found in **Appendix 2**.

150/24/PR RISK ASSESSMENTS

The Parish Council's General Risk Assessment has been reviewed and updated. All other risk assessments are currently being reviewed.

A Legionella water hygiene survey and risk assessment have also been completed for each Parish owned community building.

151/24/PR DRAFT LEGIONELLA MANAGEMENT POLICY

A draft copy of the Legionella Management Policy was presented to Councillors. As well as this, a Legionella written scheme is currently being updated for each community building.

RESOLVED: The committee agreed unanimously in favour of accepting the Legionella Management Policy. A copy of the draft Legionella Management Plan can be found in **Appendix 3**.

152/24/PR PAT TESTING

The annual PAT testing has been completed for all sites by a qualified member of the Grounds Staff.

153/24/PR OPERATIONS, PROCEDURES & POLICIES WORKING GROUP

A meeting of the working group was held prior to the Policy & Resources committee this evening. An update from the meeting was provided by Councillor Berry:

- Continue with the current numbering system for agenda and minutes.
- Add a link to the agendas and minutes onto the Parish's Facebook page.
- Minutes to be compiled within 5 working days of the meeting and sent to the Chair and Vice Chair who are to respond within 5 working days.
- A draft copy of the minutes to be published on the website when compiled.

154/24/PR PARISH CENTRE / WORKSHOP / HATCH CAFÉ / LIBRARY

Parish Centre

Solar Panels - The Clerk confirmed that work is due to start on 4th March and the salvageable panels will be stored at Cutbush football pavilion. This work will include installation of a new inverter.

Bookings – The Admin. Officer provided an update that bookings are going well at all venues with new regular hirers and many ad hoc hirers. However, one regular hirer has had to end their bookings and one has had to temporarily reduce their session time. The Admin. Officer informed the Committee of the online booking and calendar system which has been introduced which is a great time saving tool.

Glass recycling bins in Asda car park - The Clerk updated the Committee that the Local Area Manager has contacted the office to advise the bins are provided by Eastleigh Borough Council at no cost. The Chair advised the committee that Eastleigh Borough Council Direct Services are investigating if there is a possible enforcement issue regarding the fly tipping.

Workshop

The company that are installing the Parish Centre solar panels will be providing a quotation to install the used solar panels from the parish centre roof, onto the workshop roof.

Café

The accountant was unable to attend this month so no café figures could be shared.

The Hatch café was successful in its grant application to Eastleigh Borough Council for the kitchen refurbishment for the sum of £19,900. Draft kitchen plans and quotes are currently being finalised.

Library

Nothing new to report

155/24/PR PARISH WEBSITE

The Clerk explained that the Deputy Clerk has suggested a search application so residents can find out who their Parish Councillor is for their Ward. This is being investigated with our website provider.

156/24/PR THE OLD FIRE STATION

Nothing new to report.

157/24/PR WEST END YOUTH FACILITY

The main hall has been painted by the Grounds Staff whilst the building was not in use over the school half term.

A new 240L recycling bin has been ordered. Approximate delivery time is 3-4 weeks at a cost of £7.40 per bin empty.

158/24/PR TOWNHILL FARM COMMUNITY CENTRE

The Clerk confirmed that he is arranging the new rolling contract for the hirer of the office with Paris Smith and Randall Solicitors.

159/24/PR HILLDENE COMMUNITY CENTRE

The Energy Audit was carried out on Tuesday 6th February 2024. The Clerk reported that the company's report has not yet been received. However, after a conversation, they will be recommending an Air Source or Ground Heat Pump with a recommendation that all the radiators be replaced with aluminium radiators. A further recommendation would be to install Ceiling fans to push heat down.

160/24/PR CUTBUSH FOOTBALL FACILITY

Nothing new to report

161/24/PR ACCOUNTS

Monthly accounts for January to be available for March's committee meeting.

162/24/PR NEWSLETTER

The February edition is now available to view on the Parish Council website. Hard copies are also available from the Parish Centre reception and now also in all venues.

163/24/PR UPDATE ON COUNCILLOR TRAINING

Councillor Lloyd has signed up for several training courses.

164/24/PR DATE OF NEXT MEETING

Wednesday 27th March 2024 at 7.15 p.m.

The meeting closed at 7.58pm.



West End Parish Council Standing Orders





Contents

Rules of Debate at Meetings	3
Disorderly Conduct at Meetings	5
Meetings Generally	5
Committees and Sub-Committees	8
Ordinary Council Meetings	9
Extraordinary Meetings of the Council, Committees and.....	11
Sub-Committees.....	11
Previous Resolutions	11
Voting on Appointments.....	12
Motions for a Meeting that require written notice to be given to the Proper Officer.....	12
Motions at a Meeting that do not require written notice	13
Management of Information	13
Draft Minutes	14
Code of Conduct and Dispensations	15
Code of Conduct Complaints	16
Proper Officer.....	16
Responsible Financial Officer	18
Accounts and Accounting Statements	18
Financial Controls and Procurement.....	19
Handling Staff Matters	20
Responsibilities to Provide Information.....	21
Responsibilities under Data Protection Legislation	21
Relations with the Press/Media	21
Execution and Sealing of Legal Deeds.....	22
Communicating with District and County or Unitary Councillors	22
Restrictions of Councillor Activities	22
Standing Orders Generally	22
Procedure for Filling a Casual Vacancy	23



Introduction

This document defines the procedures by which West End Parish Council operates. In the document, some Standing Orders are in bold typeface this indicates rules that are statutory requirements. Those in normal typeface are rules decided upon by the council to facilitate the orderly and effective running of council business.

Rules of Debate at Meetings

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h) A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j) Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k) One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l) A councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of debate on it.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.



- o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor.
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke.
 - iii. to make a point of order.
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q) A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r) When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion.
 - ii. to proceed to the next business.
 - iii. to adjourn the debate.
 - iv. to put the motion to a vote.
 - v. to ask a person to be no longer heard or to leave the meeting.
 - vi. to refer a motion to a committee or sub-committee for consideration.
 - vii. to exclude the public and press.
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s) Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t) Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed four minutes without the consent of the chairman of the meeting.



Disorderly Conduct at Meetings

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

Meetings Generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b) **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c) **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
OR
[The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e) Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.



- f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g) Subject to standing order 3(f), a member of the public shall not speak for more than 4 minutes.
- h) In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i) A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j) A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- k) Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l) **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p) **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**



- r) **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t) The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting.
- ii. the names of councillors who are present and the names of councillors who are absent.
- iii. interests that have been declared by councillors and non-councillors with voting rights.
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights.
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

- i. For a full council meeting this means the quorate number shall be 5 councillors given the council size of 14 members.
- ii. For committees the quorate number is defined in its Terms of Reference

- w) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x) A meeting shall not exceed a period of 2.5 hours.



Committees and Sub-Committees

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference.
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend.
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee.
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee.
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
 - ix. shall determine if the public may participate at a meeting of a committee.
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.



Ordinary Council Meetings

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
 - i. In a non-election year, the Annual Council Meeting shall take place on the second Wednesday in May.
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 7.15pm.**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
 - i. It shall be the norm that both the Chair and Vice-Chair shall serve one-year terms of office.
 - ii. At the end of the term of office, the Vice-Chair would normally be elected unopposed to the position of Chair the following year, unless the Council believed the Vice-Chair's conduct during the year as Vice-Chair means that the position of Chair should be contested.
 - iii. At the end of the term of office, the position of Vice-Chair would be a normal contested election, with the assumption that the Councillor elected would be the Chair the following year.
 - iv. Prior to the election of Chair and Vice-Chair each candidate is allowed to make a personal statement to explain why they should be elected to the position.
 - v. This normal process does not preclude the Council:
 - Deciding to elect any Councillor to the positions of Chair or Vice-Chair
 - The Chair or Vice-Chair standing again for the same position
- f) **The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**



- h) In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i) In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j) Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - iii. Receipt of the minutes of the last meeting of a committee.
 - iv. Consideration of the recommendations made by a committee.
 - v. Review of delegation arrangements to committees, sub-committees, staff, and other local authorities.
 - vi. Review of the terms of reference for committees.
 - vii. Appointment of members to existing committees. ***Each Councillor is required to serve on at least one of the committees.***
 - viii. Appointment of any new committees in accordance with standing order 4.
 - ix. Review and adoption of appropriate standing orders and financial regulations.
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back.
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
 - xiii. Review of inventory of land and other assets including buildings and office equipment.
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks.
 - xv. Review of the Council's and/or staff subscriptions to other bodies.



- xvi. Review of the Council's complaints procedure.
- xvii. Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*).
- xviii. Review of the Council's policy for dealing with the press/media.
- xix. Review of the Council's employment policies and procedures.
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Extraordinary Meetings of the Council, Committees and Sub-Committees

- a) **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.**
- c) The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d) If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

Previous Resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b) When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.



Voting on Appointments

- a) Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
 - i. The candidates shall be voted for by a show of hands

Motions for a Meeting that require written notice to be given to the Proper Officer

- a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d) If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g) Motions received shall be recorded and numbered in the order that they are received.
- h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.



Motions at a Meeting that do not require written notice

- a) The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting.
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.
 - iv. to refer a motion to a particular committee or sub-committee.
 - v. to appoint a person to preside at a meeting.
 - vi. to change the order of business on the agenda.
 - vii. to proceed to the next business on the agenda.
 - viii. to require a written report.
 - ix. to appoint a committee or sub-committee and their members.
 - x. to extend the time limits for speaking.
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
 - xii. to not hear further from a councillor or a member of the public.
 - xiii. to exclude a councillor or member of the public for disorderly conduct.
 - xiv. to temporarily suspend the meeting.
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements).
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

Management of Information

See also standing order 20.

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**



- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**

Draft Minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they should sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f) Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.



Code of Conduct and Dispensations

See also standing order 3(u).

- a) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b) Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after the matter in which they had the interest has been concluded.
- c) Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after the matter in which they had the interest has been concluded.
- d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f) A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g) Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required]
OR
[at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h) **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**



- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

Code of Conduct Complaints

- a) Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b) Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c) The Council may:
 - ii. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
 - iii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d) **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

Proper Officer

- a) The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee, or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**



See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it.
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office.**
 - iv. **facilitate inspection of the minute book by local government electors.**
 - v. **receive and retain copies of byelaws made by other local authorities.**
 - vi. hold acceptance of office forms from councillors.
 - vii. hold a copy of every councillor's register of interests.
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one).
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980).
 - xii. arrange for legal deeds to be executed.
(see also standing order 23).
- c) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- d) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- e) refer a planning application received by the Council to the [Chairman or in their absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in their absence Vice-Chairman (if there is one) of the Planning & Highways Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [Planning & Highways committee].



- f) manage access to information about the Council via the publication scheme; and
- g) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 23).

Responsible Financial Officer

- a) The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

Accounts and Accounting Statements

- a) "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b) All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council's financial regulations.
- c) The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter.
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date.
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d) As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.



Financial Controls and Procurement

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services, or the execution of works shall be drawn up.
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.



- e) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f) **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

Handling Staff Matters

- a) A matter personal to a member of staff that is being considered by a meeting of the Personnel committee is subject to standing order 11.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel committee or, if they are not available, the vice-chairman (if there is one) of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c) The chairman of the Personnel committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the Personnel committee].
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel committee or in their absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of the Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of Personnel committee.
- f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).



Responsibilities to Provide Information

See also standing order 21.

- a) **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b) **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**
OR
[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

Responsibilities under Data Protection Legislation

See also standing order 11.

(Below is not an exclusive list).

- a) The Council may appoint a Data Protection Officer.
- b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f) **The Council shall maintain a written record of its processing activities.**

Relations with the Press/Media

- a) Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.



Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

- [Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

Communicating with District and County or Unitary Councillors

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b) Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

Restrictions of Councillor Activities

- a) Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
 - or
 - ii. issue orders, instructions, or directions.

Standing Orders Generally

- a) All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9.
- c) The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.



- d) The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Procedure for Filling a Casual Vacancy

A casual vacancy will occur when:

- a) A local Councillor fails to make his declaration of acceptance of office within the proper time.
- b) Notice of resignation is received.
- c) Notice of death is received.
- d) Election declared void.
- e) Councillor no longer qualified to serve by law.

To fill a vacancy:

- a) The Clerk must advise E.B.C. of the vacancy as soon as possible and make the declaration within a reasonable time – generally at the next public meeting of the Council.
- b) The Council must advertise the vacancy in order that ten electors from the relevant ward have a period of 14 days to claim an election to fill this vacancy. If this is not claimed, the Parish Council can then advertise the vacancy to be filled by co-option.
- c) Nominees must complete a formal application form.
- d) No nominee can be presented to full Council until two references have been received in support of their application.
- e) Nominees must attend all committees prior to attending the full Council meeting, in order they have a full understanding of each committee.
- f) The Clerk will circulate eligible nominations received to all Councillors.
- g) The nominees would then be invited to attend the next full Council meeting which will act as the Selection meeting when Councillors would vote on filling the vacancy by co-opting a nominee.

At the selection meeting which will be the next full Council meeting:

- a) The Chair will read out the valid nominations.
- b) Before a vote is taken on the co-option, the applicant must give a presentation of up to four minutes duration.
- c) Councillors and members of the public present at the meeting are asked for comments.



- d) The vote shall then take place by a show of hands.
- e) The successful candidate must receive an absolute majority vote of those present and voting. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
- f) No discussion will be allowed once the vote has been taken.
- g) As a matter of policy, West End Parish Council will not seek to co-opt within six months of a Parish Council election unless the number of serving councillors falls below nine.

WEST END PARISH COUNCIL

**Health and Safety
Policy and Procedures**

Supported by



This page is intentionally blank.

Contents

General Policy

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

This section sets out the health and safety responsibilities of key personnel within the organisation.

Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

Safety Records (this section may be in a separate folder)

This section contains;

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

Health and Safety Policy

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been prepared after a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

To assist us with our duty we have retained Peninsula to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot transfer our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

WEST END PARISH COUNCIL

Health and Safety General Policy Statement

West End Parish Council recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Signature Date

Position

Record of Periodic Review of our Health and Safety Policy

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews we have undertaken. Our Peninsula Health and Safety Consultant will also review our system and documentation during their routine visits to ensure that they meet current statutory requirements and good practice relevant to our business.

DATE	NAME OF REVIEWER(S)	OUTCOME <i>(State – No change required or explain any required changes)</i>	Where changes are required call our Advice Service, 0844 892 2785, and record here the date of your call

This record should be endorsed by anyone (including Health and Safety Consultants) who carries out the periodic review

For Consultant use

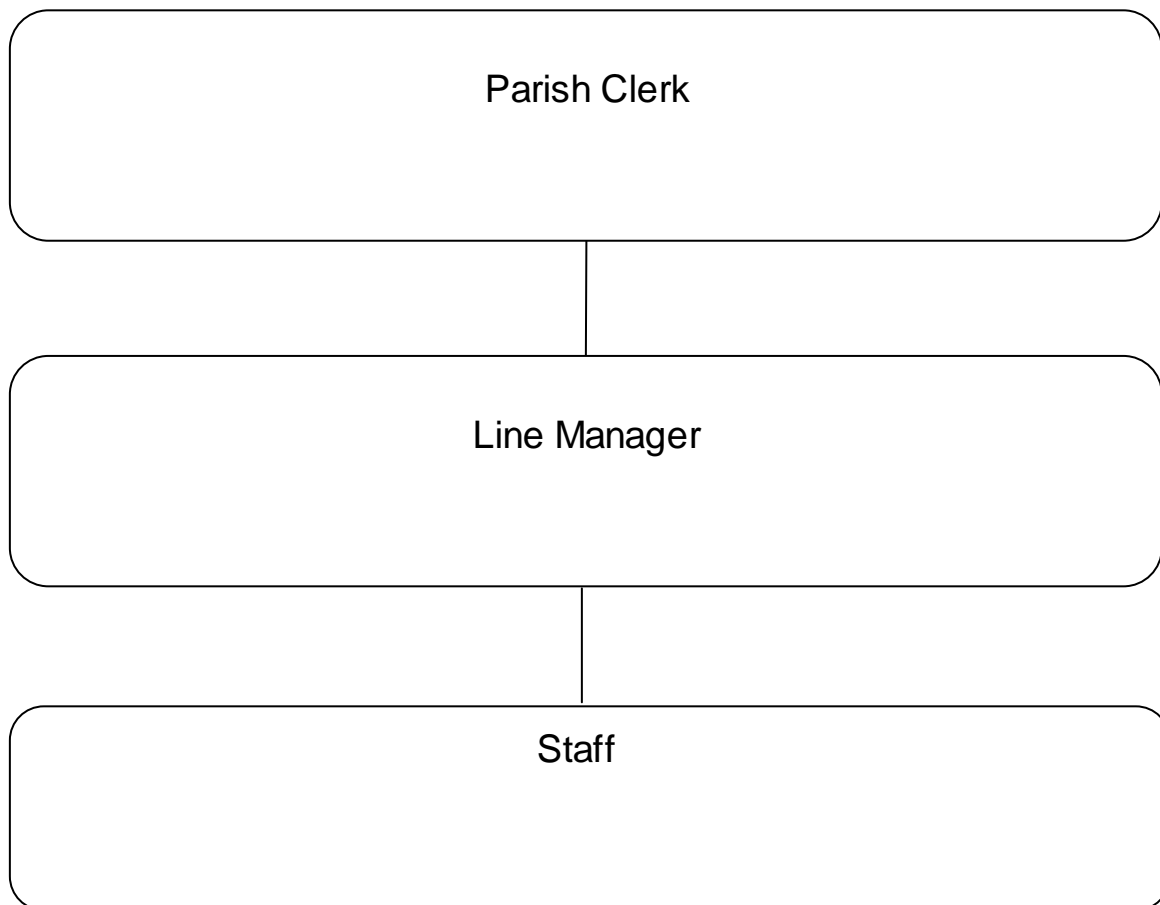
--	--	--	--	--	--

Organisation

Health and Safety Management Structure

Although the Parish Clerk has overall responsibility for the implementation of this policy day to day responsibility for specific issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for specific health and safety issues is shown in the Responsibility Chart which appears later in this document.



Health and Safety Management Responsibilities

The Parish Clerk has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies the managers and supervisors they are allocated to. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities..

Employee and workers' responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

- Ensure that company policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.

- Follow booking on and off site procedures at all sites (including head office).
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment
- Report any Good Catches, incidents, accidents and non-conformances to the H&S manager.
- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Parish Clerk has overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.

Key

PC - Sheridan Mockford, Parish Clerk

DC - Becky Bond, Deputy Clerk

Safety arrangements	PC	DC
Managing Safety & Health at Work	✓	✓
Accident, Incident, Ill Health Reporting and Investigation	✓	✓
Workplace H&S Consultation - One-to-one	✓	✓
Risk Assessment and Hazard Reporting	✓	✓
Substance & Alcohol Abuse	✓	✓
Purchasing	✓	✓
New and Expectant Mothers	✓	✓
Employing Children & Young Persons	✓	✓
Lone Working	✓	✓
Health & Safety Training	✓	✓
Health & Safety of Visitors	✓	✓
Personal Protective Equipment	✓	✓
Safe Systems of Work	✓	✓
Action on Enforcing Authority Reports	✓	✓
Equality and Disability Discrimination Compliance	✓	✓
H&S Information for Employees	✓	✓
Fire Safety - Arrangements and Procedures	✓	✓
First Aid	✓	✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓	✓
Housekeeping and Cleaning	✓	✓
Pest Control	✓	✓
Building Services	✓	✓
The Control of Hazardous & Non Hazardous Waste	✓	✓
Access, Egress, Stairs & Floors	✓	✓
Windows, Glass & Glazing in the Workplace	✓	✓
Workplace Signs	✓	✓
Working in the Open Air. Working in the Sun	✓	✓
Water Temperature Control	✓	✓
The Control and Management of Healthcare Waste	✓	✓
Electrical Safety	✓	✓

Safety arrangements	PC	DC
The Provision, Use & Maintenance of Work Equipment	✓	✓
Hand Tools	✓	✓
Office Equipment	✓	✓
Storage of Chemical Substances & Agents	✓	✓
Control of Flammable Liquids	✓	✓
Slips, Trips & Falls	✓	✓
Special Events	✓	✓
The Provision & Use of Machinery	✓	✓
The Safe Use of Machinery	✓	✓
Pressure and Compressed Air Systems	✓	✓
Work at Height	✓	✓
Access Equipment	✓	✓
Hot Work	✓	✓
Welding & Flame Cutting	✓	✓
Workplace Transport & Pedestrian Control	✓	✓
Battery Charging and Use	✓	✓
Occupational Road Safety	✓	✓
The Prevention of Sharps and Needlestick Injuries	✓	✓
Water Hazards	✓	✓
Racking Storage Systems & Mezzanine Floors	✓	✓
Safety in Food Preparation Environments	✓	✓
Zoonoses	✓	✓
Infection Control	✓	✓
Working Time, Night Work and Shift Working	✓	✓
Work Related Upper Limb Disorders WRULD	✓	✓
Leptospirosis	✓	✓
Manual Handling	✓	✓
Display Screen Equipment & DSE User Eye Tests & Spectacles	✓	✓
Legionella Control	✓	✓
Use of Chemical Agents & Substances	✓	✓
Horticultural Chemicals & Substances	✓	✓
Asbestos at Work	✓	✓
Control of Noise at Work	✓	✓
Stress in the Workplace	✓	✓
Aggression & Violence in the Workplace	✓	✓
Occupational Asthma	✓	✓
Playgrounds	✓	✓
Coin Operated Amusement Devices	✓	✓
Work with Children	✓	✓

Safety arrangements	PC	DC
Educational Visits	✓	✓
Schools & Nurseries	✓	✓
Skate Parks	✓	✓
Contractor Control & Management	✓	✓
Roof Work	✓	✓
CDM - Client	✓	✓
Basic Scaffolding	✓	✓
Mobile Plant	✓	✓
Mobile Workforce	✓	✓
Underground Services	✓	✓
Protection of Public	✓	✓
Ecology	✓	✓
Archaeology and Heritage	✓	✓

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work in force when this policy was prepared. Some of those listed will not apply to our operations, but we need to be aware of them should circumstances change.

The Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK)'.
The document is titled 'Health and Safety Legislation (UK)'.

Further detail and access to the specific wording of each of these legal requirements is available from the 24 Hour Advice Service on 0844 892 2785.

Note. Although the UK has left the EU, by virtue of the European Union (Withdrawal) Act 2018 and associated legislation, the European Regulations listed here remain in force until replaced by domestic legislation

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)

- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-12	Employing Children & Young Persons	v1
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-13	Working in the Open Air. Working in the Sun	v3
SA3-14	Water Temperature Control	v1
SA3-18	The Control and Management of Healthcare Waste	v1
SA4-1	Electrical Safety	v2
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-10	The Provision & Use of Machinery	v1
SA4-11	The Safe Use of Machinery	v1
SA4-16	Pressure and Compressed Air Systems	v1
SA4-20	Work at Height	v3
SA4-21	Access Equipment	v2
SA4-23	Hot Work	v1
SA4-27	Welding & Flame Cutting	v1
SA4-28	Workplace Transport & Pedestrian Control	v3
SA4-30	Battery Charging and Use	v1
SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-33	Water Hazards	v2
SA4-34	Racking Storage Systems & Mezzanine Floors	v1
SA4-35	Safety in Food Preparation Environments	v1
SA5-3	Zoonoses	v1
SA5-4	Infection Control	v1
SA5-5	Working Time, Night Work and Shift Working	v1
SA5-6	Work Related Upper Limb Disorders WRULD	v1
SA5-8	Leptospirosis	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2

Ref. Number	Title	Publication Date
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-15	Horticultural Chemicals & Substances	v1
SA 5-16sp	Asbestos at Work	v1 rp
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA5-23	Occupational Asthma	v1
SA6-10	Playgrounds	v1
SA6-11	Coin Operated Amusement Devices	v1
SA6-14	Work with Children	v1
SA6-15	Educational Visits	v1
SA6-16	Schools & Nurseries	v1
SA6-19	Skate Parks	v1
SA7-2	Contractor Control & Management	v1
SA7-3	Roof Work	v1
SA7-4a	CDM - Client	v2
SA7-9	Mobile Plant	v1
SA7-12	Mobile Workforce	v1
SA7-13	Underground Services	v1.1
SA7-15	Protection of Public	v1
SA7-23	Ecology	v1
SA7-24	Archaeology and Heritage	v1



West End Parish Council

Legionella Management Policy

Statement of Policy

The policy of West End Parish Council is to control, prevent and minimise the risk from legionella; to provide and maintain safe and healthy working conditions and premises for all staff, contractors, and members of the public; and to provide such resources, information, training, and supervision as needed for this purpose. West End Parish Council will do all that is reasonably practicable to manage the risk of legionellosis and will follow the steps laid out in the procedures and written control schemes.

Introduction

This document sets out the policy of West End Parish Council, lists its objectives and the procedures and processes it has in place to meet statutory requirements

The Policy

- Clearly defines roles, responsibilities, and statutory requirements.
- Requires West End Parish Council to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and Guidance L8.
- Requires West End Parish Council to maintain adequate records and review the policy on an annual basis.

NOTE: The policy on legionella is to be supported by the written control scheme from the appointed contractor which details measures required to minimise the risk of exposure to legionella bacteria throughout Council-owned properties.

Statutory Requirements

The Health and Safety at Work Act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, contractors, and the general public).

The HSE's Approved Code of Practice and Guidance Document L8 – (ACOP) "Legionnaires' disease: The control of legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to legionella risk management.

West End Parish Council's policy is to resolve to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

Implementation

This policy defines the main objectives, procedures, and processes that West End Parish Council will put in place

This policy defines the roles and responsibilities for the Duty Holder, nominated Responsible Persons and other members of staff involved in the management and maintenance of the water services. The policy confirms West End Parish Council's efforts towards preventing and minimising the risk from legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews. It defines the control measures West End Parish Council will put in place to demonstrate compliance to the ACOP L8 documentation as far as reasonably practicable.

The management of the risk from legionella bacteria will be a continual commitment involving regular review and routine maintenance tasks.



West End Parish Council

Legionella Management Policy

Responsibility

The Duty Holder position sits with West End Parish Council.

The Responsible Person is the Clerk to West End Parish Council and in their absence the Deputy Clerk to West End Parish Council.

The Responsible Person will make spot checks to ensure the control scheme is being implemented and will make quarterly checks of incident records.

In addition, appropriate persons will be suitably trained, to give them a basic understanding of the bacteria and approved methods of control appropriate for the building for which they are responsible or manage. This will be done through the BrightSafe e-learning application.

Objectives

West End Parish Council commit to the following:

- To appoint a contractor to conduct or review legionella risk assessments for Council owned properties every two years or as deemed necessary by the appointed contractor.
- To appoint a contractor to prepare a Generic Control Scheme – this should consider the measures identified in the risk assessments with the view to prevent or minimise the risk of exposure to legionella bacteria throughout Council-owned properties.
- To appoint a contractor to implement the Control Scheme – manage and implement measures as detailed under the Control Scheme.
- Record-keeping – maintain adequate records to ensure that the Control Scheme is being implemented and that statutory requirements are being met.

Review

Review this policy annually or when new legislation requires this policy to be updated.