



# BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

*Darren Tilley – Executive Officer & Town Clerk*

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18<sup>th</sup> April 2018

*To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Parminder Basra, Sharon Betts, Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.*

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday, 26th April 2018** commencing at **7.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

## **AGENDA**

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **Public Participation**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes of the Meeting held 22nd February 2018**  
To confirm the accuracy of the Minutes of the meeting held 22nd February 2018 to be signed by the Chairperson (**Enclosed**).

5. **Annual Report 2017/2018**  
To receive the draft Annual Report 2017/2018 for recommending to the Annual Meeting of the Full Council for adoption (**Enclosed**).
6. **Sports Pitch Allocations 2018/2019**  
To receive applications for sports pitches for 2018/2019 season and to determine their allocation (**Enclosed**).
7. **Implementation of General Data Protection Regulation**  
To consider arrangements for the implementation and subsequent compliance with the General Data Protection Regulation (effective from 25 May 2018) and to appoint a Data Protection Officer (**Enclosed**).
8. **Review of Health & Safety Policy**  
To consider, following consultation, a revised and updated Health & Safety Policy for adoption (**Enclosed**).
9. **Review of Continuity Plan**  
To consider, following consultation, a revised and updated Business Continuity Plan for adoption (**Enclosed**).
10. **Standing Orders, Financial Regulations and Scheme of Delegation**  
To review the Council's Standing Orders, Financial Regulations and scheme of delegation and recommend adoption at the Annual Council Meeting (**Enclosed**).
11. **Draft Schedule of Meetings**  
To receive a draft Schedule of Meetings for 2018/2019 for recommendation to Full Council for adoption (**Enclosed**).
12. **Financial Comparisons**  
To receive Financial Comparisons for the period 1st April 2017 to 31st March 2018 (**Enclosed**).
13. **Approval of Accounts**  
To consider payments from 13th February 2018 until 31st March 2018 (**Enclosed**).
14. **Shakespeare Park - Improvement & Development**  
***RECOMMENDED:-** That in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interests.*  
  
To consider progress with the project and funding position, and to determine timescales for assessing tenders and awarding the contract for the site and pavilion improvement works (**Enclosed for Councillors**).
15. **Termination of the Meeting**

NOTE:

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.*

*EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 22nd FEBRUARY 2018 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Parminder Basra, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Executive Officer & Town Clerk.

There were no members of the public present at the meeting.

**62. Apologies**

An apology for absence was received from Councillor Sharon Betts.

**63. Disclosures of Interest**

Declarations of Non-Pecuniary Interest were made in agenda item 15, Park and Stride Scheme for Millfield Academy as follows:

- a) by Councillor Nick Brown as Chair of Millfield Academy Governors and as a parent of a child at the school,
- b) by Councillor Parminder Basra as a parent of a child at the school, and
- c) by Councillor Robert Waterton as a grandparent of a child at the school.

**64. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

**65. Minutes of the Meeting held 11th January 2018**

The Minutes of the Meeting held on 11th January 2018 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 11th January 2018 be approved and signed by the Chairperson as a correct record.

**66. Braunstone Town Library - future management arrangements**

The Committee considered arrangements and timescales for the transfer of the management of Braunstone Town Library to Braunstone Town Council (item 5 on the agenda).

## RESOLVED

1. that the outline business cases submitted in September 2015 by Braunstone Town Council to run Braunstone Town Library remain available to Leicestershire County Council to accept;
2. that the principles set out in Braunstone Town Council's Mission Statement and the motion approved by the Annual Towns Meeting on 15th May 2014, be the basis upon which the Town Council reaches agreement with Leicestershire County Council to manage Braunstone Town Library;
3. that the Executive Officer & Town Clerk negotiate the detailed legal, financial, governance and management arrangements in order to progress towards transfer; and
4. THAT IT BE RECOMMENDED TO COUNCIL that subject to an acceptable offer being received from Leicestershire County Council, Braunstone Town Council take over responsibility for the management and operation of the Braunstone Town Library service under the Town Council's corporate governance, decision making and management structures; and in accordance with the Town Council's policies and procedures and allocation of resources and responsibilities.

### *Reasons for Decision*

1. *The Town Council's proposals were viable, fully costed and were supported by the local community. The second option to manage the service based on the current service provision was compliant with the County Council's support package, since the premises lease represented an existing and separate party legal agreement.*
2. *It was recognised that Leicestershire County Council was the commissioning and responsible authority for Library Services; while Braunstone Town Council would work with public bodies, service providers and the community to meet its aims and objectives to protect and enhance public services, including the Library service.*
3. *To ensure that practical arrangements concerning the transfer and the requirements going forward were in place and appropriately reflected in the legal agreements and that the necessary finance would be in place to ensure continued improvement and the long term sustainability of the service.*
4. *To approve the principle that the Town Council should formally accept an offer from Leicestershire County Council to manage and operate the Braunstone Town Library service, enabling Policy & Resources Committee and the Executive Officer & Town Clerk to enter into the detailed legal arrangements and make provision for the necessary resources and ongoing management of the Library service.*

## **67. Shakespeare Park - Improvement & Development**

The Committee considered for approval the business case and plan, funding arrangements, tender and next stages of the project (item 6 on the agenda).

## RESOLVED

1. that the Tender Specification documents and drawings, produced for inclusion in the tender package, as set out at Appendix 1 and included in the Annex papers for this item, be approved and that delegated authority be given to the Executive Officer & Town Clerk to finalise the General Specification and Bill of Quantities and make minor alterations and corrections to the Tender Documentation to ensure compliance and consistency;
2. that the Form of Tender to be used be approved based on the template attached at Appendix 2;
3. that revised timescales for the project, attached at Appendix 3, be adopted; and
4. that the updated emerging Business Case attached at Appendix 4 be approved and that delegated authority be given to the Executive Officer & Town Clerk to finalise the Business Case and Business Plan in preparation for funding applications.

### *Reasons for Decision*

1. *To ensure that the tender package was complete and provided all necessary plans and technical specifications and that the tender process would be undertaken in compliance with legislation and financial regulations.*
2. *To ensure each tender response received would be standard for compliance and assessment purposes.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
4. *To ensure that the Business Case and Business Plan reflect the overall objectives for the project while ensuring that the documents could be adapted in line with the tender and funding application processes, avoiding undue delay.*

## 68. **Citizens Advice Bureau - Service Level Agreement for Braunstone Civic Centre**

The Committee considered arrangements for the Citizens Advice Bureau Service at Braunstone Civic Centre post 31st March 2018 (item 7 on the agenda).

A report on the service provided by the Citizens Advice Bureau to residents of Braunstone Town in 2016/17 and 2017/18 to date was circulated (filed with these minutes).

**RESOLVED** that Braunstone Town Council enter into a three year Service Level Agreement with Citizen's Advice Bureau from 1st April 2018 up to 31st March 2021 based on the current Service Level Agreement and with an annual grant payment of £3,000.

### *Reason for Decision*

*To enable the Citizens Advice Bureau to continue to provide free, confidential, impartial and independent advice to local residents beyond 31st*

March 2018 without delay or a break in service, in order that residents could receive assistance with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more.

**69. Alignment of Hire Charges for Community Centres Facilities**

The Committee considered aligning hire charges to category of room (item 8 on the agenda).

**RESOLVED** that the proposed aligned Community Centres charges according to Category of Room, as attached at Appendix 1 of the report, be applied from 1st April 2018 to all new bookings and where payment would be made on or after 1st April 2018.

*Reason for Decision*

*To simply and align Community Centre charges, while ensuring sustainability of the Council's services in accordance with the Council's Medium Term Priorities and Financial Planning objectives.*

**70. Mystery Shopper Scheme**

The Committee considered arrangements for a Mystery Shopper Scheme in order to maintain and develop standards of customer service (item 9 on the agenda).

**RESOLVED**

1. that arrangements be made to invite Mystery Shoppers to take part in a Survey over a three month period, in person, by telephone or by email to cover Braunstone Civic Centre and Thorpe Astley Community Centre, for Customer Services & Information Advisors and Duty Officers roles;
2. that approval be given to pay £5 for each Mystery Shopper report completed and submitted, up to a maximum of three reports per Mystery Shopper per survey; and
3. that delegated authority be given to the Executive Officer & Town Clerk to agree the Mystery Shoppers, report form, and detailed arrangements.

*Reasons for Decision*

1. *To gather first-hand, comprehensive feedback on the level of Customer Service Standards provided by reception staff in order to improve and maintain the services the Town Council provides.*
2. *To encourage Mystery Shoppers to take part in the survey and ensure that a sufficient number of reports would be returned.*
3. *To ensure a range of services would be represented in the survey and that appropriate days and times for each survey were coordinated.*

**71. Extension of Civic Centre Licensed Bar Contract**

The Committee considered extending the Civic Centre Licensed Bar Contract by 12 months in order to accommodate refurbishment of the space and review the future contract provisions to include café services (item 10 on the agenda).

**RESOLVED** that the current Licensed Bar Contractor be offered a one-year extension of the current Licensed Bar Contract, made on 26th June 2014, until 9th July 2019, subject to the amendment of contract specification 3(i) as set out in the report.

*Reason for Decision*

*The Licensed Bar contract provisions would need to be reviewed to take into account provision of Café Services, however, a decision on the extent and scope of the building refurbishment required to do this could not be made until completion of the Shakespeare Park procurement and conclusion of the future management arrangements for the Library. With a contract value of £19,000 per annum, a one year contract extension could be offered until 9th July 2019, without breaching the requirements of the Procurement Act 2015.*

**72. Standards and Criteria for Parks Works and Maintenance Programmes**

The Committee considered a set of standards and criteria to ensure maintenance of hedges, trees and waterways across Town Council parks and open spaces was applied to a consistent criteria and standard (item 11 on the agenda).

**RESOLVED**

1. that the Standards and Criteria for Parks Works and Maintenance Programmes, attached at Appendix 1, be approved as the criteria for prioritising work for inclusion in the annual Winter Works Programme; and
2. that each request for work to be included in the Winter Works Programme, be assessed against the criteria set out in the policy.

*Reasons for Decision*

1. *To put in place a set of formal principles for including work in the Parks and Grounds annual Winter Works Programme.*
2. *To ensure that any work suggested for inclusion would be assessed against agreed criteria.*

**73. Pitch Allocations 2018/2019**

The Committee considered pitch capacity, setting fees and determined the allocations process for the 2018/2019 season (item 12 on the agenda).

## RESOLVED

1. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report;
2. that Appendix 2, Terms and Conditions for Shakespeare Park Bowling Green be amended to reflect Child Protection Policies being in line with the relevant Association's policies and best practice; and
3. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 3, with a closing date for applications on Monday 9<sup>th</sup> April 2018.

### *Reasons for Decision*

1. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*
2. *To ensure that the terms and conditions relating to Child Protection related to the appropriate association/governing body for Bowls.*
3. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*

## **74. Review of the Legal Transfer of Open Spaces, Thorpe Astley**

The Committee received an update on the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council, including the options available to the Town Council, the implications and associated costs (item 13 on the agenda).

## RESOLVED

1. that the completion of the transfer of open spaces from Persimmon Homes and the progress to land registration stage on the transfer of open spaces from Barrett Homes be noted;
2. that David Wilson Homes be asked to provide timescales for the preparation of the transfers for consideration by the Town Council with a target completion and transfer date before the end of 2018;
3. that Braunstone Town Council adopt Thorpe Astley Park without Leicestershire County Council adopting the footpath, bridge and lighting, subject to:
  - a) confirmation that the balance of the commuted sums held by Blaby District Council would be paid on or before completion;
  - b) Persimmon Homes installing the proposed new bridge at the culvert over Lubbesthorpe Brook; and
  - c) the new bridge referred to in b above being approved by a 3rd party Structural Engineer jointly appointed by the District and Town Councils and an inspection undertaken on completion to confirm drawings compliance;
4. that payment of the structural engineer (referred to in 3(c) above) and upgrade of the footpath lighting to LED be funded from the Thorpe Astley Park commuted sums budget (currently held by Blaby District Council);
5. that the position and proposals in respect of the transfer of land adjacent to the new road to the M1 Bridge, along with the adjacent land to the

- south of Priestman Road, be endorsed; and
6. that a progress report on land transfers be submitted to the Committee in August and a future report be submitted detailing land ownership of public realm in Thorpe Astley.

#### *Reasons for Decision*

1. *To recognise that significant progress had been made with the completion and adoption of open space from Persimmon Homes and with the transfers being finalised and sealed with Barrett Homes.*
2. *To ensure that David Wilson was aware of the Town Council's desire to complete the transfer of the open space without further delays and additional cost.*
3. *Thorpe Astley Park was a significant asset, which should be owned by the Town Council, however, despite the best efforts of both Braunstone Town Council and Blaby District Council, Leicestershire County Council had retracted their commitment to adopt the footpath, lighting and any new bridge at Thorpe Astley Park and given the developers had agreed to install a suitable bridge to replace the existing culvert at Lubbesthorpe Brook, transfer of the ownership of the Park should be progressed.*
4. *To ensure that the new bridge met structural and safety standards and to ensure that the ongoing costs of the lighting was minimised.*
5. *To enable appropriate plans to be drawn up and determined which would benefit residents of Thorpe Astley with useable recreation space, while providing appropriate screening for local residents reducing any adverse environmental impact. To recognise that the transfer of the land south of Priestman Road as part of the wider site would avoid any additional legal costs.*
6. *To keep a watch on progress to in implementing the Town Council's desire to complete the transfer of the open space without further delays and additional cost. To consider whether any additional action was needed concerning public realm ownership and maintenance issues.*

#### **75. Highways Grass Cutting**

The Committee received an update on additional (7th) annual highways verge cuts (item 14 on the agenda).

**RESOLVED** that no further action be taken concerning additional seasonal highway grass cuts at the present time.

#### *Reason for Decision*

*Blaby District Council were no longer responsible for Highways Grass Cutting in the District and therefore, the current arrangement with the District Council to part fund the seventh seasonal highway verge cut would end in March 2018.*

#### **76. Park and Stride for Millfield Academy**

The Committee considered whether the Town Council should support the Park & Stride Scheme for Millfield Academy and authorise the use of

Mosssdale Meadows Car Park as an official Park & Stride location (item 15 on the agenda).

## **RESOLVED**

1. that the request by Leicestershire County Council to use Mosssdale Meadows Car Park as an official "Park & Stride" parking location for Millfield Academy from 9th April 2018 for a trial period of six months during an experimental traffic order be approved; and
2. that the impact of the trial upon the car park, park and the community generally be reviewed by the Committee prior to the expiry of the trial period in order to determine whether or not Mosssdale Meadows Car Park could be used as an official "Park & Stride" parking location for Millfield Academy on a permanent basis and if so, under what conditions.

### *Reasons for Decision*

1. *To allow Mosssdale Meadows Car Park to be used as an alternative parking location for Millfield Academy (the Winstanley Arms being the primary Park & Stride location) in order that a School Clear Zone, designed to reduce congestion, increase active and sustainable travel and safety by putting physical traffic management measures in place, could be trialled.*
2. *To ensure that the impact of the trial on the car park, park and surrounding area could be reviewed prior to making the arrangements permanent.*

## **77. Internal Audit Services**

The Committee considered appointing a new Internal Auditor for 2017/2018, following the withdrawal of the offer of the originally appointed Internal Auditor to continue to provide internal audit services to the Town Council, and whether to join Leicestershire and Rutland Association of Local Councils Internal Audit Service from the next financial year (commencing 1st April 2018) (item 16 on the agenda).

## **RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

1. that John Marshall be appointed through the Leicestershire and Rutland Association of Local Councils to undertake the Town Council's Internal Audit for the Year Ending 31st March 2018; and
2. that Braunstone Town Council join the Leicestershire and Rutland Association of Local Councils' Internal Audit Service from the financial year beginning 1st April 2018.

### *Reasons for Decision*

1. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*
2. *To ensure that in future years the Council would be able to access an accredited auditor through a benchmarked local council sector Internal Audit service.*

**78. Scattering of ashes on Town Council Land**

The Committee considered a request of a local resident to scatter ashes on Town Council owned land and whether to give delegated authority to the Executive Officer & Town Clerk to authorise future requests (item 17 on the agenda).

**RESOLVED** that delegated authority be given to the Executive Officer & Town Clerk to determine requests to scatter / bury ashes on the Town Council's land in accordance with the Process for dealing with Requests set out in the report and that the scheme of delegation be amended accordingly.

*Reason for Decision*

*To enable requests to be considered and dealt with in a controlled, dignified and appropriate way specific to the area of public open space, its use and users, while avoiding any delays.*

**79. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2017 to 31st January 2018 (item 18 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2017/2018.*

**80. Approval of Accounts**

The Committee considered payments from 1st January 2018 until 12th February 2018 (item 19 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 1st January 2018 until 12th February 2018 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

**81. Organisation Review and Interim Arrangements**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information / Legal Advice).*

The Committee set out proposals to reorganise staffing resources to utilise spare capacity and ensure the delivery of Library and Customer Services,

including timescales for consultation and implementation and interim arrangements from April 2018 for the period prior to implementation (item 20 on the agenda).

## **RESOLVED**

1. that temporary staffing arrangements, implemented until 31st March 2018, in respect of sickness absence and leave cover for the Customer Services Shop, be extended until 30th June 2018; and
2. that in the event of a transfer of the Library Service to Braunstone Town Council, delegated authority be given to the Executive Officer & Town Clerk to implement temporary staffing arrangements for the Library Service by consent using the Town Council's existing staffing establishment resources.

### *Reasons for Decision*

1. *To ensure that service levels could be retained in the event of long term sickness absence and staff leave, without adversely impacting upon the Council's management and administrative staff, while the future direction of services and the staffing resource required was assessed.*
2. *To avoid any unnecessary delay with transferring the Library Service to the Town Council's Management, while ensuring that a proper assessment, including a staff consultation, was undertaken prior to confirming the future staff establishment and resources required.*

## **82. Termination of the Meeting**

The meeting closed at 9.10pm.

### NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

### EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 26<sup>th</sup> April 2018.*

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 26th APRIL 2018**

#### **Item 5 – Annual Report 2017-2018**

##### Purpose

To receive the draft Annual Report 2017/2018 for recommending to the Annual Meeting of the Full Council for adoption.

##### Background

Each year the Council publishes an Annual Report, which is presented at the Annual meeting of the Town Council in May, which sets out its achievements during the previous 12 months. Following adoption of the Annual Report, it is published and circulated along with a satisfaction survey, the results of which are considered by the Town's Citizens' Advisory Panel.

In 2016, the Town Council changed the format of its Annual Report:

- a shorter version, 2 pages instead of 4 pages;
- focus on achievements removing standard references and listing of the Council's services;
- a section summarising key plans/projects for the forthcoming year; and
- information which the Town Council is required to publish: accounts and payments to members of the Council remains included.

Instead of sending to 300 random addresses, the Annual Report is published in the Braunstone Life (in place of the standard monthly page for the month) and will continue to be available on the Council's website and from the Customer Service Shop.

The proposed 2017/2018 Annual Report is attached at Appendix 1. Please note that some detail remains to be included, such as the accounts information for 31st March 2018.

##### Recommendations

1. that delegated authority be given to the Executive Officer and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2017/2018 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2017/2018, attached as Appendix 1, be received and adopted.

## Reasons

1. To enable the inclusion of the provisional year end accounts and ensure that the document was finalised and presented for public consumption.
2. To report on the Town Council's achievements and to set out its priorities for the forthcoming year.



## Welcome to our Annual Report 2017/2018

By **Councillor Nick Brown**, Leader of Braunstone Town Council

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Our Annual Survey responses this year showed high satisfaction across our services. We valued your input and throughout the year have acted on comments you made. Therefore, I encourage residents this year to again respond to our survey, your input is valued in shaping our priorities and services to meet resident's needs. I would also like to extend our appreciation to all those local residents and groups who have, over the year, become involved in events and projects instigated by the Council and given their support to assist us in providing the high level of service to local people.



I am delighted that during the year we made significant progress with the NHS to ensure that the unused medical rooms at Thorpe Astley Community Centre would be utilised for much needed GP services from April 2018. We also received planning approval for our ambitious proposals to improve the pavilion, recreation and play facilities at Shakespeare Park. During 2018/2019 we plan to obtain funding, appoint a contractor and start the works. Finally, on 9th March, Leicestershire County Council approved the principle of the Town Council taking over the management of our Library. Over the summer of 2018 we will be working with the County Council on the detailed legal agreements and timescales for transfer. This is good news for Braunstone Town since this decision at last secures the future of our library after years of uncertainty.

More up to date information on the Council's services and the latest news can be found on our website at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk) or contact our Customer Service Shop at Braunstone Civic Centre where the Council's staff would also be pleased to help.

Once again, thank you for your time.

Councillor Nick Brown

### Accounts for the Year Ended 31<sup>st</sup> March 2018

Year Ended 31 <sup>st</sup> March 2017		Year Ended 31 <sup>st</sup> March 2018
£		£
<b>350,420.68</b>	<b>Balances brought forward</b>	<b>TBC</b>
495,653.00	(+) Annual Precept	<b>TBC</b>
233,535.76	(+) Total other receipts	<b>TBC</b>
442,383.95	(-) Staff costs	<b>TBC</b>
63,912.42	(-) Loan interest / capital repayments	<b>TBC</b>
260,509.61	(-) Total other payments	<b>TBC</b>
<b>312,803.46</b>	<b>(=) Balances carried forward</b>	<b>TBC</b>
		<b>TBC</b>
308,408.89	Total cash and short term investments	<b>TBC</b>
4,542,472.99	Total fixed assets and long term assets	<b>TBC</b>
379,906.10	Total borrowings	<b>TBC</b>
<b>The Audit for 2017 was completed on 22nd September 2017</b>		

### MEMBERS ALLOWANCES 2017/2018

The Council believes in openness and transparency, therefore, each year we publish the amount paid to Town Councillors in allowances and the amounts claimed in expenses. Below are the allowances paid (gross) and expenses claimed.

	ALLOWANCE	EXPENSES	TOTAL
Cllr A Ambrose	£375	£0	£375
Cllr M S Aslam	£375	£0	£375
Cllr A S Basra	£375	£0	£375
Cllr P Basra	£375	£0	£375
Cllr R Berrington	£375	£0	£375
Cllr S Betts	£375	£0	£375
Cllr N J Brown	£0	£0	£0
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£18	£18
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£375	£0	£375
Cllr D Joshi	£375	£0	£375
Cllr P Kennedy	£375	£0	£375
Cllr B Layne	£375	£0	£375
Cllr S Maxwell	£375	£0	£375
Cllr P L Moitt	£375	£0	£375
Cllr G Sanders	£375	£0	£375
Cllr T Shepherd	£375	£0	£375
Cllr D Singh	£375	£0	£375
Cllr R Waterton	£375	£0	£375
Cllr B Wright	£375	£0	£375

### Our Mission Statement

*"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination."*



### BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785

EMAIL: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk) [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

# About Braunstone Town Council



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

The Council comprises 21 members who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader and Deputy Leader

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Plans & Environment Committee. The Plans & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public a week before the meeting date. Meetings are held at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website

## Our Achievements in 2017/2018

- Held public meetings with the NHS and local GP surgery to **address issues with primary care/General Practice provision** across the Town.
- Worked with the NHS, Kingsway Surgery and Blaby District Council to ensure that **NHS General Practice services** would be provided from **Thorpe Astley Community Centre**, including signing of the agreement and carrying out modifications to the building.
- Co-ordinated and supported Community Groups to deliver a varied **programme of events to the community** including quiz nights, concerts and craft fairs.
- Following vandalism, made **improvements** to play equipment and safety surfaces at **Franklin Park Play area**.
- Reached an in-principle agreement with Leicestershire County Council to manage **Braunstone Town Library**, while the County Council continues to meet its long-term lease obligations.
- Completed the legal transfer and took possession of public open space at Thorpe Astley from Persimmon Homes. We completed transfer arrangements with Barrett Homes, for transfer in 2018/19.
- Obtained planning approval and received tenders for the contract for the **improvements to the Pavilion, recreation and play facilities at Shakespeare Park**, aiming for work to commence in 2018/19.
- Continued to work with Blaby District Council to support initiatives aimed at **improving air quality** and mitigating impact of the Lubbethorpe development on residents.
- Invested in two new **speed monitoring signs** to address safety concerns around speeding traffic and facilitated the establishment of a **Community Speed Watch Scheme** in Thorpe Astley.
- Ensured the **continuation and improvement of pre-school services at Thorpe Astley Community Centre**.
- Invested in new more **efficient parks plant equipment**, while making **on-going savings**.

### Room Hire Figures

CENTRE		Year Ended 31 <sup>st</sup> March 2018
Braunstone Civic Centre	Hires	3023
	Income	£70,251.93
Thorpe Astley Community Centre	Hires	1613
	Income	£29,872.27

## Plans for 2018/2019

In addition to the continuing with the existing level of services, the Town Council aims to achieve the following during the forthcoming year:

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Continue to provide and support important **quality of life** initiatives, such as crime reduction and grants for community groups, youth projects and individuals and tackling poor air quality;
- Positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and **community/social inclusion initiatives**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- Complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the **Culvert at Thorpe Astley Park**;
- Actively working with the developer and Blaby District Council to ensure that the **land adjacent to the M1 bridge is suitably landscaped** to provide protection for residents from the new road and to provide a leisure and recreation space;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

### Annual Survey - available in July and August 2018 Responses Entered into a Free Prize Draw

The views of Braunstone Town residents are vital in assisting the Council in providing services that people really want and also helps us to articulate the needs and aspirations of our local community to the larger District and County Councils or to other agencies and government bodies.

You can help us in making decisions on our services by completing the Council's Annual Survey. The survey will be available in July. Hard copies can be obtained from Braunstone Civic Centre and Thorpe Astley Community Centre, or if you wish we can post it to you. The survey is also available online at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

**CLOSING DATE FOR RETURNING YOUR RESPONSES**  
**9am, TUESDAY 28th AUGUST 2018**

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 26th APRIL 2018

#### Item 6 – Sports Pitch Allocations 2018/2019

##### Purpose

To receive applications for sports pitches for 2018/2019 season and to determine their allocation.

##### Pitch Allocations Process

Under the Pitches Policy and Procedure, adopted 15th January 2015, allocation of pitches will be undertaken by the Executive Officer and Town Clerk in the event that requests for allocations can be met within capacity; where requests for pitch allocations exceeds capacity then allocations will be determined by Policy and Resources Committee.

##### Pitch Capacity and Applications 2018/2019

In accordance with the Pitches Policy and Procedure, Policy & Resources Committee determined pitch capacity for the season at its meeting on 22<sup>nd</sup> February 2018, prior to advertising the availability of pitches and inviting applications.

The Bowling Green is available for one club and one club has applied, Shakespeare Park Bowling Club.

Applications for football pitches have now been received and these are set out against the agreed capacity in the table below:

<b>PARK</b>	<b>PITCH</b>	<b>CAPACITY</b>	<b>REQUESTED</b>	<b>DIFFERENCE</b>
Mosssdale Meadows	Senior Pitches	95 matches	60	-35
	Junior Pitches	100 matches	55	-45
	Mini Pitches	40 matches	40	0
Shakespeare Park	Junior Pitch	50 matches	60	+10
	Mini Pitch	40 matches	50	+10
Thorpe Astley Park	Senior Pitch	30 matches	30	0
<b>TOTAL</b>		<b>355 matches</b>	<b>295</b>	<b>-60</b>

A list of football teams, which have applied for pitches, including the pitch, day and time and the number of matches is attached as Appendix 1.

## Recommendations

1. That the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2018 season be approved;
2. that the football pitch application requests received, as set out at Appendix 1, for the 2018/2019 season be approved and allocated as submitted;
3. that delegated authority be given to the Executive Officer & Town Clerk to reach an agreement between the football clubs (ref 6 – 9) which submitted pitch application requests for the Sunday 10.30am slot on the Senior and Junior Pitches at Mosssdale Meadows for the 2018/2019 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
4. that delegated authority be given to the Executive Officer & Town Clerk to allocate teams at Mosssdale Meadows to a designated pitch; and
5. that football pitches allocated matches in excess of the approved capacity (Mini Pitches and Junior Pitches at Shakespeare Park) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Executive Officer & Town Clerk deem that each individual pitch quality was suitable.

## Reasons

1. The Shakespeare Park Bowling Club was the only Club who applied and have a successful track record of operating from the Shakespeare Park site.
2. To enable the clubs to have security of a home ground for the season.
3. To enable the clubs, who have a local connection and have had regular allocations at Mosssdale Meadows to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.
4. Mosssdale Meadows contained two pitches for each type (6 pitches in total): Senior, Junior and Mini; once discussions had taken place between the clubs, balanced allocations could be made to specific pitches to avoid over use of specific pitches.
5. To avoid further overuse of the pitches, which had been allocated above the approved capacity.

## APPENDIX 1

	CLUB	PARK	PITCH	10.00 – 11.30	12.30 – 1.30	2.00 – 3.00	DAY	NO OF MATCHES REQ.
1	Braunstone Trinity Vets	Mossdale	Senior 1			x	Saturday	10
2	Kingsway Rangers under 10	Mossdale	7 x 7 Mini	X			Sunday	10
3	Kingsway Rangers Foxes Under 14	Mossdale	11 x 11 Junior	X			Sunday	20
4	Kingsway Rangers Under 13	Mossdale	11 x 11 junior	X			Sunday	15
5	Kingsway Rangers Under 16	Mossdale	Senior 1	X			Sunday	15
6	Braunstone Trinity Adults	Mossdale	Senior 2	x			Sunday	10
7	Mossdale Rangers	Mossdale	Senior 2	X			Sunday	15
8	Kingsway Rangers under 11	Mossdale	9 x 9 Junior	X			Sunday	10
9	Braunstone Titans Under 12	Mossdale	9 x 9 Junior	X			Sunday	10
10	Kingsway Rangers Under 7	Mossdale	5 x 5 Mini	X			Sunday	10
11	Braunstone Titans under 10	Mossdale	7 x 7 Mini		X		Sunday	10
12	Braunstone Titans Under 9	Mossdale	7 x7 Mini		X		Sunday	10
13	Braunstone Titans Under 18	Mossdale	Senior 1		x		Sunday	10
14	Braunstone Juniors Under 7	Shakespeare	5 x 5 Mini	X			Sunday	10
15	Braunstone Juniors Under 8	Shakespeare	5 x 5 mini	x			Sunday	10
16	Braunstone Juniors Under 9	Shakespeare	7 x 7 Mini	x			Sunday	10
17	Braunstone Juniors Foxes Under 9	Shakespeare	7 x 7 Mini		x		Sunday	10
18	Braunstone Juniors Under 10	Shakespeare	7 x 7 Mini	X			Sunday	10
19	Braunstone Juniors Under 11	Shakespeare	9 x 9 Junior	X			Sunday	20
20	Braunstone Juniors Under 12	Shakespeare	9 x 9 Junior	X			Sunday	20
21	Braunstone Juniors Under 13	Shakespeare	11 x 11 Junior		X		Sunday	20
22	Braunstone Juniors Under17	Thorpe Astley	Senior		X		Sunday	15
23	Braunstone Juniors Under 18	Thorpe Astley	Senior	x			Sunday	15

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 26th APRIL 2018**

#### **Item 7 – Implementation of General Data Protection Regulation**

##### Purpose

To consider arrangements for the implementation and subsequent compliance with the General Data Protection Regulation (effective from 25 May 2018) and to appoint a Data Protection Officer.

##### Background

The General Data Protection Regulation (GDPR) will take effect in the UK from 25th May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used.

The GDPR applies to Braunstone Town Council as a public authority. The GDPR requires public authorities to appoint a Data Protection Officer (DPO), which is included in draft new data protection legislation currently being considered in Parliament. Since in the GDPR, and the new data protection legislation, the definition of a public authority is the same as that used in the Freedom of Information Act 2000.

##### Obligations of the General Data Protection Regulation

The GDPR's main concepts and principles are very similar to those contained in the current Data Protection Act 1998 and the Information Commissioner's Office will still be the regulator in charge of data protection and privacy issues.

Since Braunstone Town Council is complying with the current law, most of the Council's processes and procedures will remain the same. However, there are some changes and additions, which are set out at Appendix 1.

The following actions are required to ensure compliance with the General Data Protection Regulation:

##### *1. Personal Data Audit*

Essentially a Personal Data Audit is the compilation of a list of the personal data the Town Council holds, where it came from and who it is shared with. It is proposed that this Audit is carried out by the Council's Managers and Staff under the direction of the Executive Officer & Town Clerk. The guidance and template questionnaire to be used to undertake the Personal Data Audit is attached at Appendix 2.

## 2. *Privacy Notices*

A review of current privacy notices needs to be undertaken to ensure they are compliant with changes made under the GDPR by the implementation of 25th May 2018.

Attached at Appendix 3 is a revised and updated Privacy Notice dealing with how the Council processes data for customers, hirers, residents and members of the general public.

Attached at Appendix 4 is a Privacy Notice in respect of the Council's processing of data for role holders (i.e. staff, Councillors and anyone else with a role in the Council, e.g. volunteers).

These Privacy Notices are modified template general notices based on the Town Council being a public service provider, local authority and employer; and to that extent both comply with the principles of the GDPR. The Personal Data Audit may identify modifications and clarifications to the Privacy Notices and should these be required, the proposed amendments will be reviewed at a future meeting of Policy & Resources Committee.

## 3. *Policies*

Policies relating to data processing and protection need to reflect the new requirements. The Town Council currently has a Data Protection Scheme, however, a more detailed overarching policy would be more suitable since much of the information contained in the Data Protection Scheme will be included in the Privacy Notices.

A proposed Data Protection Policy is attached at Appendix 5.

## Action Plan

The Executive Officer & Town Clerk intends to implement the following actions to ensure that the Town Council is in a position to comply with the obligations under the GDPR:

1. Raise awareness – Councillors, staff, and volunteers, to be made aware that the law is changing.
2. Allocate responsibilities – to ensure the council's compliance with data protection law.
3. Data Audit – to identify the personal data the Council holds and where it came from.
4. Identify and document the 'lawful basis' for processing data – To legally process data under the GDPR the Council must have a 'lawful basis' to do so.
5. Check processes meet individuals' new rights – The GDPR gives people more rights over their data.
6. Determine a process for dealing with 'subject access requests' – Individuals have the right to know what data the Council holds on them, why the data is being processed and whether it will be given to any third party. They have the right to be given this information in a permanent form, known as a 'subject

access request'. If a subject access request is received, the Town Council will need to find all the relevant data and comply within one month of receipt of the request.

7. Review how the Council obtains consent to use personal data – under the GDPR consent must be freely given, specific and easily withdrawn. Individuals must positively opt-in.
8. Update Policies & Notices – have clear, practical policies and procedures for staff to follow, and monitor their operation.
9. Privacy Notices – the Council must tell people in a concise, easy to understand way how it uses their data. Under the GDPR privacy notices must give additional information such as how long we will keep data and what lawful basis we have to process data. See proposed Privacy Notices at Appendix 3 and 4, which may need to be reviewed following the Data Audit.
10. Data Retention & Disposal – Ensure data subjects are informed of how long data will be retained. When disposing of records and equipment, the Council must ensure that personal data cannot be retrieved from them.
11. Websites – Control access to any restricted area and ensure consent for personal data (including images) to be published on the website/social media.
12. Data sharing – ensure consent to share personal data with others and make sure it is kept secure when shared.
13. CCTV – Inform people what it is used for and review retention periods.
14. Training – train staff on the basics of personal data security, where the law and good practice need to be considered and where to turn for advice.
15. Consider whether extra protection is required for children – The GDPR says children under 16 cannot give consent (although this will be reduced to 13 in the UK) so consent needs to be obtained from a parent or guardian.
16. Update contracts to deal with processing by others.
17. Personal Data Breaches – ensure there are controls and processes to detect, report and investigate these.
18. Build data protection into new projects - GDPR makes privacy by design an express legal requirement. To achieve this, data protection impact assessments should be undertaken where new technology is being deployed, where profiling may significantly affect individuals or sensitive categories of data will be processed on a large scale.
19. Appoint a Data Protection Officer. The GDPR sets out in detail the minimum responsibilities of the Data Protection Officer (DPO) role. GDPR specifies that DPOs “should assist the controller or the processor to monitor internal compliance with this Regulation. The Data Protection Officer must be a competent person and must not have a conflict of interest, i.e. also be the Data Controller. To that extent, the Council may have to buy in services from an outside body, such as the Leicestershire & Rutland Association of Local Councils.

## Recommendations

1. That a Personal Data Audit be undertaken, as detailed in the report and using the guidance and template questionnaire at Appendix 2;
2. that the revised and updated Privacy Notices, dealing with how the Council processes data for customers, hirers, residents and members of the general public, attached at Appendix 3, dealing with the Council's processing of data for role holders, attached at Appendix 4, be approved; and that delegated authority be given to the Executive Officer & Town Clerk to make modifications to the Privacy Notices as a result of the findings of the Personal Data Audit;
3. that the proposed Data Protection Policy, attached at Appendix 5, be adopted, with a consultation open to Councillors, Staff, Customers, Hirers and stakeholders, to comment and recommend any changes, with the final version being presented to a future meeting of Policy & Resources Committee for approval; and
4. that delegated authority be given to the Executive Officer & Town Clerk to implement the 19 actions identified in the report, to ensure the changes identified at Appendix 1 to data protection requirements would be implemented; provided that any cost to the Council was within the delegated spending limits under Standing Order 6.6c(ii).

## Reasons

1. To formally identify the personal data held and processed by the Town Council and assess whether there would be any risks in the processing the Council carries out.
2. To ensure that the Council declares in a concise, easy to understand way the lawful basis for collecting and processing personal data and how long personal data would be retained.
3. To codify the Town Council's overarching policy and commitment to lawful and transparent processing of data and to ensure that Councillors, Staff, Customers, Hirers and stakeholders could input into the Town Council's approach.
4. To ensure that the systems, processes, guidance and support was in place to ensure that the Town Council and its Councillors and staff were compliant with the requirements of the GDPR.

## **APPENDIX 1 - General Data Protection Regulation Changes and Additions**

The table below was produced by the National Association of Local Councils (February 2018) and highlights changes and additions to date protection requirements as a result of the General Data Protection Regulation.

<b><i>Change</i></b>	<b><i>Detail of Change</i></b>	<b><i>Impact of Change</i></b>
<b>Record Keeping</b>	Each Data Controller must maintain a record of processing activities under its responsibility. Data Processors must also keep a record of the processing activities they carry out on behalf of a Data Controller.	The level of detail is the same as contained in an ICO registration / notification at present and the log can be requested at any time by the ICO.
<b>Privacy Notices</b>	Under the GDPR, privacy notices must contain more information, be more transparent, use clear and plain language, and must be easily accessible.	Privacy notices will need to be reviewed and updated to make them clearer, more transparent and easily accessible.
<b>Consent</b>	The way consent is obtained will change under the GDPR as individuals have more rights to decide how their data is processed. Where processing personal data is based on consent, the council must be able to evidence the consent. Consent must be by an “opt in” method.	The types of processing activities which require the consent of an individual need to be identified and consents must be captured in a GDPR compliant manner.
<b>Breaches</b>	Data Controllers must report personal certain types of data breaches to the ICO without ‘undue delay’, and where possible no later than 72 hours after having become aware of the breach. An individual who has suffered damage as a result of a breach can claim compensation from the Data Controller or the Data Processor.	How councils handle data breaches should be reviewed. Training will be required to increase awareness of what constitutes a breach and how to escalate investigations into breaches.

## **APPENDIX 1 - General Data Protection Regulation Changes and Additions**

<b><i>Change</i></b>	<b><i>Detail of Change</i></b>	<b><i>Impact of Change</i></b>
<b>Right of Access (Subject Access Requests)</b>	The time limit to comply with a Subject Access Request (“SAR”) has been reduced from 40 calendar days to one calendar month. The ability to charge £10 per SAR has been removed so all SARs are free of charge from 25 <sup>th</sup> May 2018.	The SAR process will need to be reviewed and updated accordingly.
<b>Data Privacy Impact Assessments (“DPIA”)</b>	The GDPR makes it mandatory for DPIAs to be carried out in certain situations. DPIAs will need to contain a description of the processing and the purpose of the processing and need to identify any risks to the personal data and the rights and freedoms of individuals, and the measures and safeguards implemented to mitigate these risks.	DPIAs will need to be introduced where new technologies are used (e.g. CCTV or other monitoring) for high risk data processing activities (e.g. large scale processing of sensitive personal data) or when there are systematic and extensive activities which use automated processing to evaluate, analyse or predict behaviour (e.g. tracking behaviour on a website).
<b>Privacy by Design</b>	When developing, designing or using services or applications which involve processing personal data, Data Controllers and Processors should adopt internal policies and measures to ensure personal data is protected.	If councils introduce new IT systems or launch new websites which collect personal data these new systems should have data protection controls built into their designs from the outset.
<b>Right to Object to processing</b>	Individuals must be advised of their right to opt out of processing activities, including marketing.	“Unsubscribe” methods will need to be reviewed. Any reasonable requests to object to processing should be stored and evidenced.

## **APPENDIX 1 - General Data Protection Regulation Changes and Additions**

<b><i>Change</i></b>	<b><i>Detail of Change</i></b>	<b><i>Impact of Change</i></b>
<b>Right to Erasure</b>	An individual has a right to request that their personal data is deleted. A Data Controller must delete personal data unless there is a legal obligation to retain the personal data.	Data deletion processes will need to be introduced so that data is not retained indefinitely. It's likely a "data cleansing" exercise will need to be carried out prior to 25th May 2018 so that the council is not storing data it no longer requires or has a need to retain.
<b>Profiling</b>	An individual has the right not to be subject to a decision based solely on "automated processing", including profiling. This is where a computer, or computer software rather than a human makes a decision about an individual.	Activities that rely or use automated decision making need to be identified. Processes need to be put in place to allow, where possible, individuals to object to automated decision making (and e.g. request that a human intervenes to make the decision).
<b>Data Protection Officer</b>	A Data Protection Officer (DPO) will need to be appointed by councils. The DPO should report to the highest level of management (i.e. full council) and must be informed about all data protection issues within the council.	Councils and parish meetings must appoint a DPO. Most clerks and RFOs cannot be designated as a council's DPO because they are unlikely to satisfy all of the requirements of the job.
<b>Right of Portability</b>	The GDPR introduces a new right of data portability. This right allows for the data which an individual provided to the Data Controller to be provided to the individual in a structured format, to allow it to be provided to another Data Controller.	It will be important to understand where the data is being stored and in what format to make it easier to move personal data (and receive personal data from other data controllers).

## Appendix 2 – Personal Data Audit Guidance and Questionnaire

The purpose of this audit questionnaire is to ensure that the Town Council complies with record keeping obligations under the GDPR.

This questionnaire will be used by the Executive Officer & Town Clerk, Service Managers and Council staff to audit personal data held and processed by Braunstone Town Council. It is important that officers undertaking the audit complete this form as comprehensively as possible.

The purpose of a data audit is to find out:

1. what data the Town Council is processing,
2. what it is used for,
3. where it is located and
4. who has access to it.

It is an important step in assessing whether there are any risks in the type of processing the council carries out. For example if the council processes a large amount of sensitive personal data but has no access controls in place restricting who can see or use the data, that is a security risk which needs to be fixed. Without carrying out an audit a council may not know what risks it currently has with data.

The generic phrase “council” has been used to refer to the data controller (see glossary below) using the questionnaire.

### Glossary

- **"Personal Data"** is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.
- **"Data controller"** is the person or organisation who determines the how and what of data processing.
- **"Data processor"** is the person or firm that processes the data on behalf of the controller.
- **"Data subject"** is the person about whom personal data is processed.
- **"Processing"** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.
- **"Sensitive personal data or special categories of personal data"** are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

<b>Part A: YOUR INFORMATION</b>		
1.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) b) c) d)
2.	Data controller (e.g. name of local council or parish meeting)	
3.	Date you completed this questionnaire	
<b>Part B: COMMUNICATING PERSONAL DATA</b>		
4.	<p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p><b>a) What type of personal data does the council keep?</b> e.g. name, contact details such as bank details.</p> <p><b>b) Where does the council get the personal data from?</b> e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.</p> <p><b>c) Why does the council collect or process the data – what does the council do with the personal data?</b> For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions. <i>Please list all reasons.</i></p> <p><b>d) Who does the council disclose personal data to?</b> E.g. the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers</p> <p><b>e) Do the council or parish meeting minutes contain personal data?</b></p> <p><b>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</b> e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</p> <p><b>g) Does the council collect any sensitive personal data?</b> see definition above.</p> <p><b>h) If so for what reason?</b> e.g. for safeguarding compliance; physical or mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring. <i>Please list all reasons.</i></p>	

<b>Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH</b>		
5.	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p><b>a) Who does the council keep personal data about?</b> e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors. <i>Please list any others</i></p> <p><b>b) What type of personal data does the council keep?</b> e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills. <i>Please list any others</i></p> <p><b>c) Where does the council get the data from?</b> e.g. the individuals, suppliers. <i>Please list any others</i></p> <p><b>d) Why does the council collect or process the data?</b> e.g. council property maintenance and repairs and management of council facilities, pay and manage staff. <i>Please list any other reasons.</i></p>	
<b>Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA</b>		
6.	<p>a) How does the council store the personal data collected?</p> <p>b) Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what?</p> <p>c) How does the council manage access to data</p> <p>d) What is the process involved in giving access to staff or councillors?</p>	
7.	<p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p>	
8.	<p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</p>	
9.	<p>Does the council provide a copy of all existing privacy notices?</p>	
10.	<p>So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details.</p>	
11.	<p>Does the council have any policies, processes or procedures to check the accuracy of personal data?</p>	
12.	<p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>b) What are these?</p>	

13.	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p>	
14.	Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents	
15.	<p>a) Are cookies used on our council website?</p> <p>b) Does the council provide information about the cookies used and why they are used?</p> <p>c) Does the council keep a record of the consents provided by users to the cookies?</p> <p>d) Does the council allow individuals to refuse to give consent?</p>	
16.	Does the council have website privacy notices and privacy policies?	
17.	<p>a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive?</p> <p>b) What does the training involve?</p>	
18.	<p>a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</p> <p>b) If so, how regularly are these activities carried out?</p>	
19.	<p>a) What does the council do about archiving, retention or deletion of personal data?</p> <p>b) How long is personal data kept before being destroyed or archived?</p> <p>c) Who authorises destruction and archiving?</p>	
<b>Part E MONITORING</b>		
20.	<p>a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:</p> <p>(i) computer networks and connections</p> <p>(ii) CCTV and access control systems</p> <p>(iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies)</p> <p>(iv) remote access systems</p> <p>(v) email and instant messaging systems</p> <p>(vi) telephones, voicemail, mobile phone records</p> <p><i>Please list anything else.</i></p> <p>b) Does the council have notices, policies or procedures relevant to this monitoring?</p>	



## **BRAUNSTONE TOWN COUNCIL**

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

*Darren Tilley – Executive Officer & Town Clerk*

**BRAUNSTONE CIVIC CENTRE** Kingsway, Braunstone Town, Leicester LE3 2PP

**Civic Centre Reception & Bookings, Customer Service Shop**

**Thorpe Astley Community Centre Bookings**

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

**Tel: 0116 2890045**

**Tel: 0116 2890704**

**Fax: 0116 2824785**

## **GENERAL PRIVACY NOTICE**

### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

### **Who are we?**

This Privacy Notice is provided to you by Braunstone Town Council, which is the data controller for your data.

### **Other data controllers the council works with:**

- Statutory and Public Bodies, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

**The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

**How we use sensitive personal data**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

**Do we need your consent to process your sensitive personal data?**

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

**What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when

exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1) *The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal

data and where we obtained the personal data from. Once we have received your request we will respond within one month.

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) *The right to correct and update the personal data we hold on you***
- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) *The right to have your personal data erased***
- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only***
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) *The right to data portability***
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) *The right to lodge a complaint with the Information Commissioner's Office.***
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing

conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

This Notice was last updated in April 2018.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Customer Services, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

Tel: 0116 289 0045

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)



## **BRAUNSTONE TOWN COUNCIL**

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

*Darren Tilley – Executive Officer & Town Clerk*

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**Tel: 0116 2890045**

**Tel: 0116 2890704**

**Fax: 0116 2824785**

## **PRIVACY NOTICE – ROLE HOLDERS**

### **Staff, Councillors and other role Holders**

#### **Who are Role Holders?**

- Staff: employees, workers, agency staff and those retained on a temporary or permanent basis
- Councillors: elected and co-opted members of Braunstone Town Council
- Other Role Holders: includes, volunteers, contractors, agents, former staff and former councillors. It also includes applicants or candidates for any of these roles.

#### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

#### **Who are we?**

This Privacy Notice is provided to you by Braunstone Town Council which is the data controller for your data.

#### **The council works together with:**

- Statutory and Public Bodies, such as local authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies

- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**What data do we process?**

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.

- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

**We use your personal data for some or all of the following purposes: -**

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests

- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

### **How we use sensitive personal data**

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Do we need your consent to process your sensitive personal data?**

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Information about criminal convictions**

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

### **What is the legal basis for processing your personal data?**

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

### **Sharing your personal data**

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies

- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your responsibilities**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

### **Your rights in connection with personal data**

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1. *The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### **2. *The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

#### **3. *The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

#### **4. *The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5. *The right to data portability***
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7. *The right to lodge a complaint with the Information Commissioner's Office.***
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

This Notice was last updated in April 2018.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Executive Officer & Town Clerk, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

Tel: 0116 289 9270

Email: [executiveofficer@braunstonetowncouncil.org.uk](mailto:executiveofficer@braunstonetowncouncil.org.uk)



**BRAUNSTONE TOWN COUNCIL**

**DATA PROTECTION POLICY**

**Adopted 30th APRIL 2018**

DATE ADOPTED	30th April 2018	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S			

# **BRAUNSTONE TOWN COUNCIL**

## **DATA PROTECTION POLICY**

### **General Data Protection Regulation**

*This is the Data Protection Policy of Braunstone Town Council*

#### **1. PERSONAL DATA**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

#### **2. COUNCIL DUTIES**

Braunstone Town Council needs to collect and process data for the purposes of undertaking its duties and responsibilities and providing public services to customers, residents and hirers.

The Town Council also needs to collect and process data to operate as a body corporate and an employer; such data includes personal data relating to Councillors, staff and other role holders within the Town Council.

#### **3. PERSONAL DATA COLLECTED**

The following identified the personal data collected by the Town Council:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where hirers pay for activities, such as use of a community facility or sports pitch, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- Website data - activity information (including user behaviour data):
  - Information from synching with other software or services
  - Interaction with social media (functional and/or marketing) and what information is available?
  - Information about payments
  - Access to social media profiles
  - Demographic information
- Information collected automatically from use of the service? e.g.
  - Device information (nature of device and/ or identifiers)

- Log information (including IP address)
- Location information (how is location collected/inferred)
- Device sensor information
- Site visited before arriving
- Browser type and or OS
- Interaction with email messages
- Information from other sources?
  - Referral or recommendation programmes
  - Publicly accessible sources
- Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent)
  - Essential login/authentication or navigation
  - Functionality – remember settings
  - Performance & Analytics – user behaviour
  - Advertising/retargeting
  - Any third party software served on users
  - Other
- Nature of any outbound communications with website users
  - Email
  - Telephone (voice)
  - Telephone (text)

#### 4. PERSONAL DATA RECORDS

**The council will comply with data protection law. This says that the personal data the Council holds must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly set out and not used in any way that is incompatible with those purposes.
- Relevant to the purposes identified and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes required.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

#### 5. PERSONAL DATA PROCESSING

**We use personal data for some or all of the following purposes:**

- To deliver public services including to understand customer/hirer needs to provide the services requested and to understand what we can do for our customers, hirers and residents and inform them of other relevant services;
- To confirm identity to provide some services;
- To contact the customer by post, email, telephone or using social media;
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;

- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek views, opinions or comments;
- To notify residents and stakeholders of changes to our facilities, services, events and staff, councillors and role holders;
- To send communications which have been requested and that may be of interest to the individual concerned. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

## 6. LEGAL REQUIREMENTS

The council is a public authority and has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services.

We will always take into account the individual's interests and rights. Our Privacy Policies set out individual rights and the council's obligations in detail.

We may also process personal data if it is necessary for the performance of a contract, or to take steps to enter into a contract. An example of this would be processing data in connection with the hire of a room at a community centre or the use of sports facilities.

Sometimes the use of your personal data requires the individual's consent and we will first obtain that consent for the proposed use.

## 7. SHARING PERSONAL DATA

The Town Council will implement appropriate security measures to protect personal data.

Our Privacy Policy provides information about the third parties with whom the Council will share personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible directly for the manner in which they process and protect your personal data.

It is likely that we will need to share personal data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors.
- Other local authorities, statutory bodies or public service providers.

## 8. IDENTIFYING HOW LONG PERSONAL DATA IS KEPT

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Town Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## 9. INDIVIDUAL RIGHTS

Individuals have the following rights with respect to their own personal data:

- i. The right to access personal data the Council holds
- ii. The right to correct and update the personal data
- iii. The right to have personal data erased
- iv. The right to object to processing of personal data or to restrict it to certain purposes only
- v. The right to data portability
- vi. The right to withdraw consent to the processing at any time for any processing of data to which consent was obtained
- vii. The right to lodge a complaint with the Information Commissioner's Office.

When exercising any of the rights listed below, in order to process the request, the Town Council may need to verify the individual's identity for security reasons. In such cases the Council will ask for proof of identity before these rights can be exercised.

Individuals can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## 10. TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also

accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

#### 11. CHANGES TO THIS POLICY

The Town Council we keep this Policy under regular review and it will be reviewed at least every 3 years.

#### 12. CONTACT DETAILS

Please contact us if you have any questions about our Data Protection Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Customer Services, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

Tel: 0116 289 0045

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

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## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 26th APRIL 2018**

#### **Item 8 – Review of Health & Safety Policy**

##### **Purpose**

To consider, following consultation, a revised and updated Health & Safety Policy for adoption.

##### **Background**

Under the Health and Safety at Work etc Act 1974, Braunstone Town Council is responsible for the health and safety of its workforce and any other persons who use its facilities and services or who may be affected by our activities.

The current Health and Safety Policy Statement was adopted in February 2012 and therefore, a full review of the Policy Statement has been undertaken and amendments proposed to ensure that it is fit for purpose for the nature and scale of the Town Council's activities.

The proposed Health & Safety Policy Statement is attached at Annex 1 and is set out in two parts. The first part sets out our approach to managing Health and Safety, paragraph 9 deals with shared work places. The second part sets out our approach to dealing with risks, Appendix 1 provides guidance to assessing and undertaking a Risk Assessment.

To ensure that the Policy Statement is an easy and reliable reference document for all health and safety matters, it continues to include references to relevant forms and guidance and has been updated to include references to relevant legislation.

Appendix 2, lists the Council's operational risk assessments, the service areas to which they apply and the date they were last reviewed. Appendix 3, is a reference document for key contacts and health and safety responsibilities. Both Appendix 2 and Appendix 3 are designed to be updated on a regular basis.

A copy of the current Health & Safety Policy statement adopted by the Council in February 2012, is attached at Annex 2.

##### **Consultation**

The Health & Safety Consultative Group on 1st November 2017 and the Council's Management Team on 13th March 2018 considered and shaped the proposed Policy Statement. The Health & Safety Consultative Group also considered the draft proposal at its meeting on 11th April 2018.

The proposed policy statement was also the subject of consultation with staff, Councillors, the Council's professional advisors and partners, to enable them to:

1. challenge whether the proposed policy was fit for purpose,
2. put forward any alternative proposals and suggestions, and
3. discuss how the proposed policy may impact on their role and responsibilities.

The deadline for consultation responses was 12noon on Monday 16th April and the responses received and action taken is summarised in the table below.

<b>Subject Area</b>	<b>Consultee Response</b>	<b>Management Action/Response</b>
Risk Assessments	In 'Risk Assessment' there should be a stronger reference to the use of experts (e.g. in local Universities). For example, the discovery of asbestos in a building is a serious matter requiring expert risk assessment.	First paragraph of Section 11, Risk Assessments, now includes a statement on seeking technical expertise and advice where required and/or where there are serious and significant risks being assessed.

### Recommendations

1. That the revised Health & Safety Policy Statement (April 2018), attached as Annex 1 to the report, be approved and adopted on Monday 30th April 2018; and
2. that delegated authority be given to the Executive Officer & Town Clerk to update Appendices 2 and 3 of the Policy Statement and references to legislation, forms and guidance to reflect any changes as they occur.

### Reasons

1. To ensure that the policy would be compliant with statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers; and that the policy statement reflected the nature and scale of activities undertaken by the Town Council.
2. To ensure that the references included in the Policy Statement were kept up to date in a timely manner so that the document was an easy and reliable reference document for all health and safety matters.



**BRAUNSTONE TOWN COUNCIL**

**HEALTH AND SAFETY POLICY STATEMENT**

**Adopted 30th APRIL 2018**

DATE ADOPTED	30th April 2018	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S			

**BRAUNSTONE TOWN COUNCIL**

**HEALTH AND SAFETY POLICY STATEMENT**

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***Contents to be completed, once document finalised.***

## **BRAUNSTONE TOWN COUNCIL**

### **HEALTH AND SAFETY POLICY STATEMENT**

#### **Health and Safety at Work etc Act 1974**

*This is the Health & Safety Policy Statement of Braunstone Town Council*

#### 1. **PURPOSE**

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions

#### 2. **GENERAL STATEMENT**

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them (see Appendix 3 for details of the Council's advisors).

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use our premises e.g. members of the public (hirers, customers, users), Councillors, contractors and visitors.

The contents of this policy statement is informed by statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers. The Policy will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness at least annually and a formal review will be undertaken every three years.

### 3. ROLES AND RESPONSIBILITIES

**Overall and final responsibility** for health and safety matters rests with the Council's Policy & Resources Committee, who review and revise this policy as necessary at regular intervals. The Corporate Governance Sub-Committee has oversight of the systems and processes which ensure the Council undertakes its responsibilities in accordance with the law.

**Day to day responsibility** for ensuring this policy is put into practice is delegated to the Executive Officer & Town Clerk.

**To ensure health and safety standards are maintained/improved**, the following people have responsibility in the following areas:

<b>Service Area</b>	<b>Responsible Manager</b>
Braunstone Civic Centre	Resources & Facilities Manager
Community Development	Community Services Manager
Corporate Management	Executive Officer & Town Clerk
Parks & Open Spaces	Community Services Manager
Planning & Environment	Executive Officer & Town Clerk
Thorpe Astley Community Centre	Resources & Facilities Manager

**All employees** have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Supervision of **trainees/work experience** will be arranged, undertaken and monitored by the Line Manager / Supervisor of the service.

## PART 1 – APPROACH TO MANAGING HEALTH AND SAFETY

### 4. ACCIDENTS

*Health and Safety at Work etc Act 1974*  
*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*  
 (RIDDOR)

If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe.

Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

### Reporting and Recording Accidents

Braunstone Town Council recognises its **duty to report and record all accidents** at work.

Details of all accidents involving employees or members of the public shall be recorded on an **Accident Report Form** and submitted to the Responsible Manager.

**Individual employees are responsible for reporting accidents** and potential accidents/near misses that occur at work on the mandatory Accident Report Form, which is available from Centre Receptions, on General Share, from the Executive Officer & Town Clerk's Office or from your Line Manager.

The Executive Officer & Town Clerk will record all accidents/near misses in an **Accident Book** and will be responsible for reporting 'Lost Time' accidents. All accidents and cases of ill health as a result of an accident at work are to be recorded in the accident book. The book is kept by the Executive Officer & Town Clerk.

The Responsible Manager will ensure that **accidents and work related causes of sickness absences are investigated** and that the causes are analysed to assist in formulating preventative measures and will report to the Council's Officer Management Team and Health & Safety Consultative Group. The Responsible Manager will ensure the agreed preventative measures are implemented.

The Executive Officer & Town Clerk is responsible, where required by law, for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## 5. EMPLOYEE CONSULTATION

*Health and Safety (Consultation with Employees) Regulations 1996*  
*Safety Representatives and Safety Committees Regulations 1977*

Each Staff Team:

- Administration
- Cleaning & Premises
- Community Centres Duty Officers
- Customer & Information Services and Community Services & Engagement
- Parks & Open Spaces (Grounds Staff)

will appoint a representative for consultation in respect of Health & Safety matters.

Consultation with employees is provided at:

- Health & Safety Consultative Group
- Service Team Meetings
- One to one meetings with individual staff members

Members of the Health & Safety Group are attached at Appendix 3.

## 6. FIRE & EVACUATION PROCEDURES

### Fire Prevention

*Dangerous Substances and Explosive Atmospheres Regulations 2002*

*Fire Precautions Act 1971*

*Fire Precautions (Workplace) Regulations 1997 – as amended*

Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace ranges from the obvious, e.g. heating fuel, petrol, paint thinners and welding gases to the less obvious, e.g. packaging materials, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

The Responsible Manager is responsible for ensuring the **fire risk assessment** is undertaken and implemented, including appropriate provision of fire exits, alarms and extinguishers.

**Safety Checks at the Council's Community Centres** will be carried out under the direction of the Resources & Facilities Manager as follows:

- a) Centres Staff (Cleaning & Premises, Customer Services, and Duty Officers) are responsible for ensuring that the foyers, corridors and exit routes are free from obstructions at regular intervals during their shift;
- b) Centres Staff will test alarms every week and undertake emergency evacuation on a quarterly basis;
- c) Cleaning & Premises Operatives will check and that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

**Safety Checks at the Council's Parks Premises** will be carried out under the direction of the Deputy Executive Officer and Community Centres Manager, with Senior Ground staff responsible for ensuring that:

- a) exit routes are free from obstructions on a regular basis throughout the day;
- b) alarms are tested every week and undertake emergency evacuation on a quarterly basis;
- c) that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

### Evacuation Procedure

Community Centres Reception staff must wear **lapel badges** at all times so that they can be identified by visitors to the Centre.

Fire action notices are positioned around all of the Council's premises to inform staff and visitors of the action to be taken in an emergency.

Community Centres Reception staff are required to ensure the evacuation of the premises giving assistance to disabled and sensory impaired persons. Evacuation should be completed in a calm manner - do not run. Staff are advised not to attempt to re-enter the premises for any reason after the alarm has sounded.

At both Braunstone Civic Centre and Thorpe Astley Community Centre, Reception staff must ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

At other premises, the person discovering the fire should ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

In the event of a fire, employees are requested to leave the premises by the nearest available exit:

- Braunstone Civic Centre – Assemble on the KINGSWAY CENTRAL RESERVATION
- Thorpe Astley Community Centre – Assemble near the FAR RIGHT CORNER OF CAR PARK

In the event of an evacuation due to fire, on arrival the Fire Brigade should be directed to the FIRE BOXES, which contain information on the premises, such as gas cut off points, etc. The Fire Boxes are located in the Interview Room at the Civic Centre and the Reception/Office at the Thorpe Astley Community Centre and the Mossdale Meadows Workshop.

### Gas Leak Action

Notices advising what to do in the event of a gas leak are displayed in Civic Centre kitchens and boiler room and at the Thorpe Astley Community Centre in the boiler room and Reception/Office.

## 7. FIRST-AID

### *The Health and Safety (First Aid) Regulations 1981*

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from beginning major ones.

All Community Centres and parks and grounds staff are required to attend a “First Aid at Work Appointed Person Course”.

The Civic and Community Centres’ Reception staff must wear lapel badges at all times to ensure that they can be identified by visitors to the Centre.

First Aid Boxes are held at the following locations:-

- |                                   |  |
|-----------------------------------|--|
| Civic Centre                      | - General Office<br>- Licensed Bar     |
| Thorpe Astley<br>Community Centre | - Reception Desk/Office                |
| Parks & Grounds                   | - Staff Break Room<br>- Pick-up Trucks |

The appointed persons/first aiders are listed at Appendix 3.

Centres Staff (Customer Services and Duty Officers) are responsible for advising hirers of the Community Centres accommodation of the identity of First Aiders and the location of First Aid boxes (BTC 5). Cleaning & Premises Staff are responsible for checking the contents of First Aid boxes in accordance with the Council's procedures (ZM 7)

The Deputy Executive Officer & Community Services Manager is responsible for advising Sports Clubs/User Groups at the Council's parks of the Council's requirements regarding First Aid (BTC 54). Senior Grounds persons are responsible for checking the contents of First Aid Boxes in accordance with the Council's Procedures (ZM 7).

## 8. CONTRACTORS/VISITORS

### Fire & Evacuation Procedures

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency. The Centres Reception staff are responsible for ensuring that visitors, regular users and hirers of accommodation at the Council's Community Centres are aware of the Emergency Procedures (BTC 51) and for advising Contractors of the Council's Emergency Procedures and Health & Safety requirements (BTC 52).

The Licensed Bar Contract places responsibility upon the Licensee for ensuring that his/her employees are aware of the Council's Emergency Procedures.

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's facilities at Shakespeare Park, Holmfield Park and Mossdale Meadows are advised of the Council's Emergency Procedures (BTC 54).

### Permit to Work

The Centres Reception staff/Parks & Grounds staff are responsible for issuing 'Permits to Work' to Contractors (BTC75). A permit must be drawn up for any potentially hazardous activity requiring control procedures in order to achieve safety. Permits are not required for activities which are part of normal routines, the safety of which is covered by other means such as written work instructions or for very simple safe activities.

It is often advisable to use a permit procedure when, to achieve safety, there is a need to co-ordinate the activities of separate participants, i.e. Staff and Contractors. Careful judgement must be exercised to ensure that permits are issued only when necessary as indiscriminate use would overload the system and lower the effectiveness of the permit.

Examples of the need for a Permit are:-

- a) Hot Work – Hot work includes welding, flame cutting, brazing, grinding or any activity likely to produce heat or sparks. Permits are not required for safe areas designated for such work such as welding bays in maintenance workshops.
- b) Confined spaces – A confined space is an area that is substantially enclosed. A permit to work is required in all circumstances involving this type of work. A safety person who is familiar with the premises, the activity and who has been briefed as to the action to take in the event of a problem arising is to be present at all times a person is within the confined space. The area must be isolated of all the services to the enclosed space and consideration must be given to the activity being carried out. For instance hot work may require special extraction and or breathing apparatus. The temperature of and the time duration a person may be in the enclosed space should be considered and specified on the Permit to Work. If fumes are known to have existed they must be tested to be clear before entry is allowed.
- c) Work at Height – Any work involving access to roofs and or trenches must be covered by a Permit to Work. Work within premises where there is a risk from falling objects that would endanger personnel or equipment should also be covered by a Permit to Work.
- d) Chemical or Highly Flammable Areas – A permit is to be used where electrical equipment is to be used in chemical areas where highly flammable chemicals are present. For example – drills.
- e) Electrical Systems – A Permit to Work will be required where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- f) Safety and Emergency Systems – Where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- g) Lone Working – Where a person is to work alone within an area of premises away from other personnel who can reasonably be communicated with then a Permit to Work is to be issued. The person and checkers are to be briefed on the procedure for lone working.
- h) Asbestos – An assessment of the potential risk must be undertaken before work commences. Provide information on the location and condition of material to anyone who is liable to work on or disturb it.

## 9. CO-OPERATION IN SHARED WORKPLACES

### Braunstone Civic Centre

The Resources & Facilities Manager is responsible for the co-operation of Health & Safety matters with the occupiers of these premises.

### Licensed Bar Facilities

The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees

The Contractor shall identify risks to the health and safety of employees and others and provide the Resources & Facilities Manager with Risk Assessments, particularly in connection with the following:-

- (1) Food Safety (General Food Hygiene) Regulations
- (2) Food Safety (Temperature Control) Regulations
- (3) Pressure Systems and Transportable Gas Containers Regulations
- (4) Manual Handling Operations Regulations

The Contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Council's Health & Safety Policy.

The Contractor or a competent deputy duly authorised by the Contractor to act on his/her behalf must be present at the Location and shall be available to the Council's Management and member of staff on duty (Duty Officer or Customer & Information Services Advisor) in person at all times during which the Service is provided. The Contractor or a competent deputy must wear lapel badges (bearing the words "Bar Manager") at all times so that they can be identified by the Council's employees and visitors for the purposes of customer safety and the preservation of order.

The Executive Officer & Town Clerk shall be empowered to suspend the provision of the Service in the event of non-compliance by the Contractor with health and safety matters. The Contractor shall not resume provision of the Service until the Executive Officer & Town Clerk is satisfied that the non-compliance has been rectified. In respect of any such period of suspension the default provisions as set out in the Contract shall apply.

### Thorpe Astley Community Centre

The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with occupiers of rooms provided for the Police and National Health Service. The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with the pre-school provider.

The Police, National Health Service and Pre-school provider will have regard to the Council's Health & Safety Policy. Whilst on premises owned by the Council, the occupiers of the Police and National Health Service rooms and the Pre-school

provider must ensure that their employees comply with the Council's Health & Safety Policy.

The Executive Officer & Town Clerk shall be empowered to suspend the occupation of these rooms, in accordance with the Licence, until any non-compliance has been rectified.

## 10. PERSONAL PROTECTIVE EQUIPMENT

The Responsible Manager will be responsible for ensuring that a Personal Protective Equipment Assessment is completed to ensure that appropriate information, equipment, instruction and training is issued.

BTC 48 (Community Centres Cleaners)  
BTC 46 (Parks & Grounds)  
BTC 11 (Risk Assessment)

The Cleaner & Premises Operatives (Community Centres) and Senior Grounds persons (Parks & Grounds) will be responsible for completing periodic reviews (BTC 46 Parks & Grounds, BTC 10 Community Centres) to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order and that adequate storage facilities have been provided.

## 11. RISK ASSESSMENTS

**Risk assessments will be undertaken** by the Responsible Manager. Where technical expertise is required and/or there are serious/significant risks being assessed, the Responsible Manager will commission qualified experts to advise and undertake the assessment.

Guidance on undertaking a Risk Assessment is set out at Appendix 1.

**The findings of the risk assessments** will be reported to the:

- Health & Safety Consultative Group; and
- Council's Officer Management Team.

**Action required** to remove/control risks will be approved by the Executive Officer & Town Clerk.

The Responsible Manager will be **responsible for ensuring the action required is implemented** and will check that the implemented actions have removed/reduced the risks.

**Risk Assessments will be reviewed** every 3 years or when the work activity changes, whichever is soonest. The Council's current Risk Assessments, including the review date, are set out at Appendix 2.

## 12. TRAINING

### Induction training

Induction training will be provided for all employees by the Line Manager who will ensure that all new employees complete the Induction Checklist set out in the Employee's Handbook.

Where specific jobs require special training, the Responsible Manager will make arrangements for this to be undertaken, which can be by a work colleague or by attendance on a training course.

### Ongoing Training

Training will be identified, arranged and monitored by the Line Manager who will also make arrangements for the following refresher training to be completed on an annual basis:

Parks & Grounds Staff Only  
(Annual prior to grass cutting season)  
- Assessment Forms (BTC 21)

- Tractor Action Video
- Training Guide (BTC 20)
- Power Take Off Shafts (BTC 19)
- Prevention of Tractors averting Leaflet (BTC 22)

All Employees

- Fire Extinguishers 'What you need to know' Video and Assessment (Annually)
- First Aid Video and Assessment (annually)

Training records are kept by the Personal Assistant and Administrative Officer, who is also responsible for ensuring that any changes to the Council's Health and Safety Procedures are made to the 'Master File' and copies distributed to all relevant members of staff.

## 13. WORKPLACES (HEALTH, SAFETY & WELFARE)

The Service Manager is responsible for ensuring that a periodic review is undertaken in their services to check working conditions and ensure safe working practices are being followed (NALC - Workplace Risk Assessment Form).

The Cleaner & Premises Operatives (Community Centres) and the Senior Grounds persons (Parks & Grounds) are responsible for regular Fire Check Lists (BTC 45), Internal Inspections (ZM Form 7), Cleansing Specifications (BTC 12), Work Equipment and Maintenance Schedule (BTC 60), Completing IWS Legionellosis checks and monitoring Log Books, etc. The Council's requirements for good housekeeping and the maintenance, repair and servicing of equipment is set out in the Centres and Parks & Grounds Health and Safety Inspection Regime Folders.

The Senior Grounds persons are responsible for all regular external inspections (ZM Form 8).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that any conditions attached to the Public Entertainments Licence are complied with.

Centres Staff (Customer Services, Duty Officers and Cleaner & Premises Operatives) and the Senior Grounds persons are responsible for ensuring that all Health & Safety Weekly Report Sheets are completed in a timely manner BTC 50 (Civic Centre and Thorpe Astley Community Centre) and BTC 44 (Parks & Grounds).

The Council recognises its responsibility to protect non-smokers from discomfort caused by tobacco smoke. Employees are therefore prohibited from smoking in all of the Council's buildings and vehicles as follows:

- a) Offices, function rooms and all areas at the Civic and Community Centres.
- b) All Town Council vehicles
- c) The Council's Parks' properties and Workshop

All Managers and Supervisors are responsible for implementing this policy and ensuring that sufficient no smoking signs are displayed.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for ensuring that break rooms/kitchens/eating facilities (as appropriate) are kept clean to a suitable hygiene standard.

Members of the Health & Safety Consultative Group will keep the Council's Risk Assessments under review to reflect changes in activities, etc.

All Employees have a duty to familiarise themselves with the Risk Assessments (see Appendix 2) relevant to their work and adopt the procedures and working practices contained within them.

## **PART 2 – DEALING WITH RISKS TO HEALTH AND SAFETY**

### **14. ASBESTOS**

*Control of Asbestos at Work Regulations 2002*  
*Asbestos (Licensing) Regulations 1983 (as amended)*  
*Asbestos (Prohibitions) Regulations 1992 (as amended)*

Asbestos is the largest single cause of work related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos, or come into contact with it during repair and maintenance work they are at risk. Working with asbestos should be avoided if possible, but if not, it must be done safely.

Asbestos can be found in buildings from 1950 to 1985 in many forms. It may also be found in some vehicle brake pads and clutch linings.

The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure

to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

The Responsible Manager is responsible for ensuring that a copy of the Council's 'Asbestos Risk Assessment' is issued to Employees/Contractors who carry out any type of maintenance, repair or refurbishment work. Suitable guidance notes (Health & Safety Leaflet C300) must also be provided.

## 15. DISPLAY SCREEN EQUIPMENT

*Health and Safety (Display Screen Equipment) Regulations 1992*

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury, or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of work stations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

Guidance Notes are displayed in the General Office at the Braunstone Civic Centre and the Reception/Office at the Thorpe Astley Community Centre (FS327 A2).

The Responsible Manager is responsible for ensuring that all relevant employees:

- i. are given the necessary training (ZM 28/29),
- ii. complete a display screen risk assessment (BTC 63),
- iii. implement any necessary control measures to eliminate or reduce the identified risks.

Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from Braunstone Town Council.

## 16. FOOD HYGEINE

Centres Staff (Customer Services and Duty Officers) are responsible for ensuring that Community Groups are issued with Food Safety Guidance leaflets (BTC 51).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's parks facilities are issued with Food Safety Guidance Leaflets (BTC 54).

The Licensed Bar Contractor provides a function/catering package at the request of customers. The Contract between the Council and Licensed Bar Contractor requires the Licensed Bar Contractor to comply fully with The Food Premises (Registration) Regulations 1991, the relevant provisions of The Food Act 1984, and with all Regulations made thereunder, including The Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 as amended, or any other statutory enactment relating to food/hygiene for the time being in force.

## 17. HAZARDOUS SUBSTANCES

*Control of Substances Hazardous to Health Regulations 2002 (COSHH)  
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002  
Control of Lead at Work Regulations 2002*

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust, fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death.

### COSHH

COSHH safety notices and Guidance Procedures are displayed at the chemical store, Shakespeare Park, Workshop, Mossdale Meadows and cleaners store at both Community Centres (BTC 16).

The Responsible Manager will be responsible for **identifying substances** which need a COSHH assessment

**Staff who use hazardous substances** will be responsible for undertaking COSHH assessments.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for notifying their Responsible Manager of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments of the substance and appropriate control measures can be identified (BTC Forms 47, BTC Forms 49/1 – Civic Centre and 49/2 Thorpe Astley Community Centre)

The Responsible Manager will be responsible for ensuring that all **actions identified** in the assessments are implemented.

The Line Manager will be responsible for ensuring that all of their relevant employees are informed about the COSHH assessments.

The Responsible Manager will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest

**Safety Data Sheets** from suppliers are maintained in folders in the Civic Centre General Office, the Reception/Office at the Thorpe Astley Community Centre and chemical store, Shakespeare Park.

The Senior Grounds persons and Assistant Grounds person are required to obtain certificates of **competence for the safe use of chemicals**.

The Senior Grounds persons and Assistant Grounds person are responsible for ensuring that the **chemical application book** is completed and warning sign used whenever chemicals are applied.

### Spill Control

The Responsible Managers are responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained at the Civic Centre, Chemical Store, Shakespeare Park and Garage, Mossdale Meadows (BTC 15).

## 18. HEIGHTS

*Provision and Use of Work Equipment Regulations 1998*  
*Lifting Operations and Lifting Equipment Regulations 1998*  
*Construction (Health, Safety and Welfare) Regulations 1996*

Falls from a height account for around 70 fatalities and 4000 major injuries every year. One of the main causes is falls from ladders. To help prevent falls from height we consider the risks to workers, ensure they are trained and have suitable and safe equipment for the tasks, and ensure they are properly managed and supervised. We will also ensure that sufficient protection measures (e.g. suitable and sufficient personal protective equipment) are in place while they are working at height.

## 19. LEGIONELLOSIS

As legionella bacteria are commonly encountered in environmental sources they may eventually colonise manufactured water systems and be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to legionella bacteria is increased, the Council recognises that it is important to control the risk by introducing measures which:

- Do not allow proliferation of the organisms in the water systems; and
- Reduce, as far as is reasonably practicable, exposure to water droplets and aerosols.

Integrated Water Services (IWS) has been commissioned to undertake Risk Assessments in accordance with The Prevention or Control of Legionellosis Approved Code of Practice (Health & Safety at Work Act 1974).

The IWS Assessment and Management Plan are available for inspection in the Executive Officer & Town Clerk's office. The Assessment contains three sets of recommendations:-

- i. Measures to improve management and records
- ii. Remedial Action on Systems: the Responsible Manager is responsible for ensuring all 'high risk' improvements detailed in the IWS assessments is implemented.
- iii. Health & Safety Controls: the Responsible Manager will ensure all Controls detailed in the assessment are implemented, which includes:-
  - Little used outlets should be flushed for a minimum of two minutes (weekly)
  - Hot Water Outlets (where no Thermostatic Mixing Valve (TMV) fitted) and pre TMV hot water should reach 50°C within 1 minute of full flow operation water outlets and the cold feed to TMVs should be less than 20°C within two minutes of full flow operation. Output from calorifiers at least 60°C, return at least 50°C (Monthly)
  - Shower heads and hoses should be removed, dismantled and cleaned using a shower head descaler (quarterly)
  - Complete Representative Outlet Temperature Monitoring Log. All domestic cold water storage tanks (cisterns) should be inspected for cleanliness once per year, cleaning and disinfection will be required if found to be dirty or contaminated (Annually)
  - Temperatures of all domestic cold water storage tanks should be checked six monthly. Inlet (at ball valve) and storage temperature should be less than 20°C. (Six Monthly)

Additional assets should be monitored and inspected in line with the recommendations of the water hygiene risk assessment.

The Responsible Manager will be responsible for arranging any necessary remedial action highlighted in the IWS Log.

Routine Monitoring Records will be retained for at least 5 years and annual summary report forms will be lodged with the Responsible Manager in a timely manner.

## 20. LONE WORKING

Braunstone Town Council has a specific Lone Working Policy & Procedure, which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks.

In accordance with the Lone Working Policy & Procedure, the Service Manager is responsible for completing risk assessments, maintaining procedures and implementing improvements when necessary.

Controls on lone working is incorporated in the 'Our Controls' Column of the Council's Risk Assessments, which are issued to all lone workers.

As a condition of their terms of employment all members of staff are expected to respond to emergency call outs from lone workers when required. The Resources & Facilities Manager is responsible for updating the Key holders/Callout list and distributing a copy to each member of staff whenever amendments are made.

## 21. MACHINERY

*Management of Health and Safety at Work Regulations 1999*  
*Provision and Use of Work Equipment Regulations 1998*

Vibration from work with powered hand held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

Back damage can be caused by vibration from a vehicle or machine passing through the seat into the driver's body through the buttocks – known as whole body vibration. Whole body vibration can also be caused by standing on the platform of a vehicle or machine, so vibration passes into the operator through their feet.

The Service Manager is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment (NALC - Work Equipment Risk Assessment-64).

The Service Managers and Supervisors are responsible for maintaining the Work Equipment Inventory and Maintenance Schedule (BTC 60, 61 & 62).

Staff are advised to report any faults immediately to their Manager/Supervisor.

The use of the Council's equipment is restricted to only the trained operatives and staff as set out in the Work Equipment Maintenance Schedule (BTC 60, 61, & 62).

## 22. MAINTENANCE AND BUILDING WORK

*Construction (Health, Safety and Welfare) Regulations 1996 (building work)*  
*Construction (Design and Management) Regulations 1994*  
*Lifting Operations and Lifting Equipment Regulations 1998*  
*Provision and Use of Work Equipment Regulations 1998*  
*Confined Spaces Regulations 1997*

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes e.g. the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, e.g. ladders, are the most common cause of serious injury.

All contractors should be qualified and competent and issued with a permit to work, which is detailed under the section Contractors/Visitors.

## Pressure Systems

*Pressure Systems Safety Regulations 2000*

*Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996*

*Transportable Pressure Vessels Regulations 2001*

Pressure cookers, boilers, steam heating systems, gas cylinders and air compressors are common examples of equipment and systems containing a fluid under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every year. They mainly happen when equipment fails through poor design, incorrect fitting or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

All contractors working on pressure systems should be qualified and competent and should be issued with a permit to work, which is detailed under the section Contractors/Visitors.

## 23. MANUAL HANDLING

*Manual Handling Operations Regulations 1992*

*Management of Health and Safety at Work Regulations 1999*

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over three day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained, together with relevant training on both manual handling and using the equipment safely.

Line Managers and Supervisors are responsible for ensuring that the staff that report to them receive appropriate training (BTC 56)

New employees will be required to complete a Manual Handling Risk Assessment checklist (ZM Form 5). Line Managers and Supervisors should also ensure that Risk Assessments are completed (ZM Form 5) and implementing controls to reduce the risk of injury.

The Resources & Facilities Manager is responsible for ensuring that appropriate guidelines are followed when the Q Stage System is erected and dismantled (BTC 14).

## 24. NOISE AT WORK

### *Noise at Work Regulations 1989*

High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.

### Deciding whether an assessment is needed

A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.

As a rough guide, an assessment of daily personal exposure (Lep,d) will usually be needed wherever people have to shout or have difficulty being heard clearly by someone about 2 metres away, or they find it difficult to talk to each other.

Whenever it is decided that a more detailed assessment is needed the Line Manager / Supervisor will complete Form FS 181.

## 25. PLANT, MECHANICAL AND ELECTRICAL EQUIPMENT

### *Provision and Use of Work Equipment Regulations 1998*

### *Lifting Operations and Lifting Equipment Regulations 1998*

### *Supply of Machinery (Safety) Regulations 1992, as amended 1994*

Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers. Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.

Braunstone Town Council is committed to ensuring that all equipment is suitable for its intended use.

Employee Safety Representatives will be consulted in connection with the use of new machinery and equipment.

The Responsible Manager will:

- a) be responsible for ensuring effective maintenance procedures are drawn up;
- b) be responsible for ensuring that all identified maintenance is implemented;
- c) will check that new plant and equipment meets health and safety standards before it is purchased;

- d) maintain the register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:-
  - Description of Equipment
  - Location
  - Restricted Users
  - Supervisor Responsible
  - Inspection Maintenance Regime
  - Service Engineers
- e) arrange for periodic inspections of portable items (BTC60, 61 and 62)
- f) ensure all persons are adequately trained in using electrical equipment (BTC 55 and 57)
- g) ensure the use of residual current devices especially if equipment is used outside

The Senior Grounds persons will be responsible for identifying all **parks equipment/plant** needing maintenance. Any problems found with parks plant/equipment should be reported to Senior Grounds persons.

The following are responsible for advising that equipment should be subject to periodic inspection:

- a) Centres Reception staff are responsible for advising the Regular Users/Hirers that their equipment should be subject to periodic inspection (BTC 51),
- b) Deputy Executive Officer & Community Services Manager are responsible for advising Sports Clubs/Users of the Council's parks facilities that their equipment should be subject to periodic inspection (BTC 54),
- c) Responsible Managers are responsible for advising Contractors that they must provide proof of electrical testing before their equipment is used on Council property (BTC 52).

### Electrical Equipment

#### *Electricity at Work Regulations 1989*

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

User checks on **electrical equipment** can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g., a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

Any items that have not been registered in the inventory and checked must not be connected to the Council's electricity supply.

Any faults should be reported immediately to the Supervisor responsible for the maintenance and the equipment taken out of use immediately.

## 26. PLAY EQUIPMENT

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually – ROSPA (Playsafety Ltd) The Old Barn, Wicklesham Lodge, Faringdon, SN7 7NP. Tel: 01367 244600.

These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, Senior Grounds persons and Assistant Grounds person. A brief visual inspection is carried out on a daily basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling etc. A more detailed inspection should be undertaken monthly (ZM Form 9). All inspections should be formally recorded.

Any equipment found to be unsafe should be immobilised and taken out of use. In some cases it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Senior Grounds persons are responsible for ensuring that repairs are carried out by a competent person. Where a safety surface has been installed, more regular inspection and maintenance may be required to ensure that it remains in good condition.

## 27. RADIATION

*Ionising Radiations Regulations 1999*

*Management of Health and Safety at Work Regulations 1999*

Various kinds of radiation, both ionising and non-ionising, may affect us.

1) Non-ionising radiation:

- UV radiation (e.g. from the sun) can damage the skin and lead to skin cancer
- Lasers can cause burns and damage the eye

2) Ionising radiation:

- Naturally occurring radon gas from the ground
- Radiography or thickness measuring gauges

Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

The Responsible Manager will be responsible for ensuring that jobs at risk of the effects of radiation are **risk assessed** and all **actions identified** in the assessments are implemented.

## 28. STRESS AT WORK

*Management of Health and Safety at Work Regulations 1999*

Many people argue about the definition and sometimes even the existence of 'stress'. However, research has shown that whatever you choose to call it, there is a clear link between poor work organisation and subsequent ill health. The Health & Safety

Executive defines stress as “*the adverse reaction people have to excessive pressure or other types of demand placed on them*”.

Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.

In order to reduce stress in the organisation, Line Managers and the staff they are responsible for should keep in regular contact. Responsible Managers should ensure they hold regular team meetings and one to one meetings with individual members of staff, providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.

The Town Council has an approved Absence Management Policy which is designed to reduce sickness absence by addressing the causes. Any member of staff who is absent from work, even for one day, should complete a return to work form and have a conversation with their Line Manager about the reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

## 29. TRIP AND OTHER DANGEROUS HAZARDS

*Workplace (Health, Safety and Welfare) Regulations 1992*

The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It's a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.

Centres and Grounds staff are responsible for regular visual checks of their respective premises to ensure there are no trip hazards, sharp objects or obstructions.

Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise it should be immediately reported to the appropriate responsible officer.

## 30. VEHICLES

*Workplace (Health, Safety and Welfare) Regulations 1992*

*Provision and Use of Work Equipment Regulations 1998*

*Construction (Health, Safety and Welfare) Regulations 1996*

Every year about 70 people are killed and about 2500 seriously injured in accidents involving vehicles at the workplace. Being stuck or run over by moving vehicles, items falling from vehicles, or vehicles over turning are the most common causes. Braunstone Town Council uses vehicles in its public places, which includes the workplace, and examples include vans, tractors and mowers. Often there is significantly more danger from vehicles on parks and open spaces and at depots than on the public highway since the operating conditions are different.

All staff using vehicles should have the relevant licence and receive appropriate training and must operate and use the vehicle in accordance with the manufacturer's instructions and solely for the purpose intended by Braunstone Town Council.

DRAFT

## APPENDIX 1 – ASSESSING RISK

### *Management of Health and Safety at Work Regulations 1999 (risk assessment)*

The law requires organisations with five or more employees and organisations which manage public places to have a written health and safety policy statement and do risk assessments – careful examinations of what could cause harm to people, and record the significant findings.

Controlling dangers in work and public places is no different from tackling any other task:

1. recognise potential problems (assess the risk),
2. analyse the problem (find out more about the risk),
3. deciding what to do (identify mitigation measures/controls),
4. put the solution into practice (implement identified measure/controls).

### UNDERTAKING A RISK ASSESSMENT

The Health & Safety Executive provide the following guidance on undertaking a Risk Assessment:

#### Hazards

- Walk around your workplace and look for significant hazards which could result in harm to several people
- Ask your employees/their representative what they think
- Look at manufacturers' instructions and accident and ill health records
- Consider whether any of the hazards covered in this leaflet exist in your workplace

#### Who might be harmed and how?

- Think about groups of people doing similar work
- Pay special attention to vulnerable groups e.g. young people, people with disabilities, lone workers
- Don't forget those who may not be in your workplace all the time e.g. cleaners, contractors, people you share your workplace with or members of the public who may be harmed by your activities

#### Aim to make the risk small

For the hazards listed, do the existing precautions:

- Meet the standards set by legal requirements?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

Have you provided adequate information, instruction or training and adequate systems or procedures? If so, the risks are adequately controlled, but you need to indicate the precautions you have in place.

If risks remain, write an 'action list' of what else you need to do, giving priority to higher risks or those which could affect most people. Try to either get rid of the risk or control it so harm is unlikely.

### Record your findings

If you have fewer than five employees, you do not have to write anything down, but it is helpful. If you have more than five employees, you must write down your significant hazards and conclusions and tell your employees about your findings. Keep your written record for future reference.

### Review your assessment and revise if necessary

It is good practice to review your assessment from time to time to make sure that precautions are still working. Set a date for reviewing the assessment.

## IDENTIFYING RISKS

Below are examples of risks and some of the questions which should be explored when assessing these risks. These risks and the assessment questions are adapted examples, which have been identified by the Health & Safety Executive, they are not exhaustive.

### **Accidents – dealing with them**

- Do we have at least the minimum first aid provision at our workplace? As an employer we must provide first aid equipment and facilities appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first aid box and a person appointed to take charge of first aid arrangements.
- Do we know whether we might need to provide more than the minimum?
- Do we know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties.
- Do we know what accidents cost – and that insurance policies do not cover all the costs?

### **Asbestos**

- Do we know whether there is asbestos in our premises? It is often found in roofs and exterior walls, boilers, vessels and pipework, ceilings, interior walls and panels, flooring materials, air conditioning systems, domestic appliances, brake/clutch linings, fire blankets, etc.
- In undertaking building work, maintenance and repair of premises, are we likely to disturb asbestos?
- Are we familiar with the rules about removing asbestos? In most cases, such work requires the use of a contractor licensed by HSE to work with asbestos.
- Do we know how to find someone licensed to do this work?
- Do we know whether there is asbestos in any of the materials we work with?

### **Computers and display screen equipment**

- Is there regular use of display screens as a significant part of the work?
- Does anyone use a keyboard, mouse or other input device?
- Are people complaining of discomfort, aches and pains?

## **Electricity**

- Does anyone do electrical work? Only those with appropriate technical knowledge and experience should be allowed to do this.
- Is our electrical equipment suitable for its working environment e.g. waterproof or dustproof?
- Do we dig near buildings or installations? Knowing the proper precautions for avoiding underground cables is essential.
- Do we work near or under overhead powerlines? There are essential safety precautions to follow.

## **Equipment**

- Do we use ladders or other equipment for working at heights? For example, it may often be safer to use an access tower or mobile elevating work platform than a ladder.
- Do we have machinery of any kind? Are the parts that could cause injury guarded? Do we have the right controls, especially for starting and stopping, clean, or clear blockages in a safe way, and carry out preventative checks, maintenance and inspection?
- Are hand tools used, e.g. screwdrivers, knives, hand saws, meat cleavers, hammers?
- Do we have lifting equipment such as pulley blocks, cranes, and lift trucks? Most lifting equipment will require regular thorough examination by a competent person.

## **Fire or explosion prevention**

- Do we keep or use flammable substances?
- Do we use or store gas in cylinders (e.g. propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.
- Do we work with flammable dusts? They can explode.
- Do we work with plastic foams or polyester wadding? Some types will ignite easily, burn fiercely and give off dense black smoke.
- Do we spray flammable paints? Vapours are heavier than air and collect at low level
- Do we know the dangers of putting flammable liquids on fires to make them burn more intensely?
- Do we use oxygen, e.g. in cylinders, for welding?

## **Hazardous Substances**

- Do we use chemicals at work (including cleaning materials)?
- Do we know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?
- Is there dust and fumes present in your workplace?
- Do we have any water systems which could be colonised by legionella?
- Do we work with animals or their products? These may cause skin or respiratory sensitisation or be infected with bacteria or viruses.

## **Heights – working at**

- Do we carry out simple maintenance or cleaning tasks that require working at heights?
- Do we have the most appropriate equipment for the task? It may often be safer to use an access tower or mobile elevation work platform rather than a ladder.

- Do we know what work is done at height and how it is performed? For example, does anyone ever have to work on the roof, or on or near fragile surfaces?
- Are our employees trained in the use of the particular equipment they use for working at height?

### **Maintenance and building work**

*Includes responsibility for contractors, service engineers, etc. who undertake work for Braunstone Town Council*

- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, silo or similar confined space into which someone might go – and would we know if they did?
- Have we found out whether there is any asbestos in our building or plant which could be disturbed during maintenance or alterations?

### **Noise in the workplace**

- Is anywhere so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.
- Does anyone go home with ringing in their ears? Also a sign of a noise problem.
- Are tools or equipment used which make loud, explosive noises, e.g. a cartridge operated fixing tool?
- Do people wear ear protection in some areas? Noise control may need checking to make sure it is working well enough.

### **Pressure systems**

- Do we have any pressure systems or equipment that contain a fluid under pressure?
- Do we know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?
- Are we aware that it's our job to choose a competent person to carry out examinations of the pressure systems?

### **Radiation**

- Do people spend a lot of time working outdoors?
- Do we have equipment which gives off ultra violet radiation e.g. for curing plastics or inks?
- Do we work with lasers?
- Do we work in an area where levels of radon are higher than average?
- Are any radioactive sources used at our premises by a specialist contractor, or do we transport them?
- Is X-ray equipment used?

### **Slips, trips and falls**

- Do we have floors which are, or can become, slippery, e.g. when wet?
- Does spillage or contamination occur and is it dealt with quickly?
- Do people use unlit areas such as paths or yards in the dark?
- When temporary work such as maintenance or alterations take place, could it introduce slipping and tripping hazards such as trailing cables?
- Do we use the right methods and materials for cleaning floors?

### **Sprains, strains and pains**

- Does the work include strenuous lifting, carrying, pushing, pulling, reaching or repetitive handling?
- Does the work have repetitive finger, hand or arm movements, which are frequent, forceful or awkward?
- Does the work involve twisting, squeezing, hammering or pounding?

### **Stress at work**

- Do we have a high staff turnover, low productivity or low morale?
- Are there examples of bullying, changes in behaviour, staff working late or increased sickness absence?
- Do our employees seem happy to come into work?
- Are we aware that there are individual differences in vulnerability to stress and that situations outside work can also affect the ability to cope with excessive pressure at work?

### **Vibration**

- Does anyone work with powered hand held tools such as angle grinders, needle guns, chipping hammers or concrete breakers?
- Does anyone doing this work get tingling or numbness in the fingers or hands?
- Does anyone often drive off road machinery such as tractors, dumper trucks or excavators or unsuspended vehicles such as fork lift trucks?

### **Vehicles and Plant**

- Do we have vehicles in operation at our workplace? If so what kinds of vehicles are they?
- Do we know who is allowed to drive or operate them? They should be trained and competent.
- Do our drivers know which routes around the workplace they are allowed to use?
- Do vehicles have to do reversing manoeuvres?
- How are loading and unloading operations carried out?
- Are pedestrians separated from vehicle movements as much as possible?
- Are all vehicles properly maintained?
- Do we actively control driving behaviour?

## APPENDIX 2 – BRAUNSTONE TOWN COUNCIL RISK ASSESSMENTS

<b><i>Circulation to Staff</i></b>	Last Updated	Admin	Com Centres	Parks	Cleaner	Volun's
Asbestos	03/04/16	✓	✓	✓	✓	
Building Condition – General	08/02/17	✓	✓	✓	✓	
Car Parks – General	08/02/17			✓	✓	
Cash Handling and Transport	28/01/16	✓	✓			
Cleaning Duties – General	08/02/17			✓	✓	
Community Centres / Village Halls	08/02/17	✓	✓		✓	
Contractors – Use of	08/02/17	✓		✓		
Display Screen Equipment / Computer Screens	08/02/17	✓	✓			
Erecting Fencing	08/02/17			✓		
Family Fun Day/Community Event	02/05/17	✓		✓		
Fire	02/05/17	✓	✓	✓	✓	
Firework Displays and Bonfires	02/05/17	✓	✓	✓		
Football Posts and Installation	02/05/17			✓		
Halls – Use and Hire of	02/05/17	✓	✓		✓	
Handling Sharps (Hypodermic needles)	02/05/17	✓	✓	✓	✓	
Hedge Cutting –use of Tractor Mounted Rotary	08/02/17			✓		
Hedge Trimming	02/08/17			✓		
Herbicides – Use of	02/08/17			✓		
Icy Surfaces – General	15/04/15			✓		
Ladders / Stepladders – Use of	02/05/17	✓	✓	✓	✓	
Leaf Blowing	02/08/17			✓		
Litter Picking	02/08/17			✓	✓	
Litter Picking (Franklin Park Working Group)	28/01/16			✓		✓
Lone Working / Violence at Work (TA, Parks,	02/05/17	✓	✓	✓	✓	
Manual Handling General	02/05/17	✓	✓	✓	✓	
Mowing / Strimming	02/05/17			✓		
Offices	02/08/17	✓	✓			
Open Spaces & Parks – General	02/08/17			✓		
Outdoor Working	02/08/17			✓		
Play Equipment – Basic Maintenance	02/08/17			✓		
Playing Fields – General	02/08/17			✓		
Ponds and Water	02/08/17			✓		✓
Speed Activation Sign	02/08/17	✓		✓		
Spraying and Storing Pesticides	02/08/17			✓		
Storage of Chemicals	02/08/17			✓	✓	
Storage of Petrol	02/08/17			✓		
Stress at Work	02/08/17	✓	✓	✓	✓	
Tree Maintenance	02/08/17			✓		
Vehicles – Use of	02/08/17			✓		
Working at Height	02/08/17	✓	✓	✓	✓	
Working on the Highway	02/08/17			✓		

**Updated xx April 2018**

## APPENDIX 3 – HEALTH & SAFETY RESPONSIBILITIES

### KEY PERSONNEL

<b>Responsibility</b>	<b>Responsible Body/Person</b>
Overall and final responsibility	Policy & Resources Committee <i>Chair: Councillor Nick Brown</i>
Compliance Oversight	Corporate Governance Sub-Committee <i>Chair: Councillor Nick Brown</i>
Ensuring policy is implemented and compliance with legal obligations	Executive Officer & Town Clerk <i>Darren Tilley</i>

### MANAGEMENT RESPONSIBILITIES

The following Managers are responsible for ensuring health and safety standards are maintained and improved in their service and are members of the Health & Safety Consultative Group:

<b>Responsibility</b>	<b>Responsible Manager</b>
Braunstone Civic Centre and Thorpe Astley Community Centre	Resources & Facilities Manager <i>Lydia Assi</i>
Community Development and Parks & Open Spaces	Community Services Manager <i>Pauline Snow</i>
Corporate Management and Planning & Environment	Executive Officer & Town Clerk <i>Darren Tilley</i>
Licensed Bar Contractor	Licensed Bar Manager <i>Jo Abbott</i>

### EMPLOYEE REPRESENTATIVES

The following are Employee Representatives for Health & Safety matters in their service and are members of the Health & Safety Consultative Group:

<b>Service</b>	<b>Representative(s)</b>
Administration	<i>Kim Cusack</i>
Cleaning & Premises	<i>Amanda Mead</i>
Community Centres Duty Officers	<i>Emma Browne / Julie Grant</i>
Customer & Information Services and Community Services & Engagement	<i>Kath Rainer</i>
Parks & Open Spaces (Grounds Staff)	<i>Ian Kennett</i>

### LIST OF APPOINTED FIRST AIDERS

<b>Service</b>	<b>Qualified First Aiders</b>
Community Centres & Customer Services	<i>Angela Bailey, Emma Browne, Julie Grant, Alan McIlmoyle, Amanda Mead, Kath Rainer, Paula Smith, &amp; Ann Wistance.</i>
Parks & Open Spaces	<i>Phil Jepson, Ian Kennett &amp; David Sibson</i>

## ADVISORS

The Health and Safety Law poster is displayed:

- Braunstone Civic Centre: by the Photocopier in the General Office
- Mossdale Meadows Workshop: in the staff break room
- Thorpe Astley Community Centre: in the staff office

Health & Safety leaflets are issued by the Health & Safety Executive.

Health and safety advice is available from:

<b>Area of Health &amp; Safety</b>	<b>Organisation/Person</b>
Enforcement – National	Health & Safety Executive 900 Pavilion Drive Northampton Business Park Northampton NN4 7RG Tel: 0300 003 1647
Enforcement – Local	Blaby District Council, Council Offices Narborough, Leicester, LE19 5EP Tel: 116 2750555
First Aid Training	<b>Include who we use for first aid training</b>
Insurance & Risk	Jim Nicholson, Risk Services Consultant WPS Insurance Brokers & Risk Services Spargo House, 10 Budshead Way, Plymouth, PL6 5FE. Tel: 01752 675454
Legionellosis	Integrated Water Services Wood End Lane, Fradley, Lichfield WS3 8NF Tel: 01543 445700
Playgrounds	Playsafety Ltd (ROSPA) The Old Barn, Wicklesham Lodge, Faringdon SN7 7NP Tel: 01367 244600
Staffing & Employment	Chris Moses Personnel Advice & Solutions Ltd 5b Carre Street, Sleaford, Lincolnshire, NG34 7TW Tel: 01529 305056

<b>DISTRIBUTION</b>
All Staff (including Staff Handbook)
Freedom of Information (Publication Scheme)
Website
Continuity Plan

# ***SAFETY STATEMENT***

***BRAUNSTONE TOWN COUNCIL***

***WRITTEN POLICY***

DATE ADOPTED	February 2012	FREQUENCY OF REVIEW	As required or legislative changes
REVISED DATE/S			

**BRAUNSTONE TOWN COUNCIL  
DARREN TILLEY – EXECUTIVE OFFICER & TOWN CLERK  
BRAUNSTONE CIVIC CENTRE  
KINGSWAY, BRAUNSTONE TOWN  
LEICESTER LE3 2PP  
0116 2899270**

## GENERAL STATEMENT

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises e.g. contractors, visitors, students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness as appropriate and in any case, at least annually.

# ORGANISATION

## Health & Safety Function(S) / Responsibility(les)

## Name/Job Title

### OVERALL RESPONSIBILITY

Person with overall and final responsibility for Health & Safety

Darren Tilley,  
Executive Officer & Town Clerk

### KEY PERSONNEL AND NOMINATED DEPUTIES

Responsible for Health & Safety checks and procedures, provision of appropriate Information, instruction and training, by particular department

Civic Centre and Thorpe Astley Community Centre

Mrs P Hurd (Community Development & Centres Manager / Mrs L Assi, Deputy Centres Manager) (0116 2890045)

Staff Induction and Maintaining Health & Safety Documents

Miss J Leech, Assistant Executive Officer – Admin (0116 2899270)

Parks & Grounds

Mr I Kennett, Senior Groundsperson (07885 422462)  
Mr P Jepson, Senior Groundsperson (07557 947202)

Licensed Bar Contractor

Mrs J Abbott, 35 Shakespeare Drive,  
Braunstone Town, LEICESTER, LE3 2SR  
Tel: 0116 4319771

### MEMBERS OF SAFETY COMMITTEE

Mrs L Assi (Deputy Centres Manager)  
Mrs K Daniels (Premises Officer / Stand in only)  
Mrs P Hurd (Community Development & Centres Manager)  
Mr I Kennett (Senior Groundsperson)  
Miss K Rainer (Premises Officer)  
Miss P Rehal (Customer Services Advisor)  
Mrs A Mead (Cleaners)

### ADVISORS

Zurich Municipal Health & Safety Advisory Service

Helpline Number 01252 387912  
Fax Number 01252376010

Occupational Health

University Hospitals of Leicester  
Occupational Health Service  
Leicester Royal Infirmary, LE1 5WW. 0116 2585307

Enforcing Agencies

Blaby District Council, Council Offices  
Narborough, Leicester, LE19 5EP  
0116 2750555

Health & Safety Executive  
Belgrave House  
1 Greyfriars  
Northampton

Prevention of Control of Legionellosis

Integrated Water Services  
Wood End Lane, Fradley, Lichfield WS3 8NF  
01543 445700

Playgrounds

Playsafety Ltd (ROSPA)  
The Old Barn, Wicklesham Lodge, Faringdon  
SN7 7NP 01367 244600

### GENERAL

Responsibility and duty to take reasonable care of both their own and other people's safety and to co-operate with their employers on safety matters and to follow procedures set out in the Council's Risk Assessments.

All employees

## **ACCIDENTS AND DANGEROUS OCCURRENCES**

(See Risk Assessment Organisation sections for persons responsible)

### **HOW WORK RELATED ACCIDENTS, DANGEROUS OCCURRENCES AND DISEASES ARE DEALT WITH:**

#### Accidents

Braunstone Town Council recognises its duty to report and record all accidents at work.

The Executive Officer & Town Clerk will ensure that accidents are investigated and that the causes are analysed to assist in formulating preventative measures.

Individual employees are responsible for reporting any accidents that may occur at work.

Details of all accidents involving employees or members of the public shall be recorded on an Accident Report Form supplies of which are held in the Executive Officer & Town Clerk's office, Form 3 (ZM 77 - 78)

The Executive Officer & Town Clerk will record all incidents in an Accident Book and will be responsible for reporting 'Lost Time' accidents. Mandatory Reporting forms are available in the Executive Officer & Town Clerk's office.

#### Fire & Evacuation Procedures

Civic and Community Centre Reception staff must wear lapel badges at all times so that they can be identified by visitors to the Centre.

Civic and Community Centre Reception staff are required to ensure the evacuation of the premises giving assistance to disabled and sensory impaired persons. Evacuation should be completed in a calm manner - do not run. Staff are advised not to attempt to re-enter the premises for any reason after the alarm has sounded.

The most senior member of the Council staff on duty must ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

In the event of a fire, employees are requested to leave the premises by the nearest available exit.

Braunstone Civic Centre – Assemble on the KINGSWAY CENTRAL RESERVATION

Thorpe Astley Community Centre – Assemble near the FAR RIGHT CORNER OF CAR PARK

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency.

The Community Development & Centres Manager is responsible for ensuring that the Civic and Community Centres' exit routes are free from obstructions and that Fire Alarms/Drills and fire fighting equipment procedures are completed. (BTC50 CC and BTC50 TA)

In the event of an evacuation due to fire, on arrival the Fire Brigade should be directed to the FIRE BOXES, which contain information on the premises, such as gas cut off points, etc. The Fire Boxes are located in the Interview Room at the Civic Centre and the Reception/Office at the Thorpe Astley Community Centre and the Mossdale Meadows Workshop.

#### Gas Leak Action

Notices advising what to do in the event of a gas leak are displayed in Civic Centre kitchens and boiler room and at the Thorpe Astley Community Centre in the boiler room and Reception/Office.

## CONTRACTORS/VISITORS

(See Organisation section for persons responsible)

### HOW SAFETY AND HEALTH OF CONTRACTORS/VISITORS ON THE PREMISES IS ENSURED:

#### **Fire & Evacuation Procedures**

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency. The Executive Officer & Town Clerk is responsible for advising Contractors of the Council's Emergency Procedures and Health & Safety requirements (BTC 52). The Community Development & Centres Manager is responsible for ensuring that visitors, regular users and hirers of accommodation at the Civic Centre are aware of the Emergency Procedures (BTC 51).

The Licensed Bar Contract places responsibility upon the Licensee for ensuring that his/her employees are aware of the Council's Emergency Procedures.

The Executive Officer & Town Clerk is responsible for ensuring that Sports Clubs using the Council's facilities at Shakespeare Park, Holmfield Park and Mossdale Meadows are advised of the Council's Emergency Procedures (BTC 54)

#### **Permit to Work**

The Executive Officer & Town Clerk is responsible for issuing 'Permits to Work' to Contractors (BTC75). A permit must be drawn up for any potentially hazardous activity requiring control procedures in order to achieve safety. Permits are not required for activities which are part of normal routines, the safety of which is covered by other means such as written work instructions or for very simple safe activities.

It is often advisable to use a permit procedure when, to achieve safety, there is a need to co-ordinate the activities of separate participants, ie. Staff and Contractors. Careful judgement must be exercised to ensure that permits are issued only when necessary as indiscriminate use would overload the system and lower the effectiveness of the permit. Examples of the need for a Permit are:-

1. Hot Work – Hot work includes welding, flame cutting, brazing, grinding or any activity likely to produce heat or sparks. Permits are not required for safe areas designated for such work such as welding bays in maintenance workshops.
2. Confined spaces – A confined space is an area that is substantially enclosed. A permit to work is required in all circumstances involving this type of work. A safety person who is familiar with the premises, the activity and who has been briefed as to the action to take in the event of a problem arising is to be present at all times a person is within the confined space. The area must be isolated of all the services to the enclosed space and consideration must be given to the activity being carried out. For instance hot work may require special extraction and or breathing apparatus. The temperature of an the time duration a person may be in the enclosed space should be considered and specified on the Permit to Work. If fumes are known to have existed they must be tested to be clear before entry is allowed.
3. Work at Height – Any work involving access to roofs and or trenches must be covered by a Permit to Work. Work within premises where there is a risk from falling objects that would endanger personnel or equipment should also be covered by a Permit to Work.
4. Chemical or Highly Flammable Areas – A permit is to be used where electrical equipment is to be used in chemical areas where highly flammable chemicals are present. For example – drills.
5. Electrical Systems – A Permit to Work will be required where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
6. Safety and Emergency Systems – Where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
7. Lone Working – Where a person is to work alone within an area of premises away from other personnel who can reasonably be communicated with then a Permit to Work is to be issued. The person and checkers are to be briefed on the procedure for lone working.
8. Asbestos –An assessment of the potential risk must be undertaken before work commences. Provide information on the location and condition of material to anyone who is liable to work on or disturb it.

## CO-OPERATION IN SHARED WORKPLACES

(See Risk Assessment Organisation sections for persons responsible)

### HOW CO-OPERATION AND CO-ORDINATION WITH OTHER OCCUPIERS OF THE PREMISES IS ENSURED:

#### Braunstone Civic Centre

The Community Development & Centre Manager is responsible for the co-operation of Health & Safety matters with the occupiers of these premises.

#### Licensed Bar Facilities

The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees

The Contractor shall identify risks to the health and safety of employees and others and provide the Executive Officer & Town Clerk with Risk Assessments, particularly in connection with the following:-

- (1) Food Safety (General Food Hygiene) Regulations
- (2) Food Safety (Temperature Control) Regulations
- (3) Pressure Systems and Transportable Gas Containers Regulations
- (4) Manual Handling Operations Regulations

The Contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Council's Safety Policy.

The Contractor or a competent deputy duly authorised by the Contractor to act on his behalf is present at the Location and shall be available to the Executive Officer & Town Clerk in person at all times during which the Service is provided. The Contractor or a competent deputy must wear lapel badges (bearing the words "Bar Manager") at all times so that they can be identified by the Council's employees and visitors for the purposes of customer safety and the preservation of order.

The Executive Officer & Town Clerk shall be empowered to suspend the provision of the Service in the event of non-compliance by the Contractor with health and safety matters. The Contractor shall not resume provision of the Service until the Executive Officer & Town Clerk is satisfied that the non-compliance has been rectified. In respect of any such period of suspension the default provisions as set out in the Contract shall apply.

#### Thorpe Astley Community Centre

The Community Development & Centres Manager is responsible for co-operation on Health & Safety Matters with occupiers of rooms provided for the Police and Primary Care Trust.

The Police and Primary Care Trust will have regard to the Council's Safety Policy. Whilst on premises owned by the Council, the occupiers of the Police and Primary Care Trust rooms must ensure that their employees comply with the Council's Safety Policy.

The Executive Officer & Town Clerk shall be empowered to suspend the occupation of these rooms, in accordance with the Licence, until any non-compliance has been rectified.

## **DISPLAY SCREEN EQUIPMENT**

(See Risk Assessments Organisation sections for persons responsible)

Guidance Notes are displayed in the General Office at the Braunstone Civic Centre and the Reception/Office at the Thorpe Astley Community Centre (FS327 A2).

The Executive Officer & Town Clerk is responsible for ensuring that all relevant employees:

- i) Are given the necessary training (Mouse Matters Video and Guidance Notes ZM 28/29)
- ii) Complete a display screen risk assessment (BTC 63).
- iii) Implement any necessary control measures to eliminate or reduce the identified risks

Braunstone Town Council will, if requested by users, arrange for eye tests and, if necessary, provide corrective glasses needed specifically and solely for use with Display Screen Equipment. Further eye tests will be provided at regular intervals.

## PLANT, MECHANICAL AND ELECTRICAL EQUIPMENT

(See Risk Assessment Organisation sections for persons responsible)

Braunstone Town Council is committed to ensuring that all equipment is suitable for its intended use. Employee Safety Representatives will be consulted in connection with the use of new machinery and equipment.

The Community Development & Centres Manager and Senior Groundspersons will:

- i) Maintain the register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:-
  - Description of Equipment
  - Location
  - Restricted Users
  - Supervisor Responsible
  - Inspection Maintenance Regime
  - Service Engineers
- ii) Arrange for periodic inspections of portable items (BTC60, 61 and 62)
- iii) Ensure all persons are adequately trained in using electrical equipment (Electrical Safety - The Facts Video) and (BTC 55 and 57)
- iv) Ensuring the use of residual current devices especially if equipment is used outside

The Community Development & Centres Manager is responsible for advising the Regular Users/Hirers that their equipment should be subject to periodic inspection (BTC 51)

User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, eg, a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

Any faults should be reported immediately to the Supervisor responsible for the maintenance and the equipment taken out of use immediately.

Any items that have not been registered in the inventory and checked must not be connected to the Council's electricity supply.

The Community Development & Centres Manager is responsible for advising Regular Users/Hirers that their equipment should be subject to periodic inspection.

The Executive Officer & Town Clerk is responsible for:

- i) Advising Sports Clubs/Users of the Council's facilities at Holmfield Park, Shakespeare Park and Mossdale Meadows that their equipment should be subject to periodic inspection (BTC 54)
- ii) Advising Contractors that they must provide proof of electrical testing before their equipment is used on Council property (BTC 52)

## THE PREVENTION OR CONTROL OF LEGIONELLOSIS

(See Risk Assessment Organisation sections for persons responsible)

As legionella bacteria are commonly encountered in environmental sources they may eventually colonise manufactured water systems and be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to legionella bacteria is increased, the Council recognises that it is important to control the risk by introducing measures which:

- Do not allow proliferation of the organisms in the water systems; and
- Reduce, so far as is reasonably practicable, exposure to water droplets and aerosols.

Integrated Water Services (IWS) has been commissioned to undertake Risk Assessments in accordance with The Prevention or Control of Legionellosis Approved Code of Practice (Health & Safety at Work Act 1974).

The IWS Assessment and Management Plan is available for inspection in the Executive Officer & Town Clerk's office. The Assessment contains three sets of recommendations:-

1. Measures to improve management and records

The Council's Safety Statement was reviewed and adopted on 23<sup>rd</sup> February 2012. All IWS recommendations were implemented.

2. Remedial Action on Systems

The Executive Officer & Town Clerk is responsible for implementing all 'high risk' improvements detailed in the IWS assessments.

3. Health & Safety Controls

The Community Development & Centres Manager and the Senior Groundsperson will implement all Controls detailed in the assessment which includes:-

- Little used outlets should be flushed for a minimum of two minutes (weekly)
- Hot Water Outlets (where no Thermostatic Mixing Valve (TMV) fitted) and pre TMV hot water should reach 50°C within 1 minute of full flow operation water outlets and the cold feed to TMVs should be less than 20°C within two minutes of full flow operation. Output from calorifiers at least 60°C, return at least 50°C (Monthly)
- Shower heads and hoses should be removed, dismantled and cleaned using a shower head descaler (quarterly)
- Complete Representative Outlet Temperature Monitoring Log.  
All domestic cold water storage tanks (cisterns) should be inspected for cleanliness once per year, cleaning and disinfection will be required if found to be dirty or contaminated (Annually)
- Temperatures of all domestic cold water storage tanks should be checked six monthly. Inlet (at ball valve) and storage temperature should be less than 20°C. (Six Monthly)

Additional assets should be monitored and inspected in line with the recommendations of the water hygiene risk assessment.

The Community Development & Centres Manager and the Senior Groundsperson will be responsible for arranging any necessary remedial action highlighted in the IWS Log.

Routine Monitoring Records will be retained for at least 5 years by the Community Development & Centres Manager (Civic Centre and Thorpe Astley Community Centre) and the Senior Groundsperson (Parks & Grounds Buildings). Annual summary report forms will be lodged with the Executive Officer & Town Clerk in a timely manner.

## HAZARDOUS SUBSTANCES

(See Risk Assessment Organisation sections for persons responsible)

### COSHH:

COSHH safety notices and Guidance Procedures are displayed at the chemical store, Shakespeare Park, Workshop, Mossdale Meadows and cleaners store, Civic Centre (BTC 16)

Safety Data Sheets from suppliers are maintained in folders in the Civic Centre General Office, the Reception/Office at the Thorpe Astley Community Centre and chemical store, Shakespeare Park

The Senior Groundspersons and Assistant Groundsperson are required to obtain certificates of competence for the safe use of chemicals (training from Brooksby Agricultural College BTC 17)

The Senior Groundspersons and Assistant Groundsperson are responsible for ensuring that the chemical application book is completed and warning sign used whenever chemicals are applied.

The Community Development & Centres Manager and the Senior Groundspersons are responsible for:  
- obtaining Product Data Sheets, Risk Assessments of the substance and appropriate control measures (BTC Forms 47, BTC Forms 49/1 – Civic Centre and 49/2 Thorpe Astley Community Centre)

### SPILL CONTROL

The Community Development & Centres Manager and the Senior Groundsperson are responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained at the Civic Centre, Chemical Store, Shakespeare Park and Garage, Mossdale Meadows (BTC 15).

### ASBESTOS CONTAINING MATERIAL (ACM)

The Control of Asbestos at Work Regulations 2002 (CAWR) introduce an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

The Community Development & Centres Manager and the Senior Groundspersons are responsible for issuing a copy of the Council's 'Asbestos Risk Assessment' to Employees/Contractors who carry out any type of maintenance, repair or refurbishment work. Suitable guidance notes (Health & Safety Leaflet C300) must also be provided.

## FIRST-AID

(See Risk Assessment Organisation sections for persons responsible)

### HOW FIRST-AID COVER AT WORK IS PROVIDED AND ENSURED:

All members of staff are required to attend a "First Aid At Work Appointed Person Course" .

The Civic and Community Centres' Reception staff must wear lapel badges at all times to ensure that they can be identified by visitors to the Centre.

First Aid Boxes are held at the following locations:-

Civic Centre	- General Office - Licensed Bar
Thorpe Astley Community Centre	- Reception Desk/Office
Parks & Grounds	- Mess Room - Pick-up Trucks

The Community Development & Centres Manager is responsible for (i) advising hirers of the Civic Centre accommodation of the identity of First Aiders and the location of First Aid boxes (BTC 5) and (ii) checking the contents of First Aid boxes in accordance with the Council's procedures (ZM 7)

The Executive Officer & Town Clerk is responsible for advising Sports Clubs/User Groups at Holmfield Park, Shakespeare Park and Mosssdale Meadows of the Council's requirements regarding First Aid (BTC 54).

The Community Development & Centres Manager and the Senior Groundspersons are responsible for checking the contents of First Aid Boxes in accordance with the Council's Procedures (ZM 7).

Posters "Are you serving food in a Community Building" are displayed in the Millfield Hall and Council Chamber kitchens and the Thorpe Astley Community Centre Kitchen.

The Community Development & Centres Manager is responsible for ensuring that Community Groups are issued with Food Safety Guidance leaflets (BTC 51).

The Executive Officer & Town Clerk is responsible for ensuring that Sports Clubs using the Council's facilities at Holmfield Park, Shakespeare Park and Mosssdale Meadows are issued with Food Safety Guidance Leaflets (BTC 54).

The Licensed Bar Contractor provides a function/catering package at the request of customers. The Contract dated 9<sup>th</sup> July 2010 between the Council and Licensed Bar Contractor requires the Licensed Bar Contractor to comply fully with The Food Premises (Registration) Regulations 1991, the relevant provisions of The Food Act 1984, and with all Regulations made thereunder, including The Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 as amended, or any other statutory enactment relating to food/hygiene for the time being in force.

The Community Development & Centres Manager is responsible for ensuring that stocks of posters and leaflets are maintained, obtainable from Department of Health, PO Box 410, Wetherby, LS23 7LN, or telephone the Food Standards Agency Publications on 0845 606067.

## **LONE WORKING**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for completing assessments, maintaining procedures and implementing improvements when necessary. Risk assessment (Lone NALC Worker Risk Assessment Form) to be completed and reviewed at periodic intervals.

Lone Worker Guidance Notes incorporated in the 'Our Controls' Column of the Council's Risk Assessment to be issued to all employees.

As a condition of their terms of employment all members of staff are expected to respond to emergency call outs from lone workers when required. The Assistant Executive Officer - Admin is responsible for updating the Keyholders/Callout list and distributing a copy to each member of staff whenever amendments are made.

The Assistant Executive Officer – Admin will ensure that medical assessments are completed for all Lone Workers and that these are reviewed in the case of pregnant workers or after periods of prolonged illness.

## **MACHINERY**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment (NALC - Work Equipment Risk Assessment-64).

The Community Development & Centres Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory and Maintenance Schedule (BTC 60, 61 & 62).

Staff are advised to report any faults immediately to either the Community Development & Centres Manager or the Senior Groundspersons.

The use of the Council's equipment is restricted to only the trained operatives and staff as set out in the Work Equipment Maintenance Schedule (BTC 60, 61, & 62).

## **MANUAL HANDLING**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for ensuring that all staff receive appropriate training ("Manual Handling - The Facts" training video and Guidance Notes BTC 56)

New employees will be required to complete a Manual Handling Risk Assessment checklist (ZM Form 5). The Community Development & Centres Manager (Civic and Community Centres) and Senior Groundspersons (Parks & Grounds) should also ensure that Risk Assessments are completed (ZM Form 5) and implementing controls to reduce the risk of injury.

The Community Development & Centres Manager is responsible for ensuring that appropriate guidelines are followed when the Q Stage System is erected and dismantled (BTC 14).

## **NOISE AT WORK**

(See Risk Assessment Organisation sections for persons responsible)

### **DECIDING WHETHER AN ASSESSMENT IS NEEDED**

A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.

As a rough guide, an assessment of daily personal exposure (L<sub>ep,d</sub>) will usually be needed wherever people have to shout or have difficulty being heard clearly by someone about 2 metres away, or they find it difficult to talk to each other.

Whenever it is decided that a more detailed assessment is needed the Community Development & Centres Manager and the Senior Groundspersons (Parks & Grounds) will complete Form FS 181.

## **PERSONAL PROTECTIVE EQUIPMENT**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk will be responsible for ensuring that a Personal Protective Equipment Assessment is completed to ensure that appropriate information, equipment, instruction and training is issued.

BTC 48 (Community Centres Cleaners)

BTC 46 (Parks & Grounds)

BTC 11 (Risk Assessment)

The Community Development & Centres Manager (Civic and Community Centres) and Senior Groundspersons (Parks & Grounds) will be responsible for completing periodic reviews (BTC 46 Parks & Grounds, BTC 10 Community Centres) to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order and that adequate storage facilities have been provided.

## PLAYGROUNDS

(See Risk Assessment Organisation sections for persons responsible)

BRAUNSTONE TOWN - MOSSDALE MEADOWS, SHAKESPEARE PARK, HOLMFIELD PARK, FRANKLIN PARK

THORPE ASTLEY – PARK AREA, PRIESTMAN ROAD, HILCOTT GREEN, IMPEY CLOSE, ISOBELLA ROAD, MARSHALL CLOSE

The Executive Officer & Town Clerk is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually – ROSPA (Playsafety Ltd) The Old Barn, Wicklesham Lodge, Faringdon, SN7 7NP. Tel: 01367 244600.

These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, Senior Groundspersons and Assistant Groundsperson. A brief visual inspection is carried out on a daily basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling etc. A more detailed inspection should be undertaken monthly (ZM Form 9). All inspections should be formally recorded.

Any equipment found to be unsafe should be immobilised and taken out of use. In some cases it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Senior Groundspersons are responsible for ensuring that repairs are carried out by a competent person. Where a safety surface has been installed, more regular inspection and maintenance may be required to ensure that it remains in good condition.

## TRAINING

(See Risk Assessment Organisation sections for persons responsible)

The Assistant Executive Officer - Admin will ensure that all new employees complete the Induction Checklist set out in the Employee's Handbook

The Assistant Executive Officer - Admin will make arrangements for the following refresher training to be completed on an annual basis:

Parks & Grounds Staff Only  
(Annual prior to grass cutting season)

- Tractor Action Video
- Training Guide (BTC 20)
- Assessment Forms (BTC 21)
- Power Take Off Shafts (BTC 19)
- Prevention of Tractors averting Leaflet (BTC 22)

All Employees

- Fire Extinguishers 'What you need to know' Video and Assessment (Annually)
- First Aid Video and Assessment (annually)

The Executive Officer & Town Clerk, together with the Assistant Executive Officer – Admin, are responsible for ensuring that any changes to the Council's Health and Safety Procedures are made to the 'Master File' and copies distributed to all members of staff.

## **WORKPLACE (HEALTH SAFETY & WELFARE)**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for ensuring that a periodic review is completed (NALC - Workplace Risk Assessment Form)

The Community Development & Centres Manager (Civic and Community Centres) and the Senior Groundsperson (Parks & Grounds) are responsible for regular Fire Check Lists (BTC 45), Internal Inspections (ZM Form 7), Cleansing Specifications (BTC 12), Work Equipment and Maintenance Schedule (BTC 60), Completing IWS Legionellosis checks and monitoring Log Books, etc. The Council's requirements for good housekeeping and the maintenance, repair and servicing of equipment are set out in the Civic Centre and Parks & Grounds Health and Safety Inspection Regime Folders.

The Community Development & Centres Manager is responsible for all external inspections at the Thorpe Astley Community Centre.

The Senior Groundspersons are responsible for all regular external inspections (ZM Form 8).

The Community Development & Centres Manager is responsible for ensuring that any conditions attached to the Public Entertainments Licence are complied with.

The Community Development & Centres Manager and the Senior Groundsperson are responsible for ensuring that all Health & Safety Weekly Report Sheets are completed in a timely manner BTC 50 (Civic Centre and Thorpe Astley Community Centre) and BTC 44 (Parks & Grounds).

The Council recognises its responsibility to protect non-smokers from discomfort caused by tobacco smoke. Employees are therefore prohibited from smoking in

- a) Offices, function rooms and all areas at the Civic and Community Centres.
- b) All Town Council vehicles
- c) The Council's Parks' properties and Workshop

The Community Development & Centres Manager and Senior Groundspersons are responsible for implementing this policy and ensuring that sufficient no smoking signs are displayed.

The Community Development & Centres Manager and the Senior Groundspersons are responsible for ensuring that Mess Rooms/Eating facilities are kept clean to a suitable hygiene standard.

## WORKPLACE (HEALTH SAFETY & WELFARE)

(See Risk Assessment Organisation sections for persons responsible)

Members of the Safety Committee will keep the Council's Risk Assessments under review to reflect changes in activities, etc.

All Employees have a duty to familiarise themselves with the undermentioned Risk Assessments and adopt the procedures and working practices contained therein:-

Asbestos
Building Condition – General
Car Parks – General
Cash Handling and Transport
Cleaning Duties – General
Community Centres / Village Halls
Contractors – Use of
Display Screen Equipment / Computer Screens
Erecting Fencing
Family Fun Day/Community Event
Fire
Firework Displays and Bonfires
Football Posts and Installation
Halls – Use and Hire of
Handling Sharps (Hypodermic needles)
Hedge Cutting –use of Tractor Mounted Rotary Flail
Hedge Trimming
Herbicides – Use of
Ladders / Stepladders – Use of
Leaf Blowing
Litter Picking
Litter Picking (Franklin Park Working Group)
Lone Working / Violence at Work (TA, Parks, CC)
Manual Handling General
Mowing / Strimming
Offices
Open Spaces & Parks – General
Outdoor Working
Play Equipment – Basic Maintenance
Playing Fields – General
Ponds and Water
Spraying and Storing Pesticides
Storage of Chemicals
Storage of Petrol
Stress at Work
Summer Play Schemes
Tree Maintenance
Vehicles – Use of
Working at Height
Working on the Highway

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 26th APRIL 2018**

#### **Item 9 – Review of Continuity Plan**

##### **Purpose**

To consider, following consultation, a revised and updated Business Continuity Plan for adoption.

##### **Background**

The current Business Continuity Plan was adopted in June 2014 and therefore, a full review of the Plan has been undertaken and amendments proposed to ensure that it is fit for purpose for the nature and scale of the Town Council's activities and the likelihood and risk of disruption to its critical functions.

The proposed Business Continuity Plan is attached at Annex 1 and sets out roles and responsibilities, types of incident and their potential impact on services. Section 7 sets out a critical function analysis and recovery process for our core services. The plan covers services disrupted directly, e.g. from fire, or indirectly, e.g. from use of our Centres for emergency evacuation. The appendices include template forms for use in response to an emergency.

A copy of the current Business Continuity Plan adopted by the Council in June 2014, is attached at Annex 2.

##### **Consultation**

The Health & Safety Consultative Group on 1st November 2017 and the Council's Management Team on 13th March 2018 considered and shaped the proposed Plan. The Health & Safety Consultative Group also considered the draft proposal at its meeting on 11th April 2018.

The proposed Plan was also the subject of consultation with staff, Councillors, the Council's professional advisors and partners, to enable them to:

1. challenge whether the proposed policy was fit for purpose,
2. put forward any alternative proposals and suggestions, and
3. discuss how the proposed policy may impact on their role and responsibilities.

The deadline for consultation responses was 12noon on Monday 16th April and the responses received and action taken is summarised in the table below.

<b>Subject Area</b>	<b>Consultee Response</b>	<b>Management Action/Response</b>
Staff Job Descriptions	Job Descriptions should be amended to state: "To respond to any major incident which impacts directly or indirectly upon the Council, as detailed in the Business Continuity Plan".	<p>Most actions taken in an emergency, as identified for each role under Initial Duties at section 7, would be covered under existing provisions in the respective Job Descriptions.</p> <p>For example, management are responsible for ensuring services are provided, staff and resources managed and to be part of the Management Team to ensure the effective running of the Council and its services.</p> <p>Other officers would do work which is broadly covered. E.g. Duty Officers &amp; Customer Service Advisors may have to contact hirers and customers concerning their bookings and payments. Cleaners may have to clean if the Centre is used as an Evacuation Centre.</p>
Staff Contracts	Recommendation that the Contract include: "In the event of an emergency incident being declared by the Council all staff are required to attend work if instructed to do so. Failure to respond may result in disciplinary action".	<p>The Contract includes "Due to the nature of the Council's work all staff are expected to be flexible and supportive of one another. It is a condition of employment for all Employees, that everyone is expected to co-operate with Management to ensure work is completed within the necessary time scales and to the required standard".</p> <p>It is unlikely that all members of staff would refuse to attend work if requested to do so in such circumstances and as such an immediate amendment to contracts may be unnecessary. However, the suggested amendment could be included in any future wider review of staff roles and employment contracts.</p>

<b>Subject Area</b>	<b>Consultee Response</b>	<b>Management Action/Response</b>
Declaring an Incident and Responding	How do post holders (identified in s7) respond? Should a member of staff attend work at any time if alerted to any such incident? Who declares the incident? Who contacts the post holders identified in section 7? How should the post holders be contacted? If not contactable directly should they respond to media reports?	A new section "Declaring the Incident" has now been included after section 4.  Reference to determining how members of staff are contacted and requested to attend work has now been included in paragraph 1 of section 7.
Payment	Are there any payment entitlements for attending work outside of normal working hours to respond to an incident? If so on what terms, basic pay or premium / overtime rates?	When a report is submitted to Committee on future actions, it would review the staffing commitment and whether temporary enhanced payments should apply or honorariums be awarded. Section 3, paragraph 5 was updated to cover this principle.
References to other bodies	Comment that there should be stronger references to Blaby D.C., Leicester City Council and Leicestershire C.C. These authorities may be involved because of the scale of an event but will, in any case, have staff who could make a contribution.	While the general point is understood, the Plan is designed to assist Braunstone Town Council's Managers, Staff and Leadership respond to an incident. Wider Emergency Planning is undertaken and led by the Leicester, Leicestershire and Rutland Resilience Partnership.

### Recommendations

1. That the revised Business Continuity Plan (April 2018), attached as Annex 1 to the report, be approved and adopted on Monday 30th April 2018; and
2. that delegated authority be given to the Executive Officer & Town Clerk to update references in the Plan to reflect changes in legislation, policy, organisation structure, roles and responsibilities and service provision.

### Reasons

1. To ensure that the Plan reflected the nature and scale of the Town Council's activities and the likelihood and risk of disruption to its critical functions.
2. To ensure that the references included in the Plan were kept up to date in a timely manner so that the document was an easy and reliable reference document in the event of a significant incident/emergency.





**BRAUNSTONE TOWN COUNCIL**

**Business Continuity Plan**

**Adopted 30th APRIL 2018**

DATE ADOPTED	30th April 2018	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S			

**BRAUNSTONE TOWN COUNCIL**

**Business Continuity Plan**

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***Contents to be completed, once document finalised.***

## BRAUNSTONE TOWN COUNCIL

### BUSINESS CONTINUITY PLAN

#### 1. PURPOSE

To prepare Braunstone Town Council to cope with the effects of an incident/emergency:

- To identify Key Roles & Responsibilities
- To analyse the emergency risks to the Council's Services
- To define and prioritise the Critical Functions of the Council's business
- To detail the agreed response to an incident/emergency

#### 2. SCOPE

The plan's scope extends to dealing with major incidents which affect the availability of the Council's services, for example:

- Directly: major fire at one of our buildings destroying large parts of the building and making other parts unusable; resulting in the loss of operating space and equipment; and/or
- Indirectly: use of parts of one of our buildings as an emergency evacuation centre or for the provision of another critical service to the community, e.g. GP Surgery, impacting on the ability of the Town Council to continue to provide its services.

The plan guides the Town Council's response to incidents which impact on the delivery of its services. Depending on the nature of the incident, another statutory agency, such as the Police and/or Fire Service, may be in charge.

#### 3. ROLES AND RESPONSIBILITIES

**Overall responsibility** for ensuring the Council has contingency plans and is able to deliver its services rests with the Council's Policy & Resources Committee, who review and revise this policy as necessary at regular intervals. The Corporate Governance Sub-Committee has oversight of the systems and processes which ensure the Council undertakes appropriate assessment of risk and implements mitigating actions.

**Day to day responsibility** for ensuring this policy is put into practice is delegated to the Executive Officer & Town Clerk, who has delegated authority under the Council's Scheme of Delegation "*To take such action as is required in the case of an emergency or urgency subject to:*

- a) consultation with the Town Mayor, Leader of the Council and the Chair of the relevant Standing Committee, or, in their absence, the relevant deputy; and*
- b) a report on the action taken being made to the next meeting of the Council or relevant Standing Committee, as appropriate".*

**The Incident Response Leadership Team** will consist of the Council's Officer Management Team:

- Executive Officer & Town Clerk (Chair)
- Deputy Executive Officer & Community Services Manager
- Resources & Facilities Manager

supported by an administrator (usually the Personal Assistant & Administrative Officer).

Depending on the nature of the incident and progress with the response, **Councillors, particularly the Leader and Deputy Leader of the Council**, Town Mayor and relevant Standing Committee Chairs as appropriate, may serve on the Incident Response Leadership Team.

Once the initial critical stages have been dealt with, the Council's **Policy & Resources Committee**, and any other relevant Standing Committee, should be convened at reasonable notice to receive a report on the action taken, to consider the current position, options available for ongoing management of the incident and restoring the Council's Services, and to determine a recovery plan, including further actions, staffing required (including whether enhanced payments are required), finance and timescales.

**All employees**, may be required at some point to assist with responding to the incident, and should:

- co-operate with supervisors and managers;
- be flexible with their working hours, place of work and with the duties they undertake; and
- follow all procedures to protect their own health and safety and that of others.

#### 4. TYPES OF INCIDENT

The following lists potential incidents and their impact on the Council's services (this is not an exhaustive list):

<b>INCIDENT</b>	<b>SERVICE IMPACT</b>
Fire / Flood damage at Braunstone Civic Centre	Customer Services, Town Council Offices, Bar Service, cancellation of room hires
Fire / Flood damage at Thorpe Astley Community Centre	Cancellation of Pre-school and Doctor's surgery/clinics/treatment. Cancellation of room hires.
Fire / Flood damage at Mossdale Pavilion / Depot	Loss of / damage to Parks Machinery and Equipment
Use of a Community Centre as an Evacuation Centre	Cancellation of Room Hires, use of toilet and kitchen facilities to support evacuation centre. Use of rooms to support Evacuation Centre operation. Building open 24 hours.
Re-location of Critical Service to a Community Centre	Cancellation of room hires and loss of space for room hires.
Terrorist incident / serious crime	Unavailability of space and services located within that space while investigations are undertaken.
Significant disruption to power, gas and/or water	All services, including cancellation of room hires, Customer Services and Licensed Bar.
Significant interruption to phone and internet services	Customer Service Shop (including enquiries and payments); limited access to bookings system to process new bookings and payments.

## 5. DECLARING THE INCIDENT

The Executive Officer & Town Clerk is responsible for assessing the incident, as guided by the examples in section 4 of the plan and/or by the emergency services or other appropriate statutory body, and determining whether there is a significant impact upon the Council's Services. Where practical, the Executive Officer & Town Clerk will involve Service Managers and the Council's Leadership. Should the impact upon the Council's Services be significant or there is a wider emergency declared, then the Executive Officer & Town Clerk will "declare an incident" and take immediate steps to enact the provisions and processes in this plan.

In the absence of the Executive Officer & Town Clerk, the Deputy Executive Officer & Community Service Manager will be responsible and then the Resources & Facilities Manager.

## 6. INITIAL INCIDENT RESPONSE

As soon as it is practically possible and safe to do so, the Incident Response Leadership Team will meet to determine:

- Allocation of Responsibilities (including Deputies) to key duties, including liaison with the emergency services, where necessary and liaison with the Council's Insurance and IT Services provider;
- Potential Impact on the organisation and its services;
- The likely impact of individual services;
- Recovery Timeframe;
- Staffing required (numbers, skills, knowledge);
- Data / IT systems required;
- Premises from which to operate (relocation, working from home);
- Communications (Councillors, Partners, Staff, Customers, Residents, Hirers);
- Equipment (key equipment recovery or replacement, alternative sources);
- Supplies (replacement of stock, key supplies required).

## 7. INITIAL DUTIES

The Incident Response Leadership Team will initially meet and identify immediate actions, staffing required, how staff will be contacted to respond to the incident and allocate responsibilities. The allocation of responsibilities will be dependent upon the incident and which actions are initially required to facilitate the recovery process.

The list below allocates key responsibilities to an officer, this allocation is for guidance, it is not exhaustive and ensures that key actions are quickly identified and allocated.

In practice the Incident Response Leadership Team may choose to reallocate the responsibilities to ensure that critical actions are carried out quickly and in a timely manner. Dependent upon progress, actions are likely to be re-prioritised and reallocated, particularly in the first 48 hours.

<b>Officer</b>	<b>Initial Duties</b>
Executive Officer & Town Clerk	<ul style="list-style-type: none"> <li>• Liaison with Emergency Services</li> <li>• Convening Incident Response Leadership Team</li> <li>• Liaison with the Leader of the Council, Town Mayor, Committee Chairs and Deputies, including briefings ahead of press statements</li> <li>• Contact / Liaison with Insurance Broker and Underwriter</li> <li>• Ensuring information is provided to Councillors</li> <li>• Identifying key messages for staff, public, customers</li> </ul>
Deputy Executive Officer & Community Services Manager	<ul style="list-style-type: none"> <li>• Ensuring information is provided to the public</li> <li>• Notifying Public Service partners</li> <li>• Dealing with initial press enquiries and making arrangements for statements</li> <li>• Contacting staff needed in the service area to undertake initial recovery duties</li> <li>• Ensuring any affected parks premises are made safe</li> </ul>
Resources & Facilities Manager	<ul style="list-style-type: none"> <li>• Contact / Liaison with IT provider</li> <li>• Identifying access to IT systems and server, computers, printers and copying facilities, telephone and communication links</li> <li>• Contact / Liaison with Utility companies</li> <li>• Contacting staff needed in the service area to undertake initial recovery duties</li> <li>• Ensuring any affected Centre premises are made safe</li> <li>• Overseeing initial purchases of equipment and supplies required for recovery</li> </ul>
Personal Assistant & Administrative Officer	<ul style="list-style-type: none"> <li>• Administrative support to Incident Response Leadership Team</li> <li>• Ensuring that appropriate filing systems (electronic and paper) are established to assist the Management Team in undertaking their responsibilities and keeping records</li> <li>• Ordering equipment and supplies, processing and recording orders, invoices and payments under the emergency procedures</li> </ul>
Community Services & Engagement Officer	<ul style="list-style-type: none"> <li>• Updating information on the Council's website</li> <li>• Providing updates on Social Media</li> <li>• Drafting Press Releases</li> <li>• Producing required notices</li> </ul>
Customer & Information Services Advisor	<ul style="list-style-type: none"> <li>• Contacting Hirers</li> <li>• Dealing with and recording enquiries (phone, email and in person) concerning the incident</li> <li>• Producing documentation, establishing processes and taking action to enable the service (if directly affected) to be recovered</li> </ul>

<b>Officer</b>	<b>Initial Duties</b>
Duty Officer – Community Centres	<ul style="list-style-type: none"> <li>• Duty at Centres, potentially out of hours (e.g. Evacuation Centre)</li> <li>• Contacting Hirers</li> <li>• Dealing with and recording enquiries (phone, email and in person) concerning the incident</li> <li>• Producing documentation, establishing processes and taking action to enable the service (if directly affected) to be recovered</li> </ul>
Parks/Grounds Staff	<ul style="list-style-type: none"> <li>• Establishing processes and taking action to enable the service (if directly affected) to be recovered</li> <li>• Making the premises safe</li> <li>• Moving equipment and supplies required for recovery to an alternative location</li> </ul>
Cleaner & Premises Operatives	<ul style="list-style-type: none"> <li>• Ensuring Centres are cleaned, potentially out of hours (e.g. Evacuation Centre)</li> <li>• Making the premises safe</li> <li>• Assisting with moving equipment and supplies required for recovery to an alternative location</li> </ul>

## 8. CRITICAL FUNCTION ANALYSIS AND RECOVERY PROCESS

### Community Centre Facilities – Rooms for Hire

<b>Priority:</b>	<b>1</b>	<b>Critical function:</b>	<b>Community Centre Facilities – Rooms for Hire</b>
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>		Executive Officer & Town Clerk Resources & Facilities Manager	
Potential impact on organisation if interrupted:		Loss of room hire Cancellation of local group meetings/events Damage to reputation	
Likelihood of interruption to organisation:		Medium – <i>fire, flood, alternative use for evacuation or critical service</i>	
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>		24 hours: <i>to provide information to customers</i> 2 weeks: <i>Loss of customers to competitors</i>	
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>		Customer & Information Services Advisors and Duty Officers: <i>contact hirers, make alternative bookings, arrange refunds, assess hirers needs and keep them updated.</i> Community Services & Engagement Officer: <i>update website, social media, notices, press releases.</i>	
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>		Facilities System (Edge): <i>remote access system, requires internet connection and computer.</i> Telephone & Email services.	
Premises <i>(potential relocation or work-from-home options)</i>		Alternative Community Centre. Work from Home – provide link to download Edge, enable web access to Council email server.	
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>		Hirers: <i>Telephone / Email</i> General Public: <i>Website, Social Media, Press Releases, Notices.</i>	
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>		Computer, printer and telephone.	
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>		Headed Paper, Compliments Slips, envelopes, stamps. Printer cartridges.	

Customer Service Shop (including Citizens Advice and Benefits)

Priority:	1	Critical function:	Customer Service Shop (including Citizens Advice and Benefits)
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Executive Officer & Town Clerk Deputy Executive Officer & Community Services Manager
Potential impact on organisation if interrupted:			Suspension of Service Shop Services Unable to provide information to customers Unable to collect payments
Likelihood of interruption to organisation:			Medium – <i>power and internet disruption, fire, flood, closure of centre due terrorism or serious crime</i>
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			24 hours: <i>to provide information to customers</i> 1 week: <i>loss of CAB / Benefit Surgeries</i> 2 weeks: <i>impact on SLA requirements</i>
Resources required for recovery:			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			Customer & Information Services Advisors and Duty Officer (cover): <i>to re-establish service.</i> Community Services & Engagement Officer: <i>update website, social media, notices, press releases.</i>
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			Enquiries and Facilities System (Edge): <i>remote access system, requires internet connection and computer.</i> Telephone & Email services. VPN for file system.
Premises <i>(potential relocation or work-from-home options)</i>			Alternative location at Civic Centre or Library (unaffected room or temporary portable cabin) Telephone and Email services could be operated from Thorpe Astley Centre.
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Partners: <i>Telephone / Email</i> General Public: <i>Website, Social Media, Press Releases, Notices.</i>
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			Computer, printer, photocopier and telephone.
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			Headed Paper, Compliments Slips, customer forms, information leaflets, administrative forms (e.g. cash summary) envelopes, stamps. Printer cartridges.

## Town Council Management & Administration

<b>Priority:</b>	<b>2</b>	<b>Critical function:</b>	<b>Town Council Management &amp; Administration</b>
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Executive Officer & Town Clerk Deputy Executive Officer & Community Services Manager
Potential impact on organisation if interrupted:			Impact on Council's decision making process Failure to meet statutory deadlines Loss of advice/support for Members Uncollected income/payments not made.
Likelihood of interruption to organisation:			Medium – <i>power and internet disruption, fire, flood, closure of centre due terrorism or serious crime</i>
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			24 hours: <i>decision making process</i> 1 week: <i>ordering</i> 2 weeks: <i>payments to suppliers/payroll</i>
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			Personal Assistant & Administrative Officer <i>re-establish service.</i> Community Services & Engagement Officer: <i>update website, social media, notices, press releases.</i>
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			Finance System (Edge): <i>remote access system, requires internet connection and computer.</i> Telephone & Email services. VPN for file system (Backup at Thorpe Astley Community Centre).
Premises <i>(potential relocation or work-from-home options)</i>			Alternative Community Centre. Work from Home – provide link to download Edge, enable web access to Council email server and VPN for file system.
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Councillors/Partners/Suppliers: <i>Telephone / Email</i> General Public: <i>Website, Social Media, Press Releases, Notices.</i>
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			Computer, printer, photocopier and telephone.
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			Headed Paper, Compliments Slips, address labels, administrative forms, envelopes, stamps. Printer cartridges.

## Parks Depot

<b>Priority:</b>	<b>2</b>	<b>Critical function:</b>	<b>Parks Depot</b>
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Deputy Executive Officer & Community Services Manager Executive Officer & Town Clerk
Potential impact on organisation if interrupted:			Loss of equipment, vehicles and Mowers Delayed on Maintenance Schedules Closure of playgrounds if inspections cannot be carried out/mitigating actions not taken.
Likelihood of interruption to organisation:			Medium – <i>fire, flood, terrorism or serious crime</i>
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			1 week: <i>maintenance / inspections</i> 2 weeks: <i>use of pitches / changing and toilet provision</i>
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			Parks & Grounds staff: <i>to re-establish service.</i> Community Services & Engagement Officer: <i>update website, social media, notices, press releases.</i>
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			N/A.
Premises <i>(potential relocation or work-from-home options)</i>			Alternative location for equipment (Shakespeare Park or temporary portable cabin).
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			General Public: <i>Website, Social Media, Press Releases, Notices.</i>
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			Maintenance equipment, protective clothing, essential tools, vehicles and Mowers.
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			Fuel, chemicals, fixings, nuts and bolts.

## Licensed Bar Facilities

<b>Priority:</b>	<b>3</b>	<b>Critical function:</b>	<b>Licensed Bar Facilities</b>
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Resources & Facilities Manager Executive Officer & Town Clerk
Potential impact on organisation if interrupted:			Possible closure of the Licensed Bar Loss of room hire, particularly where Licensed Bar services are required for the function.
Likelihood of interruption to organisation:			Low – temporary bar could be set up in function room. License could be lifted to allow hirers to bring their own alcohol.
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			24 hours: <i>closure of Bar</i> 1 week: <i>loss of hires</i> 2 weeks: <i>impact on contractor – who may not be able to recover service.</i>
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			Customer & Information Services Advisors and Duty Officers: <i>contact hirers, arrange refunds, assess hirers needs and keep them updated.</i> Community Services & Engagement Officer: <i>update website, social media, notices, press releases.</i>
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			Facilities System (Edge): <i>remote access system, requires internet connection and computer.</i> Telephone & Email services.
Premises <i>(potential relocation or work-from-home options)</i>			Centres (if available). Work from Home – provide link to download Edge, enable web access to Council email server.
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Hirers: <i>Telephone / Email</i> General Public: <i>Website, Social Media, Press Releases, Notices.</i>
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			Computer, printer and telephone.
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			Headed Paper, Compliments Slips, envelopes, stamps.

## APPENDIX 1 – EMERGENCY RESPONSE CHECKLIST

Task	Completed (date, time, by)
<b>Actions within 24 hours:</b>	
Start of log of actions and expenses undertaken (see section 9 Action and Expenses Log)	
Liaise with emergency services (see section 6E Contact List – Emergency Services)	
Identify and quantify any damage to the organisation, including staff, premises, equipment, data, records, etc	
Assess the key priorities for the remainder of the working day and take relevant action. Consider sending staff home, to recovery site etc	
Inform staff what is required of them.	
Identify which critical functions have been disrupted (use section 4, Types of Incident)	
Convene those responsible for recovering identified critical functions, and decide upon the actions to be taken, and in what time-frames (use section 8 Critical Function Analysis and Recovery Process)	
Provide information to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Suppliers and customers</li> <li>• Insurance company</li> </ul>	
Publicise the interim arrangements for delivery of critical activities. Ensure all stakeholders are kept informed of contingency arrangements as appropriate <i>Consider how this will be done e.g. website/telephone etc. Consider who needs to know the interim arrangements e.g. key stakeholders, customers, suppliers etc.</i>	
Recover vital assets/equipment to enable delivery of critical activities. <i>Identify the essential equipment/resources/information that need to be recovered where possible</i>	

Task	Completed (date, time, by)
<b>Daily actions during the recovery process:</b>	
Convene those responsible for recovery to understand progress made, obstacles encountered, and decide continuing recovery process	
Provide information to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Suppliers and customers</li> <li>• Insurance company</li> </ul>	
Provide public information to maintain the reputation of the organisation and keep relevant authorities informed	
<b>Following the recovery process:</b>	
Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards	
Use information gained from the debrief to review and update this business continuity management plan	





*Braunstone Town Council*

# Continuity Plan

DATE ADOPTED	16 <sup>th</sup> August 2007	FREQUENCY OF REVIEW	Annually
REVISED DATE/S	1 January 2013, 1 <sup>st</sup> June 2014		

# Introduction

## Distribution List with Contact Details

(The incident response team will comprise \*)

Copy Number	Name	Location
001	Darren Tilley *	Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, LE3 2PP Tel: 0116 2899270 Mobile: 07745 353961 Email: executiveofficer@braunstonetowncouncil.org.uk
002	Pauline Hurd *	Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, LE3 2PP Tel: 0116 2899270 Mobile: 0789 2696264 Email: centresmanager@braunstonetowncouncil.org.uk
003	Ian Kennett * (parks)	Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, LE3 2PP Mobile: 0797 3312334
004	Joanne Leech *	Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, LE3 2PP Tel: 0116 2899270 Mobile: 07810 620609 Email: admin@braunstonetowncouncil.org.uk
005		Leicestershire County Council, County Hall, Glenfield, LE3 8RT (No longer participate in Connect Service Shop)
006	Neil Briggs	Blaby District Council, Council Offices, Narborough, LE19 2EP Tel: 0116 2727667 ndb@blaby.gov.uk
007	Councillor Mr N Brown	53 Henley Crescent, Braunstone Town LE3 2SB Tel: 0116 2339395 Mobile: 07734 905661. Email: nickbrown.home@btinternet.com
008	Jo Abbott (Licensed Bar Contractor)	35 Shakespeare Drive, Braunstone Town, LE3 2SR 0787 0473661 (H) 0116 4319771
009		Copy in Fireproof Data Safe, Braunstone Civic Centre
010	Lydia Assi*	Braunstone Town Council, Braunstone Civic Centre, Kingsway Braunstone Town, LE3 2PP Tel: 0116 2899270 Mobile: 0790 0808214 Email: dcm@braunstonetowncouncil.org.uk

**If you have any suggested changes to this plan, please notify**

**Darren Tilley, Executive Officer & Town Clerk, Braunstone Town Council**

References and related documents
Health and Safety Policy
Risk Assessments (copy in Fire Proof Data Safe only)
Staff Emergency Contact List (confidential BTC staff only)
Affiliated User Group List
Password and Access Codes (confidential BTC staff only)
List of the Town Council's phone and broadband lines (confidential BTC staff only)

### Aim of this Plan

To prepare this Council to cope with the effects of an emergency.

### Objectives

- To define and prioritise the Critical Functions of the Council's business
- To analyse the emergency risks to the business
- To detail the agreed response to an emergency
- To identify Key Contacts during an emergency

# Service Impact Analysis

Critical Function:	Civic Centre Services (including Town Council Admin and Connect Service Shop)
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## Affect on Service:

Time	Affect on Service:
First 24 hours	<ul style="list-style-type: none"> <li>• Suspension of Connect Service Shop Services</li> <li>• Unable to provide information to customers</li> <li>• Unable to collect rent/rates payments</li> <li>• Civic Centre room hirers cannot be identified</li> <li>• Loss of booking system (hirings)</li> <li>• Possible closure of the Licensed Bar</li> <li>• Loss of contact details</li> </ul>
24 – 48 hours	<ul style="list-style-type: none"> <li>• Loss of Admin support for Members</li> <li>• Temporary reduction in staff numbers</li> <li>• Loss of Admin support to other Town Council services</li> </ul>
Up to 1 week	<ul style="list-style-type: none"> <li>• Impact on Meeting SLA requirements</li> <li>• Loss of CAB / Mini-bus / Benefit Advice Surgeries</li> </ul>
Up to 2 weeks	<ul style="list-style-type: none"> <li>• Loss of customers to competitors</li> <li>• Loss of Income</li> <li>• Loss of Payroll Function</li> </ul>

## Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required	Data required
First 24 hours	Minimum of 3 staff	Relocate if necessary utilising other parts of the Civic Centre, Thorpe Astley Community Centre Shakespeare Park or Mossdale Meadows	<ul style="list-style-type: none"> <li>• Arrange helpline (transfer calls to Thorpe Astley Community Centre phone number)</li> <li>• Notify Leader of the Council, Partners, staff</li> <li>• Publicise on Website</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Contact/Members Details</li> <li>• Service Contact Details</li> <li>• Service Maintenance Contacts</li> <li>• Insurance</li> <li>• Password and access code document</li> </ul>
24 – 48 hours	Minimum 4 staff	Relocate rent/rates payments service to BDC	<ul style="list-style-type: none"> <li>• Assemble Incident Response Team in temporary office and:-               <ul style="list-style-type: none"> <li>⇒ Decide priorities (service / work)</li> <li>⇒ Alternative locations and requirements</li> </ul> </li> <li>• Timescale to include:-               <ul style="list-style-type: none"> <li>⇒ Staffing levels</li> <li>⇒ IT Communications</li> <li>⇒ Hardcopy and software backup</li> <li>⇒ Stationery</li> </ul> </li> <li>• Organise salvage</li> <li>• Notify civic centre hirers and if possible advise them of alternative accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Stored backup computer data</li> <li>• Customer Contact Details</li> <li>• Service Maintenance Contacts</li> <li>• Bookings, Diary Dates</li> </ul>
Up to 1 week	Minimum 4 staff		<ul style="list-style-type: none"> <li>• Restore IT/Communications Links</li> <li>• Furnishings</li> <li>• Stationery</li> <li>• Reinstate Services to Members</li> <li>• Reinstate Connect Service Shop Services</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance Contracts contacts</li> <li>• Members' Contact Details</li> </ul>
Up to 2 Weeks	Minimum 5 staff		<ul style="list-style-type: none"> <li>• Brief/update staff, customers and partners</li> <li>• Evaluate alternative premises</li> <li>• Constantly review service to customers, staff levels and the effect on staff/employees</li> <li>• Reinstate payroll</li> </ul>	<ul style="list-style-type: none"> <li>• staff contact details</li> <li>• Customer Contact Details</li> <li>• Service Contact Details</li> <li>• Payroll software</li> </ul>

# Service Impact Analysis

Critical Function:	Thorpe Astley Community Centre – Lakin Drive, Thorpe Astley
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## Affect on Service:

Time	Affect on Service:
First 24 hours	<ul style="list-style-type: none"> <li>• Civic Centre room hirers cannot be identified</li> <li>• Loss of booking system (hirings)</li> <li>• Possible closure of the Licensed Bar</li> <li>• Loss of contact details</li> <li>• Loss of Primary Care Trust and Police Services</li> </ul>
24 – 48 hours	<ul style="list-style-type: none"> <li>• Temporary reduction in staff numbers</li> </ul>
Up to 1 week	<ul style="list-style-type: none"> <li>• Adverse Effect on User Groups due to loss of facilities</li> </ul>
Up to 2 weeks	<ul style="list-style-type: none"> <li>• Loss of customers to competitors</li> <li>• Loss of Income</li> </ul>

## Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required	Data required
First 24 hours	Minimum of 3 staff	Relocate if necessary utilising the Civic Centre, Shakespeare Park or Mossdale Meadows	<ul style="list-style-type: none"> <li>• Arrange helpline (transfer calls to Civic Centre phone number)</li> <li>• Notify Leader of the Council, Partners, staff</li> <li>• Publicise on Website</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Contact/Members Details</li> <li>• Service Contact Details</li> <li>• Service Maintenance Contacts</li> <li>• Insurance</li> <li>• Password and access code document</li> </ul>
24 – 48 hours	Minimum 3 staff	User Groups, PCT and Police Services	<ul style="list-style-type: none"> <li>• Assemble Incident Response Team in temporary office and:-               <ul style="list-style-type: none"> <li>⇒ Decide priorities (service / work)</li> <li>⇒ Alternative locations and requirements</li> </ul> </li> <li>• Timescale to include:-               <ul style="list-style-type: none"> <li>⇒ Staffing levels</li> <li>⇒ IT Communications</li> <li>⇒ Hardcopy and software backup</li> <li>⇒ Stationery</li> </ul> </li> <li>• Organise salvage</li> <li>• Notify centre hirers and if possible advise them of alternative accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Stored backup computer data</li> <li>• Customer Contact Details</li> <li>• Service Maintenance Contacts</li> <li>• Bookings, Diary Dates</li> </ul>
Up to 1 week	Minimum 3 staff		<ul style="list-style-type: none"> <li>• Restore IT/Communications Links</li> <li>• Furnishings</li> <li>• Stationery</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance Contracts contacts</li> <li>• Members' Contact Details</li> </ul>
Up to 2 Weeks	Minimum 3 staff		<ul style="list-style-type: none"> <li>• Brief/update staff, customers and partners</li> <li>• Evaluate alternative premises</li> <li>• Constantly review service to customers, staff levels and the effect on staff/employees</li> </ul>	<ul style="list-style-type: none"> <li>• staff contact details</li> <li>• Customer Contact Details</li> <li>• Service Contact Details</li> <li>• Payroll software</li> </ul>

# Service Impact Analysis

Critical Function:	Parks – Loss of Mosssdale Meadows Buildings, etc and other changing room facilities at other parks
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## Affect on Service:

Time	Affect on Service:
First 24 hours	<ul style="list-style-type: none"> <li>• Loss of equipment</li> <li>• Loss of vehicles</li> <li>• Loss of Mowers</li> <li>• Office/Mess Room</li> <li>• Loss of maintenance schedules</li> </ul>
24 – 48 hours	<ul style="list-style-type: none"> <li>• Loss of grounds maintenance service</li> <li>• Loss of playground inspection and repairs</li> <li>• Loss of litter picking</li> </ul>
Up to 1 week	<ul style="list-style-type: none"> <li>• Adverse effect on sports clubs due to loss of facilities</li> </ul>
Up to 2 weeks	<ul style="list-style-type: none"> <li>• Disruption on other parks due to transfer of football teams</li> <li>• Overuse of pitches</li> <li>• Loss of income</li> </ul>

## Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required	Data required
First 24 hours	Minimum of 3 staff	Relocate where necessary to other parks	<ul style="list-style-type: none"> <li>• Notify staff, leader, and Partners</li> <li>• Notify Sports Club Leaders</li> <li>• Publicise on Website</li> </ul>	<ul style="list-style-type: none"> <li>• Service Contact Details</li> <li>• Service Maintenance Contacts</li> <li>• BDC and LCC Contacts</li> <li>• Insurance</li> <li>• Staff contact details</li> <li>• Sports club contact details</li> </ul>
24 – 48 hours	Minimum of 3 staff		<ul style="list-style-type: none"> <li>• Assemble Incident Response Team to:-               <ul style="list-style-type: none"> <li>⇒ Decide priorities (maintenance and inspection regimes)</li> <li>⇒ Alternative locations and requirements</li> </ul> </li> <li>Timescale to include:-               <ul style="list-style-type: none"> <li>⇒ Staffing levels</li> <li>⇒ Equipment</li> <li>⇒ External contractors required</li> </ul> </li> <li>• Organise salvage</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Contact Details</li> <li>• Service Maintenance Contacts</li> <li>• Partners contact details</li> </ul>
Up to 1 week	Minimum of 3 staff		<ul style="list-style-type: none"> <li>• Playground safety checks</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance schedules</li> </ul>
Up to 2 weeks	Minimum of 3 staff		<ul style="list-style-type: none"> <li>• Brief/update staff, customers and partners</li> <li>• Evaluate alternative premises</li> <li>• Constantly review service to customers, staff levels and the effect on staff/employees</li> </ul>	<ul style="list-style-type: none"> <li>• Staff contact details</li> <li>• Partners contact details</li> </ul>

# Hazard Analysis Table

## Risk Matrix Score

**A** = HIGH Likelihood and HIGH Impact

**B** = LOW Likelihood and HIGH Impact

**C** = HIGH Likelihood and LOW Impact

**D** = LOW Likelihood and LOW Impact

<b>Hazard</b>	<b>Impact</b>	<b>Control Measures Place</b>	<b>Further Measures Possible</b>	<b>Risk Matrix Score</b>
Flooding	Low	<ul style="list-style-type: none"> <li>Flood Watch details available</li> <li>No real flood sources</li> </ul>	<ul style="list-style-type: none"> <li>To obtain own stock of sandbags</li> </ul>	D
IT Failure	High	<ul style="list-style-type: none"> <li>Protective systems in place to guard against viruses</li> <li>Daily back ups kept in fire proof safe</li> <li>Edge Design software (Booking System, Finance, and Planning database) backed up daily remotely via Edge Design</li> </ul>	<ul style="list-style-type: none"> <li>In the event of an emergency, software, other than provided by Edge Design will be loaded onto a temporary computer supplied by IT Solutions.</li> <li>Regularly reminders to staff to carry out regular back-ups (daily and weekly) and maintaining integrity of the system</li> </ul>	B
Loss of electricity	High	<ul style="list-style-type: none"> <li>Electrical tests completed on a regular basis (in accordance with the Health &amp; Safety Policy)</li> <li>Electrical Generator in place</li> </ul>		B
Fire	Low	<ul style="list-style-type: none"> <li>Fire Risk Assessment produced</li> <li>Fire Alarms and detective systems</li> <li>Fire Fighting Equipment</li> <li>Electrical Safety Checks Test</li> </ul>		B
Loss of Key Staff	Low	<ul style="list-style-type: none"> <li>Town Clerk, Civic Centre Manager and Assistant Executive Officer – Admin, have joint responsibility for placing the necessary succession arrangements</li> </ul>		D
Loss of Communications	Low	<ul style="list-style-type: none"> <li>Reliant on BT system</li> <li>On failure of landline system revert to mobile phones</li> </ul>		D

## Critical Function Priority List

Priority	Critical Function
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Emergency Response Checklist  
For use during an emergency

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff, partners (BDC, LCC, Primary Care Trust, Police) and customers:
- Provide public information
- Arrange a Debrief:
- Review Continuity Plan:

## Key Contact Sheet

Contact	Office Number	Useful information
Insurance Provider Policy No. 24330662 CCI	Aviva 01752 675456 / 675485	C/o WPS Insurance Brokers, Brunswick House Brunswick Road, Plymouth, Devon PL4 0NP
<b>Partners</b>		
BDC Neil Briggs, Customer Access and Electoral Services Manager	0116 2727667	Blaby District Council, Council Offices, Narborough, LE19 2EP ndb@blaby.gov.uk
Blaby District Council Main	0116 2750555	
Leicestershire County Council Main	0116 2323232	
All Staff (please see attached separate list)		
Councillors (please see attached separate list)		
Citizens Advice Bureau	01455 555562	South Leicestershire CAB, Lutterworth One Stop Shop, Gilmorton Road, Lutterworth, LE17 4DY (Advice Line 0844 848 9009)
Police (Beat Officers)	101 (+collar no)	PC 1851 Matt Turner (Neighbourhood Sergeant) PC 4220 Leanne Aldridge (Beacon Officer)
Braunstone Town Library	0116 3055556	Emergency Contact:- Servest Security – outside office hours 0116 3055556 (normal office hours 0116 3055000 ask for Property Service Desk) Site Reference is:- UPRN 2154
Dixon Coles & Goddard Solicitors (Mr J Webb)	0116 2775899	33 Lutterworth Road, Blaby LE8 4DW
<b>Maintenance Service Providers</b>		
Southern Electric (electric)	0800 980 8476	
Total Gas and Power (CC Gas)	01737 275800	
Corona Energy (TA Gas)	08442 64 64 64	
National Gas Emergency	0800 111 999	
Electricity Emergency – Western Power Distribution	0800 056 8090	
ADT (Fire and Security Alarms) (Civic Centre)	0870 6006005	(see separate confidential list for passwords) ADT Fire & Security plc PO Box 128, Salford, Manchester, M5 2WX
Swift Fire & Security (Alarms) (Thorpe Astley Comm Centre)	0161 872 6262	64 Broadway Salford Quays Manchester M50 2TS
Sissons and Allen (Electricians) for internal ringmain problems (Civic Centre and Parks)	01455 850663	62 Station Road Earl Shilton LE9 7GA
Warmesley Services Ltd (Electrics) (Thorpe Astley)	0116 2669888	54 Thurmaston Road, LEICESTER, LE4 5P1
PJ Alarms (burglar alarm Mossdale Meadows)	0116 2518571	152 – 154 Needham Street PO Box 16, LE2 0HB
Hockley Fire (fire extinguishers)	0247 664414	Unit 13, Rowleys Green Industrial Estate. Rowleys Green Lane, Lonford, Coventry, CV6 6AN.
Avon Plumbing and Heating	0116 2864999 Mobile 0788 5814783	14 Victoria Road, Whetstone LE8 6JX
TLA Plumbing	0116 2336909 Mobile 0798 4470875	1698 Braunstone Lane, LE3 2RW
Rossells Master Locksmiths	0116 2628899	101 London Road Leicester LE1 0PF
Hallmark Tractors	01530 412811	Smisby Road, Ashby De La Zouch

<b>Contact</b>	<b>Office Number</b>	<b>Useful information</b>
Floodline (Environment Agency)	0845 988 1188	
Environment Agency (for pollution)	0800 807060	
Asbestos Croft Environmental Services	0116 2518050	Unit W10, 72 Boston Road, Leicester LE4 1HB
Asbestos Advice	0116 272 7555	Commercial Environmental Health Team, Blaby District Council
Severn Trent Water	0800 783 4444	(for water services, emergencies, leakline)
Hipkin Sims Architects (structural repairs or rebuild) (have plans for Building) (Civic Centre)	01664 563288	Hipkin Sims Sanderson Partnership 44 Asfordby Road, Melton Mowbray LE13 0HR
Highcross Building Services Ltd (Thorpe Astley – condensing boiler, windcatcher, extractor fans, underfloor heating)	0116 2128238	2 Warmasley Avenue, Wigston LE18 1GE
Sterilising Services Ltd (treatment of showers TA)		24 Trent Business Centre, Canal Street, Long Eaton, Nottingham NG10 4HN
Pick Everard (Architect & Plans for Thorpe Astley)	0116 2234400	Job No. 060252 Pick Everard, Halford House Charles Street, Leicester LE1 1HA
LCC sandbags	01455 283341 0116 3056101	Croft Depo LCC Emergency Management Team
LCC Croft	01455 283268	Divisional Surveyors Office, Harbor Road Croft, Leicester, LE9 3GB
Torclad Ltd (roofing)	0116 2779577	Rose Park, Lutterworth Road, Blaby, LE8 4DP
Entrex Door Services	0116 2460466	119 – 127 Bridge Road, Leicester LE5 3QP
Highcross Building Services, Ltd (Electrics at Thorpe Astley)	Tel: 0116 2128238 Fax: 0116 2209117	Highcross Building Services Ltd 2 Warmasley Avenue Wigston LE18 1GE
Kings Armoured Services	Tel: 01332 227990	24 The Parker Centre, Mansfield Road, Derby DE21 4SZ
Record 24/7 (automatic doors)	01698 352247	Garrion Business Park, Smith Avenue, Wishaw ML2 0RY
<b>Communications and Computers/Software</b>		
Edge Designs (for Bookings, Accounts and Planning software)	024 76667337	Enterprise House, Courtalds Way, Coventry CV6 5NX (phone for passwords)
Sage (payroll)	Telephone: 0845 111 55 55	See separate for account and password
IT Solutions	0116 2624825 (Jarrod Lakin) Mobile 0788 1921082	26 Fosse Road Central Leicester, LE3 5PR
BDC IT Department	0116 2727713	
LCC IT	0116 2323232 (ICTS Service Desk)	LCC ICTS Service Desk
Fineline communications (for internal Civic Centre phone system)	01493 441114	Logic House Harfreys Road Farfreys Industrial Estate Great Yarmouth NR31 0LS (see separate sheet)
BT (for external phone line and broadband lines)	0800 800 154 (fault reporting line)	(see separate sheet)
Enternet (Internet Broadband Provider)	0870 224 3494	(see separate sheet)

<b>Other useful contacts</b>		
Braunstone Life	Mrs Lin Burrows (Editor) 0116 2992192	80 Braunstone Lane, LE3 2RU
ESPO (stationery supplies)	0116 2657901	ESPO, Barnsdale Way, Grove Park, Enderby LEICESTER, LE19 1ES
AnchorPrint Group Limited (stationery)	t: 0116 2690800    ddl: 0116 2690829	11 Victoria Street, Syston, Leicester LE7 2LE
User Group (see separate list)		
Braunstone Community Minibus	Nadine Blight 0116 2897799 (home)	13 Bidford Road, Braunstone Town, LE3 3AE
BDC Personnel	0116 2750555	
Employment Agency (Reed Employment)	0116 2518977	54 Market Place, Leicester
Braunstone West Social Centre (alternative rooms)	0116 2890401 (Mrs Stamp – hirings)	42 Larch Grove, Braunstone Town LE3 3FG
St Crispins Church (alternative accommodation)	0116 2825727	Turnbull Drive, Braunstone Town LE3 2JW
Braunstone Town Library	0116 3055 900	Civic Centre, Kingsway, Braunstone Town, LE3 2PP (see Partners for emergency Guarding contact)
Co-operative Bank	08457 213213	See separate for log-ins accounts etc
HSBC Helpline	0845 7023344	(for Credit/Debit Card payment facility)

# Log Sheet

Date	Time	Information / Decisions / Actions	Initials

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 26th APRIL 2018**

#### **Item 10 – Standing Orders, Financial Regulations and Scheme of Delegation**

##### Purpose

To review the Council's Standing Orders, Financial Regulations and scheme of delegation and recommend adoption at the Annual Council Meeting.

##### Standing Orders

The Council's Standing Orders were thoroughly reviewed in 2015, which included restructuring of the order of the rules under topics. Amendments were made in 2016 to comply with the Public Contracts Regulations 2015, which apply to contracts of £25,000 or more.

##### *Public Participation*

Section 4 sets out the procedure rules for Council meetings. Standing Order 4.7 sets out the "Order of Business for the Annual Meeting" and Standing Order 4.8 sets out the "Order of Business for an Ordinary Council Meeting". Recently it became apparent that the Public Participation slot on a Council agenda is after the Business Items, which means that members of the public are unable to make representations on these items until after they have been determined, unless Council agrees to move the Public Participation item so that it is considered earlier on the agenda.

The Executive Officer & Town Clerk determines the order of the agenda items for Standing Committees and it has become custom and practice that Public Participation at Standing Committees is held after Declarations of Interest and prior to consideration of the Minutes of the previous meeting.

For consistency of approach it is recommended that paragraphs 4.7 and 4.8 be amended so that Public Participation is included in the order of business after disclosures of interest and prior to consideration of the minutes of the previous meeting.

##### *Co-option to Vacancies on the Council*

Where a casual vacancy occurs on the Council and no by-election is called by electors, the Council is required to fill the vacancy by co-option as soon as practically possible. The only requirements are that any person co-opted must meet the qualifications for being a Town Councillor and not be debarred from serving.

It has become custom and practice for the Town Council to advertise the opportunity for co-option and adopt a quasi-judicial approach to the appointment process. For the benefit of clarity and formalisation of these good practice principles, it is recommended that a paragraph is added to the Council Procedure Rules, between

4.8 “Order of Business for an Ordinary Council Meeting” and 4.9 “Business Reserved to Council” (effectively reordering 4.9 and subsequent items) as follows:

#### 4.9 Co-option to Vacancies on the Council

- a) *Where a casual vacancy occurs on the Council and no by-election is called by electors, the Council will publicise that it intends to co-opt to the vacancy at the next meeting of the Council and will invite expressions of interest.*
- b) *At the next available meeting of the Council, the Town Mayor will invite each candidate who expressed an interest in being co-opted, in the order the applications were received, to make a statement to the Council for no more than 5 minutes each explaining how he/she intends to serve as a Town Councillor.*
- c) *After each statement, there will be an opportunity for Councillors to ask questions of clarification on the application and the statement. The Town Mayor will ensure that Councillors questions and the applicant’s response is brief and relevant.*
- d) *During each individual statement and the subsequent questions, other candidates will be asked to wait outside the room (note: there is no legal requirement for them to do so).*
- e) *The Council may debate the merits of each of the candidates as appropriate.*
- f) *In the event that there are more applicants than vacancies, the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper and asked to vote for no more than the number of candidates required to co-opt to the number of vacancies. The Voting will be carried out in accordance with Standing Order 4.21 – Voting on Appointments.*
- g) *All candidates will be asked to wait outside the room during the debate and voting (note: there is no legal requirement for them to do so).*
- h) *The successful candidate(s) will sign a declaration of acceptance of office and take up a seat among the members of the Council.*

#### Financial Regulations

A thorough review of the Financial Regulations was adopted by Council on 30th June 2016. Minor alterations were adopted by Council on 11th May 2017 to paragraph 7.1, payment of salaries, to allow the payment of staff expenses from the payroll account rather than the general operating account.

There have been no issues with the Financial Regulations during the year and these are considered fit for purpose.

#### Delegated Powers of Committees

There are no proposed revisions to the delegated powers of Standing Committees or to the Terms of Reference of the Citizens’ Advisory Panel. However, following a review of Council priorities and objectives, Council on 25th January 2018 approved changes to the Planning & Environment and Corporate Management & Capital

Project Objectives.

### Delegated Powers to the Executive Officer and Town Clerk

On 14th May 2015, Annual Council approved a codified set of officer delegations, which have proved successful in adding clarity and transparency to the Council's management and operation of services. Following experience of their implementation, some of the provisions were clarified by Annual Council on 11th May 2017.

During the year, the following issues have arisen, which could result in a delayed response since a Committee decision would be required, and may benefit from being included within the powers of delegation to the Executive Officer & Town Clerk:

1. the ability of the Town Council to support one-off events organised by charities, community groups and residents for the benefit of the community, for example, the Great Get Together;
2. the ability to respond to requests to scattering of ashes on Town Council land (Policy & Resources Committee delegated authority, this now needs codifying); and
3. ability to sign court paper to pursue insurance losses (a Committee decision was required on this, however, the solicitors confirmed that they managed to come to a settlement with the third party's loss adjusters, so the issuing of court proceedings in that case was no longer necessary).

Therefore the following amendments to the specific delegations to the Executive Officer & Town Clerk are recommended:

Proposed New Delegations under "Community Centre, Open Spaces and Parks, All Property and Premises":

- i. To allow the use of the Council's Community Centres and Parks to support residents, Community Groups and charitable organisations to run community events for the benefit of Braunstone Town residents relating to a one-off anniversary, national or local celebration or initiative.*
- ii. To determine requests to scatter / bury ashes on Town Council land in accordance with the agreed process for dealing with such requests.*

Proposed Amendment to the current delegation 22, Assets, Insurance & Risk (proposed new wording underlined):

*To manage the Council's insurance arrangements and determine whether to agree to the pursuit of claims/losses (including the issuing of court proceedings) and the settlement of claims by the Council's insurer. To advise the Council's insurers of the addition of items, or changes to the policy for cover.*

## Member Code of Conduct

The Members Code of Conduct was reviewed by Annual Council on 12th May 2016, no issues have arisen since their adoption and they are considered to be operating effectively.

## Recommendations

### THAT IT BE RECOMMENDED TO COUNCIL

1. that the proposed amendments to Standing Orders 4.7 and 4.8 in respect of Public Participation at Council meetings, as set out in the report, be approved;
2. that the proposed new Standing Order 4.9, Co-option to Vacancies on the Council, be adopted as set out in the report;
3. that the Proposed New Delegations under “Community Centre, Open Spaces and Parks, All Property and Premises” as set out in the report, be approved;
4. that the proposed amendment to the current specific delegation 22 to the Executive Officer and Town Clerk, as set out in the report, be approved; and
5. that, as a result of 2 and 3 above, delegated authority be given to the Executive Officer & Town Clerk to renumber subsequent paragraphs of the Standing Orders and Scheme of Delegation (including the paragraph referred to in 4 above) and update cross-references accordingly.

## Reasons

1. To enable members of the public to make representations on items included on the agenda prior to consideration by the Council.
2. To enable the convention adopted by the Council when considering expressions of interest for Co-option to be formalised in order that the process continued to be fair and transparent.
3. To enable the Town Council to respond to residents’ requests in a timely manner, avoiding any undue delay which could result in the opportunity being missed.
4. To enable insurance and loss claims to be pursued by the Council’s Insurance company in a timely manner, avoiding any unnecessary challenge or delay.
5. To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.

**BRAUNSTONE TOWN COUNCIL**  
**SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2018/2019**

DATE	TIME	COMMITTEE	DATE	TIME	COMMITTEE
<b>2018</b>			<b>NOVEMBER</b>		
<b>MAY</b>			<b>Continued</b>		
THUR 10	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL</b>	THUR 15		No Meeting
THUR 17		No Meeting	THUR 22	8.00pm	<b>COUNCIL MEETING</b>
THUR 24	7.00pm 7.45pm	Planning & Environment Community Development	THUR 29		No Meeting
THUR 31		BANK HOLIDAY	<b>DECEMBER</b>		
<b>JUNE</b>			THUR 6	7.30pm	Citizens' Advisory Panel
THUR 7	7.30pm	Citizens' Advisory Panel	THUR 13	7.00pm 7.45pm	Planning & Environment (Est) Community Development(Est)
THUR 14	6.30pm 7.30pm	Corporate Governance Policy & Resources (ACC)	THUR 20		No Meeting
THUR 21	7.30pm	Planning & Environment	THUR 27		BANK HOLIDAY
THUR 28	8.00pm	<b>COUNCIL MEETING (ACC)</b>	<b>2019</b>		
<b>JULY</b>			<b>JANUARY</b>		
THUR 5		No Meeting	THUR 3		No Meeting
THUR 12	7.00pm 7.45pm	Planning & Environment Community Development	THUR 10	7.30pm	Policy & Resources (Est)
THUR 19		SUMMER BREAK	THUR 17	7.30pm	Planning & Environment
THUR 26		SUMMER BREAK	THUR 24		No Meeting
<b>AUGUST</b>			THUR 31	8.00pm	<b>COUNCIL MEETING (Est)</b> <i>Precept Deadline: 1st Feb</i>
THUR 2		SUMMER BREAK	<b>FEBRUARY</b>		
THUR 9	7.30pm	Planning & Environment	THUR 7	7.00pm 7.45pm	Planning & Environment Community Development
THUR 16		No Meeting	THUR 14	7.30pm	Policy & Resources
THUR 23	7.30pm	Policy & Resources	THUR 21		MID TERM BREAK
THUR 30		BANK HOLIDAY	THUR 28	7.30pm	Citizens' Advisory Panel
<b>SEPTEMBER</b>			<b>MARCH</b>		
THUR 6	7.30pm	Citizens' Advisory Panel	THUR 7	7.30pm	Planning & Environment
THUR 13	7.30pm	Planning & Environment	THUR 14		No Meeting
THUR 20		No Meeting	THUR 21	<b>8.00pm</b>	<b>COUNCIL MEETING</b>
THUR 27	8.00pm	<b>COUNCIL MEETING</b>	THUR 28		No Meeting
<b>OCTOBER</b>			<b>APRIL</b>		
THUR 4		No Meeting	THUR 4	7.00pm 7.45pm	Planning & Environment Community Development
THUR 11	7.00pm 7.45pm	Planning & Environment Community Development	THUR 11	7.30pm	Policy & Resources
THUR 18		MID TERM BREAK	THUR 18		EASTER BREAK
THUR 25		No Meeting	THUR 25		EASTER BREAK
<b>NOVEMBER</b>			<b>MAY</b>		
THUR 1	7.30pm	Policy & Resources	THUR 2		Local Elections
THUR 8	7.30pm	Planning & Environment	THUR 9		BANK HOLIDAY
			THUR 16	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL</b>

**ANNUAL MEETING** - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.)

**ANNUAL TOWNS MEETING** - The Parish meeting in England must assemble annually on some day between 1<sup>st</sup> March and 1<sup>st</sup> June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest).

## NOTES

The deadline date for the Council to adopt the Accounts is 30<sup>th</sup> June each year.  
The deadline date for submitting the Precept request is 1st February each year.

May Day Bank Holiday – Monday 7<sup>th</sup> May 2018

Mid Term Break – Monday 28<sup>th</sup> May to Friday 1<sup>st</sup> June 2018

School Closes – 13<sup>th</sup> July 2018

Autumn Term Starts – Tuesday 28<sup>th</sup> August 2018

Mid Term Break – Monday 15<sup>th</sup> October 2018 to Friday 19<sup>th</sup> October 2018

School Closes – Friday 21<sup>st</sup> December 2018

School Opens – Monday 7<sup>th</sup> January 2019

Mid Term Break – Monday 18<sup>th</sup> February 2019 to Friday 22<sup>nd</sup> February 2019

Easter Break – Monday 15<sup>th</sup> April 2019 to Friday 26<sup>th</sup> April 2019

May Day Bank Holiday – Monday 6<sup>th</sup> May 2019

Mid Term Break – Monday 27<sup>th</sup> May 2019 to Friday 31<sup>st</sup> May 2019

## BANK HOLIDAYS

30<sup>th</sup> March 2018 (Good Friday)

2<sup>nd</sup> April 2018 (Easter Monday)

7<sup>th</sup> May 2018

28<sup>th</sup> May 2018

27<sup>th</sup> August 2018

25<sup>th</sup> December 2018

26<sup>th</sup> December 2018

1<sup>st</sup> January 2019

19<sup>th</sup> April 2019 (Good Friday)

22<sup>nd</sup> April 2019 (Easter Monday)

6<sup>th</sup> May 2019

27<sup>th</sup> May 2019

# Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>				
<b>Income</b>				
101	Precept	£519,556.00	£519,556.00	£0.00
102	Council Tax Support Grant	£48,897.00	£48,897.00	£0.00
107	New Homes Bonus	£3,279.00	£4,759.00	£1,480.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£154.70	£4.70
181	Interest on No 1 Account	£400.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£2,500.00	£820.16	-£1,679.84
184	Interest on Coop Investment	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£2,645.56	£2,645.56
<b>Total Income</b>		<b>£574,792.00</b>	<b>£576,832.42</b>	<b>£2,040.42</b>
<b>Expenditure</b>				
1010	Staff Salaries	£375,569.00	£389,757.16	-£14,188.16
1015	Staff Expenses	£300.00	£239.61	£60.39
1020	Pensions	£85,010.00	£72,131.97	£12,878.03
1030	Councillors Allowances	£6,000.00	£5,948.00	£52.00
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£12,000.00	£16,948.91	-£4,948.91
1160	Audit	£3,000.00	£2,445.90	£554.10
1170	Legal Fees	£250.00	£1,200.00	-£950.00
1180	Elections	£1,000.00	£0.00	£1,000.00
1210	Staff Training	£1,250.00	£2,237.00	-£987.00
1230	Councillor Training	£1,000.00	£35.00	£965.00
1300	Supplies, Stationery & Postage	£4,100.00	£2,938.78	£1,161.22
1350	Subscriptions	£2,150.00	£2,844.93	-£694.93
1360	Advertisements	£4,400.00	£3,762.00	£638.00
1400	Telephones	£2,300.00	£2,356.87	-£56.87
1410	Photocopier	£1,300.00	£1,207.01	£92.99
1420	Computer Supplies, Training, Service Contract	£7,000.00	£11,067.27	-£4,067.27
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£0.00	£452.50	-£452.50
<b>Total Expenditure</b>		<b>£506,929.00</b>	<b>£515,572.91</b>	<b>-£8,643.91</b>

# Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
<b>2. P&amp;R - Civic Centre</b>				
<b>Income</b>				
205	Capital Grants	£0.00	£0.00	£0.00
225	Service Charges	£950.00	£1,914.38	£964.38
250	Room Hire			
250/1	DO NOT USE (Community Groups)	£0.00	£0.00	£0.00
250/3	DO NOT USE (Commercial/Private)	£0.00	£0.00	£0.00
250/5	Room Hires	£89,182.00	£81,611.38	-£7,570.62
250	Total	£89,182.00	£81,611.38	-£7,570.62
251	Catering for Hirers (VAT)	£0.00	£418.62	£418.62
257	Licensed Bar	£19,000.00	£19,000.08	£0.08
299	Miscellaneous	£0.00	£1,872.81	£1,872.81
<b>Total Income</b>		<b>£109,132.00</b>	<b>£104,817.27</b>	<b>-£4,314.73</b>
<b>Expenditure</b>				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£3,500.00	£1,020.00	£2,480.00
2050/2	General Refurbishment	£1,000.00	£2,500.00	-£1,500.00
2050	Total	£4,500.00	£3,520.00	£980.00
2080	Loan Interest & Repayments	£35,994.00	£35,994.44	-£0.44
2170	Legal Fees	£0.00	£2,000.00	-£2,000.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£0.00	£289.11	-£289.11
2320	Printing & Copying	£800.00	£0.00	£800.00
2330	Cleaning Materials	£2,100.00	£2,564.70	-£464.70
2400	Telephones	£1,300.00	£531.14	£768.86
2430	Utility Bills	£18,000.00	£18,402.04	-£402.04
2440	Waste Services	£7,200.00	£7,949.92	-£749.92
2450	Laundry Services	£0.00	£0.00	£0.00
2460	Rates	£19,000.00	£18,585.50	£414.50
2500	Refundable Deposits	£11,000.00	£9,220.48	£1,779.52
2510	Catering for Hirers (VAT)	£0.00	£1,008.79	-£1,008.79
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Performing Rights Society	£1,300.00	£1,451.57	-£151.57
2580	Card Card and Transit fees	£1,062.00	£1,715.30	-£653.30
2600	Building Repairs & Maintenance	£16,000.00	£14,419.87	£1,580.13
2610	Equipment Repairs & Maintenance			
2610/2	Fire Extinguisher Service	£400.00	£46.65	£353.35
2610/3	Alarm Maintenance	£1,000.00	£1,295.18	-£295.18
2610	Total	£1,400.00	£1,341.83	£58.17
2990	Miscellaneous	£0.00	£91.63	-£91.63

# Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	<b>2017/2018</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total Expenditure</b>	<u>£119,656.00</u>	<u>£119,086.32</u>	<u>£569.68</u>

# Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
<b>3. P&amp;R - Thorpe Astley Community Centre</b>				
<b>Income</b>				
350	Room Hire			
350/1	Room Hires	£35,469.00	£29,839.84	-£5,629.16
350/2	Pre-School Room Hire	£12,250.00	£12,646.33	£396.33
350	Total	£47,719.00	£42,486.17	-£5,232.83
351	Catering for Hirers (VAT)	£0.00	£28.44	£28.44
399	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Income</b>		£47,719.00	£42,514.61	-£5,204.39
<b>Expenditure</b>				
3050	Capital Projects			
3050/1	General Improvements	£2,000.00	£0.00	£2,000.00
3050/2	NHS Facility	£500.00	£5,708.00	-£5,208.00
3050	Total	£2,500.00	£5,708.00	-£3,208.00
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£500.00	£0.00	£500.00
3330	Cleaning Materials	£1,000.00	£1,255.54	-£255.54
3400	Telephones	£1,000.00	£303.12	£696.88
3430	Utility Bills	£6,000.00	£8,640.14	-£2,640.14
3440	Waste Services	£3,200.00	£1,693.64	£1,506.36
3450	Laundry Services	£0.00	£0.00	£0.00
3460	Rates	£6,500.00	£6,659.55	-£159.55
3500	Refundable Deposits	£6,000.00	£6,689.51	-£689.51
3510	Catering for Hirers (VAT)	£0.00	£21.22	-£21.22
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
3570	Performing Rights Society	£400.00	£0.00	£400.00
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£4,653.51	-£1,653.51
3610	Equipment Repairs & Maintenance			
3610/2	Fire Extinguisher Service	£350.00	£0.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£2,383.84	£616.16
3610	Total	£3,350.00	£2,383.84	£966.16
3990	Miscellaneous	£0.00	£124.24	-£124.24
<b>Total Expenditure</b>		£34,188.00	£38,132.31	-£3,944.31

# Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>				
<b>Income</b>				
505	Capital Grants	£500,000.00	£0.00	-£500,000.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£20,180.00	£15,000.00	-£5,180.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£3,500.00	£4,381.00	£881.00
555/2	Individual Match Fees (VAT)	£200.00	£298.37	£98.37
555/3	Court/Multi Play (VAT)	£150.00	£0.00	-£150.00
555/4	Changing Rooms (VAT)	£150.00	£0.00	-£150.00
555	Total	£4,000.00	£4,679.37	£679.37
599	Miscellaneous	£100.00	£9,124.22	£9,024.22
<b>Total Income</b>		<b>£1,024,430.00</b>	<b>£28,803.59</b>	<b>-£995,626.41</b>
<b>Expenditure</b>				
5050	Capital Projects			
5050/1	Franklin Park Balance Beams	£0.00	£0.00	£0.00
5050/2	Shakespeare Park Improvement Project	£1,007,700.00	£28,733.84	£978,966.16
5050	Total	£1,007,700.00	£28,733.84	£978,966.16
5080	Loan Interest & Repayments			
5080/1	Loans- PWLB	£22,689.48	£12,328.48	£10,361.00
5080/2	Mosssdale Meadows LOAN - PWLB	£10,993.52	£10,994.00	-£0.48
5080	Total	£33,683.00	£23,322.48	£10,360.52
5170	Legal Fees	£0.00	£4,296.00	-£4,296.00
5290	Clothing	£0.00	£387.12	-£387.12
5330	Cleaning Materials	£0.00	£350.66	-£350.66
5400	Telephones	£410.00	£445.72	-£35.72
5430	Utility Bills	£0.00	£3,489.52	-£3,489.52
5440	Waste Services	£0.00	£299.63	-£299.63
5450	Laundry Services	£2,000.00	£0.00	£2,000.00
5550	Sports Pitches & Facilities	£1,000.00	£2,080.06	-£1,080.06
5600	Building Repairs & Maintenance			
5600/1	Mosssdale Meadows	£4,800.00	£3,367.04	£1,432.96
5600/2	Shakespeare Park	£1,000.00	£162.31	£837.69
5600/3	Franklin Park	£0.00	£145.84	-£145.84
5600	Total	£5,800.00	£3,675.19	£2,124.81
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£3,273.30	£4,726.70
5610/4	Playgrounds	£6,000.00	£8,923.58	-£2,923.58

# Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		<b>2017/2018</b>	<b>Actual Net</b>	<b>Balance</b>
5610	Total	£14,000.00	£12,196.88	£1,803.12
5630	Equipment Purchase	£2,000.00	£236.16	£1,763.84
5650	Vehicle Costs	£13,000.00	£35,381.73	-£22,381.73
5660	Machinery Hire	£500.00	£412.25	£87.75
5670	Petrol	£4,600.00	£3,137.24	£1,462.76
5990	Miscellaneous	£0.00	£1,349.21	-£1,349.21
<b>Total Expenditure</b>		<b>£1,084,693.00</b>	<b>£119,793.69</b>	<b>£964,899.31</b>

# Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
Total Income	£1,780,833.00	£785,783.73	
Total Expenditure	£1,780,833.00	£836,493.76	
<b>Total Net Balance</b>	<b>£0.00</b>	<b>-£50,710.03</b>	

## Paid Expenditure Transactions

between 13/02/18 and 31/03/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		13821/2		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	Council papers delivery 1300
		13821/4		£6.45	£0.00	£6.45	1. CM	Braunstone Town Council	Signed for post to Cambridge Building Society 1300
		13821/6		£17.38	£0.00	£17.38	1. CM	Braunstone Town Council	Posting P&R papers 1300
		13821/7		£13.48	£0.00	£13.48	1. CM	Braunstone Town Council	Posting CDC papers 1300
BACS180118S AGE	28/02/18	13686		£345.60	£57.60	£288.00	1. CM	Sage (UK) Ltd	Training on Pensions Regulations - remote traini 1210
BACS180221I TSOLUTIO1	23/02/18	13761		£432.00	£72.00	£360.00	1. CM	IT Solutions	Installation of 2 x Cat 5e cables from the cash off 1420
		13762/1		£54.00	£9.00	£45.00	1. CM	IT Solutions	Router for public WI-FI 1420
		13762/2		£60.00	£10.00	£50.00	1. CM	IT Solutions	Installation for new router 1420
BACS180221I TSOLUTIO2	23/02/18	13762	2569	£114.00	£19.00	£95.00		IT Solutions	1420
BACS180221I TSOLUTION	23/02/18	13799		£610.20	£101.70	£508.50	1. CM	IT Solutions	Service & Maintenance Agreement - PCs & VoIP 1420
BACS180221L RALC	23/02/18	13802		£25.00	£0.00	£25.00	1. CM	LRALC	DPA/FOI for Local Councils training for Darren Ti 1210
		13800/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery 1300
		13800/2		£56.00	£0.00	£56.00	1. CM	Post Office Shop	Stamps 1300
BACS180221P OSTOFFICE	23/02/18	13800	2584	£58.99	£0.50	£58.49		Post Office Shop	2nd class stamps x 100 1300
BACS180223A S	22/02/18	13769		£1,782.82	£0.00	£1,782.82	1. CM	Wages -	Salary February 18 1010
BACS180223B A	22/02/18	13771		£1,322.44	£0.00	£1,322.44	1. CM	Wages -	Salary February 18 1010
BACS180223B R	22/02/18	13779		£1,025.57	£0.00	£1,025.57	1. CM	Wages -	Salary February 18 1010
BACS180223 C	22/02/18	13777		£718.52	£0.00	£718.52	1. CM	Wages -	Salary February 18 1010
BACS180223 C	22/02/18	13782		£1,081.44	£0.00	£1,081.44	1. CM	Wages -	Salary February 18 1010
BACS180223 G	22/02/18	13776		£1,184.50	£0.00	£1,184.50	1. CM	Wages -	Salary February 18 1010
BACS180223 H	22/02/18	13775		£905.48	£0.00	£905.48	1. CM	Wages -	Salary February 18 1010
BACS180223 HMRC	22/02/18	13790		£6,697.43	£0.00	£6,697.43	1. CM	H M Revenue & Customs	TAX & NI FEB 18 1010

# Paid Expenditure Transactions

between 13/02/18 and 31/03/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180223J E	22/02/18	13778		£1,599.91	£0.00	£1,599.91	1. CM	Wages -	Salary February 18 1010
BACS180223J G	22/02/18	13780		£1,177.10	£0.00	£1,177.10	1. CM	Wages -	Salary February 18 1010
BACS180223K E	22/02/18	13768		£1,580.71	£0.00	£1,580.71	1. CM	Wages -	Salary February 18 1010
BACS180223L CC	22/02/18	13789		£6,998.37	£0.00	£6,998.37	1. CM	Leicestershire County Council	Pensions 1020
BACS180223 M	22/02/18	13787		£910.59	£0.00	£910.59	1. CM	Wages -	Salary February 18 1010
BACS180223 M	22/02/18	13770		£1,247.82	£0.00	£1,247.82	1. CM	Wages -	Salary February 18 1010
BACS180223 O	22/02/18	13786		£600.04	£0.00	£600.04	1. CM	Wages -	Salary February 18 1010
BACS180223 R	22/02/18	13772		£1,280.76	£0.00	£1,280.76	1. CM	Wages -	Salary February 18 1010
BACS180223S I	22/02/18	13784		£1,179.51	£0.00	£1,179.51	1. CM	Wages -	Salary February 18 1010
BACS180223S M	22/02/18	13783		£391.05	£0.00	£391.05	1. CM	Wages -	Salary February 18 1010
BACS180223S N	22/02/18	13767		£1,966.44	£0.00	£1,966.44	1. CM	Wages -	Salary February 18 1010
BACS180223T G	22/02/18	13785		£638.59	£0.00	£638.59	1. CM	Wages -	Salary February 18 1010
BACS180223T I	22/02/18	13781		£2,622.72	£0.00	£2,622.72	1. CM	Wages -	Salary February 18 1010
BACS180223 UNISON	22/02/18	13788		£50.60	£0.00	£50.60	1. CM	Unison	Union Fees 1010
BACS180223 W	22/02/18	13774		£900.52	£0.00	£900.52	1. CM	Wages -	Salary February 18 1010
BACS180223X EROX	28/02/18	13803		£238.58	£39.76	£198.82	1. CM	Xerox	PHOTOCOPIER 1410
BACS180223Y U	22/02/18	13773		£640.32	£0.00	£640.32	1. CM	Wages -	Salary February 18 1010
BACS180306I DEA	09/03/18	13820		£540.00	£90.00	£450.00	1. CM	Local Government Associatio	Employer Link Service 1350
BACS180306I TSOLUTION	09/03/18	13810		£114.00	£19.00	£95.00	1. CM	IT Solutions	Monitor for CCTV in bar 1420
		13817/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery cost 1300

# Paid Expenditure Transactions

between 13/02/18 and 31/03/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			13817/2	£56.00	£0.00	£56.00	1. CM	Post Office Shop	2nd class stamps x 100	1300
BACS180306P OSTOFF01	12/03/18	13817	2605	£58.99	£0.50	£58.49		Post Office Shop	2nd class stamps x 100 and delivery	1300
			13812/1	£56.00	£0.00	£56.00	1. CM	Post Office Shop	Stamps x 100 2nd class	1300
			13812/2	£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery	1300
BACS180306P OSTOFFICS	09/03/18	13812	2549	£58.99	£0.50	£58.49		Post Office Shop	2nd class stamps x 100	1300
BACS180306S LCC1	09/03/18	13818		£308.00	£0.00	£308.00	1. CM	SLCC	SLCC membership renewal for Darren Tilley	1350
BACS180306S LCC2	09/03/18	13819		£233.00	£0.00	£233.00	1. CM	SLCC	SLCC membership renewal for Pauline Snow	1350
BACS180306T RAININGU	09/03/18	13811		£1,254.00	£209.00	£1,045.00	1. CM	Training U	Delivering Excellent Customer Service Training 5	1210
BACS180313E NTRANET02	13/03/18	13895		£51.29	£8.55	£42.74	1. CM	Entanet International Ltd	0116 2893834 05.03.2018-04.04.2018	1400
BACS180323A S	23/03/18	13824		£1,792.38	£0.00	£1,792.38	1. CM	Wages -	Salary March 18	1010
BACS180323A SSIMILEAG	23/03/18	13846		£25.20	£0.00	£25.20	1. CM	Wages -	Mileage March 18	1015
BACS180323B A	23/03/18	13826		£1,322.44	£0.00	£1,322.44	1. CM	Wages -	Salary March 18	1010
BACS180323B R	23/03/18	13834		£993.67	£0.00	£993.67	1. CM	Wages -	Salary March 18	1010
BACS180323 C	23/03/18	13832		£718.52	£0.00	£718.52	1. CM	Wages -	Salary March 18	1010
BACS180323 C	23/03/18	13837		£1,081.44	£0.00	£1,081.44	1. CM	Wages -	Salary March 18	1010
BACS180323 G S	23/03/18	13831		£1,187.58	£0.00	£1,187.58	1. CM	Wages -	Salary March 18	1010
BACS180323 GMILEA	23/03/18	13845		£8.01	£0.00	£8.01	1. CM	Wages -	Mileage March 18	1015
BACS180323 H	23/03/18	13830		£905.28	£0.00	£905.28	1. CM	Wages -	Salary March 18	1010
BACS180323 HMRC	26/03/18	13847		£6,519.01	£0.00	£6,519.01	1. CM	H M Revenue & Customs	Tax & NI March 18	1010
BACS180323J E	23/03/18	13833		£1,600.11	£0.00	£1,600.11	1. CM	Wages -	Salary March 18	1010

# Paid Expenditure Transactions

between 13/02/18 and 31/03/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180323J G	23/03/18	13835		£1,176.90	£0.00	£1,176.90	1. CM	Wages -	Salary March 18 1010
BACS180323K E	23/03/18	13823		£1,580.71	£0.00	£1,580.71	1. CM	Wages -	Salary March 18 1010
BACS180323L CC	26/03/18	13848		£6,815.79	£0.00	£6,815.79	1. CM	Leicestershire County Council	Pensions March 18 1020
BACS180323L E	23/03/18	13843		£387.21	£0.00	£387.21	1. CM	Wages -	Salary March 18 1010
BACS180323 M	23/03/18	13842		£481.84	£0.00	£481.84	1. CM	Wages -	Salary March 18 1010
BACS180323 M	23/03/18	13825		£1,134.63	£0.00	£1,134.63	1. CM	Wages -	Salary March 18 1010
BACS180323 O	23/03/18	13841		£532.44	£0.00	£532.44	1. CM	Wages -	Salary March 18 1010
BACS180323 R	23/03/18	13827		£1,280.96	£0.00	£1,280.96	1. CM	Wages -	Salary March 18 1010
BACS180323S I	23/03/18	13839		£1,179.51	£0.00	£1,179.51	1. CM	Wages -	Salary March 18 1010
BACS180323S M	23/03/18	13838		£390.85	£0.00	£390.85	1. CM	Wages -	Salary March 18 1010
BACS180323S N	23/03/18	13822		£1,972.56	£0.00	£1,972.56	1. CM	Wages -	Salary March 18 1010
BACS180323S NMILEAG	23/03/18	13844		£14.85	£0.00	£14.85	1. CM	Wages -	Mileage March 18 1015
BACS180323T G	23/03/18	13840		£488.65	£0.00	£488.65	1. CM	Wages -	Salary March 18 1010
BACS180323T I	23/03/18	13836		£2,622.72	£0.00	£2,622.72	1. CM	Wages -	Salary March 18 1010
BACS180323 UNISON	26/03/18	13849		£50.60	£0.00	£50.60	1. CM	Unison	Union fees March 18 1010
BACS180323 W	23/03/18	13829		£900.52	£0.00	£900.52	1. CM	Wages -	Salary March 18 1010
BACS180323Y U	23/03/18	13828		£640.32	£0.00	£640.32	1. CM	Wages -	Salary March 18 1010
BACS180327A DTCCFIRE	28/03/18	13863		£395.14	£65.86	£329.28	1. CM	ADT Fire & Security	Maintenance fire alarm 18.03.2018-17.03.2019 1350
BACS180327A DTSP	28/03/18	13862		£176.30	£29.38	£146.92	1. CM	ADT Fire & Security	Maintenance intruder alarm system 23.03.18-22. 1350

# Paid Expenditure Transactions

between 13/02/18 and 31/03/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180327I TSOLS	28/03/18	13870		£18.00	£3.00	£15.00	1. CM	IT Solutions	Monitor stand for bar 1420
DD180214ENT RATA	14/02/18	13877		£51.29	£8.55	£42.74	1. CM	Entanet International Ltd	0116 2893973 - ADSL 05.02.2018-04.03.2018 1400
DD180222PE RSONALADVI	22/02/18	13881		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONNEL ADVICE SERVICES FOR FEB 201170
DD180223ENT RATA	23/02/18	13888		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 - ADSL14.02.2018-13.03.2018 1400
		13890/2		£127.20	£21.20	£106.00	1. CM	ESPO	OFFICE SUPPLIES 1300
		13890/4		£38.00	£6.33	£31.67	1. CM	ESPO	OFFICE SUPPLIES 1300
		13890/7		£18.39	£3.07	£15.32	1. CM	ESPO	OFFICE SUPPLIES 1300
		13890/8		£95.33	£15.89	£79.44	1. CM	ESPO	OFFICE SUPPLIES 1300
		13890/9		£18.45	£3.07	£15.38	1. CM	ESPO	OFFICE SUPPLIES 1300
		13890/10		£19.15	£3.19	£15.96	1. CM	ESPO	OFFICE SUPPLIES 1300
DD180309ENT RACC	09/03/18	13892		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	0116 2824785 - ADSL 01.03.2018-31.03.2018 1400
DD180312ENT RA1	09/03/18	13893		£100.38	£16.73	£83.65	1. CM	Entanet International Ltd	0116 2160508 1400
DD180322ENT RATA	22/03/18	13894		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 - ADSL14.03.2018-13.04.2018 1400
DD180322PE RSONALADVI	22/03/18	13903		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONNEL ADVICE SERVICES FOR MARCH1170
		13904/5		£26.17	£4.36	£21.81	1. CM	ESPO	OFFICE 1300
		13904/8		£0.00	£0.00	£0.00	1. CM	ESPO	OFFICE SUPPLIES 1300
		13904/9		£0.00	£0.00	£0.00	1. CM	ESPO	OFFICE SUPPLIES 1300
		13904/10		£0.00	£0.00	£0.00	1. CM	ESPO	OFFICE SUPPLIES 1300
<b>Total</b>				<b>£82,283.38</b>	<b>£860.69</b>	<b>£81,422.69</b>			