



Ref: Agenda/Personnel – 04/02/2025

30th January 2025

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the Personnel Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 4th February 2025** at the **Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to be "P. Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

Committee Members:

Cllr M Russell (Chairman)
Cllr P Guilcher (Deputy Chairman)
Cllr D Albone
Cllr G Barrett (ex-officio voting Member)
Cllr M Foster (ex-officio voting Member)
Cllr J Jones
Cllr M Knight
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

3. CHAIRMAN'S ANNOUNCEMENTS

4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_7GmvwTWYRJCBbHSifd6Fog

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. MEMBERS' QUESTIONS

6. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Personnel Meeting held on **Tuesday 5th November 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

7. MATTERS ARISING

- a. Minutes of the Personnel Meeting held on **Tuesday 5th November 2024**.

8. ITEMS FOR CONSIDERATION

- a. **Health and Safety Policy and Procedures**

For Members to receive a report and an updated Health and Safety Policy and Procedures document from the Administration & HR Manager.

- b. **Code of Conduct**

For Members to receive a report and a draft Code of Conduct from the Administration & HR Manager.

9. ITEMS FOR INFORMATION

None.

10. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_7GmvwTWYRJCBbHSifd6Fog

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

11. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

a. (HR Updates)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

12. **EXEMPT ITEMS**

HR Updates

For Members to receive HR Updates from the Administration & HR Manager.



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 5th NOVEMBER 2024
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr M Russell (Chairman)
Cllr D Albone
Cllr G Barrett (ex-officio voting Member)
Cllr M Foster (ex-officio voting Member)
Cllr D Strachan
Cllr C Thomas
Cllr J Jones
Cllr M Knight
Cllr J Woodhead

Mr P Tarrant - Town Clerk & Chief Executive
Mr H Henderson – Public Realm Manager
Miss H Calvert - Administration & HR Manager
Ms F Gumush – Deputy Administration & HR Manager

Members of the Public - 0

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item - None.
- b. Disclosable Pecuniary interests in any agenda item - None.

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. PUBLIC OPEN SESSION

There were no members of the public present.

5. **MEMBERS QUESTIONS**

None.

6. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 30th July 2024** were **APPROVED** as a correct and accurate record of the meeting.

7. **MATTERS ARISING**

None.

8. **ITEMS FOR CONSIDERATION**

a. **Dress Code Guidance**

Members **RESOLVED** to **ADOPT** the Guidance document, subject to the following amendments:

- For clause 2.3 to read 'appropriately presented' rather than 'presentable'.
- For clause 3.5 to read 'anyone' rather than 'visitor'.
- For clause 3.3 and 3.4 to become one clause.

b. **Health and Safety Policy and Procedures**

Members **AGREED** to the following amendments:

- To remove staff names from the organisation chart and to leave only job roles.
- To take out the term 'named people' from the Responsibility Table.
- For the first paragraph on the Health and Safety Management Responsibilities to read: In managing Health and Safety matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others as set out below.
- To remove reference to 'our member's premises'.
- To include a Contents Page and to rename the Content heading as this is misleading.
- To change the word 'company' to 'Council'.
- To change the word 'adequate' under the Fire and Emergency Arrangements heading to 'required'.
- To change the words 'overall responsibility' to 'overall accountability'.
- To change the word 'employees' to 'Officers and Members'.
- To change the use of the word 'our' to 'the Council' throughout the document.
- To change the word 'chart' used during the Health and Safety Management Responsibilities section and to instead use the word 'table'.
- To change the title of the document to 'Officers and Members' Health & Safety Policy and Procedures'.
- To change the wording in the Responsibility Table from 'Roof Work' to 'Roof Work - building maintenance using external contractors'.

It was **AGREED** that the Administration & HR Manager take advice from Peninsula on a policy and procedures document that relates to the Health and Safety of the public when visiting Town Council spaces.

It was **AGREED** that the Administration & HR Manager take advice from Peninsula to understand if the Council is subject to RIDDOR.

It was **AGREED** that an amended version of the Officers and Members Health & Safety Policy and Procedures document is presented at the next Personnel Committee for approval.

9. ITEMS FOR INFORMATION

None.

10. PUBLIC OPEN SESSION

No members of the public were present.

11. EXEMPT ITEMS

a. HR Updates

The Town Clerk & Chief Executive and the Administration & HR Manager provided Members with a number of HR updates.

The Chairman closed the meeting at 8.45pm

BIGGLESWADE TOWN COUNCIL
Personnel Committee 4th February 2025
Item 8a: Health and Safety Policy & Procedures

Implications of Recommendations

Corporate Strategy: Performance – Develop and support our workforce through good management, training and skills development to increase our capacity and capability.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Council's Health and Safety documentation is currently being revisited.

The Council receives Health and Safety support from Peninsula to assist with this.

Further Detail

The Health and Safety Policy & Procedures document was drafted using a recommended template from Peninsula and was presented to the Personnel Committee in November 2024.

The Personnel Committee requested the following alterations to the document which have since been made and a tracked changes version and final version can be viewed under Appendices A and B:

- To remove staff names from the organisation chart and to leave only job roles.
- To take out the term 'named people' from the Responsibility Table.
- For the first paragraph on the Health and Safety Management Responsibilities to read: In managing Health and Safety matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others as set out below.
- To remove reference to 'our member's premises'.
- To include a Contents Page and to rename the Content heading as this is misleading.
- To change the word 'company' to 'Council'.
- To change the word 'adequate' under the Fire and Emergency Arrangements heading to 'required'.
- To change the words 'overall responsibility' to 'overall accountability'.
- To change the word 'employees' to 'Officers and Members'.
- To change the use of the word 'our' to 'the Council' throughout the document.
- To change the word 'chart' used during the Health and Safety Management Responsibilities section and to instead use the word 'table'.
- To change the title of the document to 'Officers and Members' Health & Safety Policy and Procedures'.
- To change the wording in the Responsibility Table from 'Roof Work' to 'Roof Work - building maintenance using external contractors'.

At the Personnel Committee in November 2024, the following was agreed:

- That the Administration & HR Manager take advice from Peninsula on a policy and procedures document that relates to the Health and Safety of the public when visiting Town Council spaces. The advice from Peninsula was that this is covered by separate risk assessments.

- That the Administration & HR Manager take advice from Peninsula to understand if the Council is subject to RIDDOR. The advice from Peninsula was that the Town Council are subject to RIDDOR. If an employee has an accident at work and is off sick for more than seven days as a result, the Council need to report this to HSE under RIDDOR. HSE will then confirm whether they will investigate this accident or not.

Recommendations:

That Members resolve to adopt the Health & Safety Policy & Procedures document as displayed under Appendix B.

Helen Calvert
Administration & HR Manager

Appendix A: Health and Safety Policy & Procedures (tracked changes)
Appendix B: Health and Safety Policy & Procedures (Final version)

OFFICERS AND MEMBERS' HEALTH AND SAFETY POLICY AND PROCEDURES



Adopted: February 2024
Review Date: February 2027

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Contents**Policy Outline**

General Policy

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

Organisation and Responsibilities

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

Safety Arrangements

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

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

This section contains;

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

Health and Safety Policy

General Policy

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

Health and Safety General Policy Statement

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

~~Organisation~~Responsibilities

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

Relevant legislation

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

Safety Arrangements

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

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

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

BIGGLESWADE TOWN COUNCIL

Health and Safety General Policy Statement

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

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

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

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

We also recognise;

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

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

Signature Date .

Position

Organisation

Health and Safety Management Structure

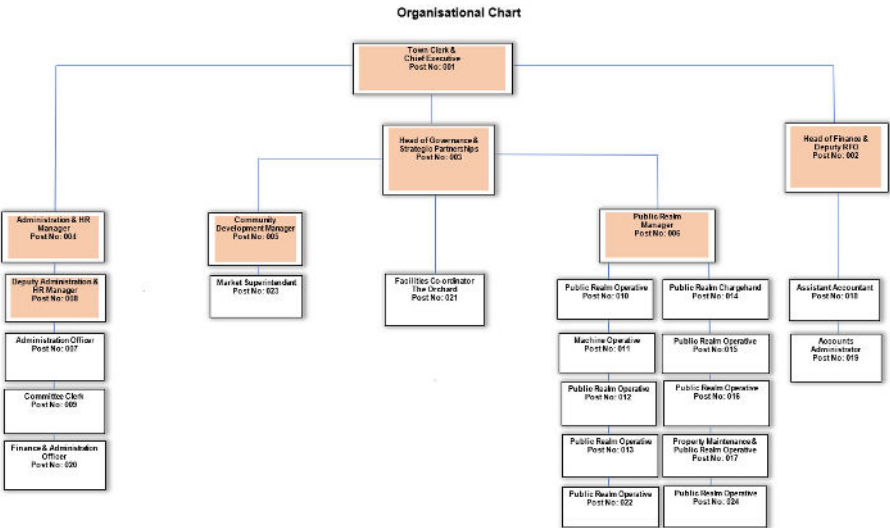
Although the Town Clerk has overall accountability responsibility for the implementation of this policy, day to day responsibility for particular issues has been delegated to key personnel.

The management structure within the Council's business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart-Table which appears later in this document.

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Health and Safety Management Responsibilities

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

In managing Health and Safety matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others as set out below.

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General

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

Occupational Health

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

Accidents, Incidents and First Aid

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

Fire and Emergency Arrangements

Ensure that;

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

Risk Assessment

Ensure that;

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

Premises

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

Equipment

Ensure that;

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

Substances

Ensure that;

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

Managers and supervisors

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

Employee and workers' responsibilities.

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

- Ensure that ~~company~~the Council's policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.
- Follow booking on and off site procedures at all sites (including head office).
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the ~~company~~Council in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment.
- Report any Good Catches, incidents, accidents and non-conformances to the H&S manager.

Biggleswade Town Council

- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all ~~company~~ Council vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

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

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

Monitoring and review help us to check the effectiveness of ~~our~~the Council's Safety Management System.

Responsibility Table

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

Key

TC - Town Clerk & Chief Executive

HGSP - Head of Governance & Strategic Partnerships

HFDR - Head of Finance & Deputy RFO

PRM - Public Realm Manager

CDM - Community Development Manager

AHRM - Administration & HR Manager

Safety arrangements	TC	HGSP	HFDR	PRM	CDM	AHRM
Managing Safety & Health at Work	✓	✓	✓	✓	✓	✓
Accident, Incident, Ill Health Reporting and Investigation	✓	✓	✓	✓	✓	✓
Workplace H&S Consultation - One-to-one	✓	✓	✓	✓	✓	✓
Risk Assessment and Hazard Reporting	✓	✓	✓	✓	✓	✓
Occupational Health and Health Surveillance	✓	✓	✓	✓	✓	✓
Substance & Alcohol Abuse	✓	✓	✓	✓	✓	✓
Purchasing	✓	✓	✓	✓	✓	✓
New and Expectant Mothers	✓	✓	✓	✓	✓	✓
Employing Children & Young Persons	✓	✓	✓	✓	✓	✓
Lone Working	✓	✓	✓	✓	✓	✓
Health & Safety Training	✓	✓	✓	✓	✓	✓
Health & Safety of Visitors	✓	✓	✓	✓	✓	✓
Personal Protective Equipment				✓		✓
Safe Systems of Work	✓	✓	✓	✓	✓	✓
Action on Enforcing Authority Reports	✓					✓
Equality and Disability Discrimination Compliance	✓	✓	✓	✓	✓	✓
H&S Information for Employees <u>Officers and Members</u>	✓					✓
Fire Safety - Arrangements and Procedures	✓	✓	✓	✓	✓	✓
First Aid						✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓	✓	✓	✓	✓	✓
Housekeeping and Cleaning	✓	✓	✓	✓	✓	✓
Building Services	✓					✓
The Control of Hazardous & Non Hazardous Waste				✓		
Access, Egress, Stairs & Floors	✓	✓	✓	✓	✓	✓

Biggleswade Town Council

Windows, Glass & Glazing in the Workplace	✓	✓	✓	✓	✓	✓
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Safety arrangements	TC	HGSP	HFDR	PRM	CDM	AHRM
Workplace Signs				✓		✓
Working in the Open Air. Working in the Sun				✓		
Premises	✓	✓	✓	✓	✓	✓
Electrical Safety	✓	✓	✓	✓	✓	✓
The Provision, Use & Maintenance of Work Equipment	✓	✓	✓	✓	✓	✓
Hand Tools				✓		
Office Equipment						✓
Storage of Chemical Substances & Agents				✓		
Control of Flammable Liquids				✓		
Slips, Trips & Falls	✓	✓	✓	✓	✓	✓
Special Events	✓	✓	✓	✓	✓	✓
The Provision & Use of Machinery				✓		
The Safe Use of Machinery				✓		
Abrasive Wheels				✓		
Lifting Equipment & Lifting Operations				✓		
Work at Height				✓		
Occupational Road Safety				✓		
The Prevention of Sharps and Needlestick Injuries				✓		
Water Hazards				✓		
Safety in Food Preparation Environments	✓	✓	✓	✓	✓	✓
Hand Arm Vibration				✓		
Work Related Upper Limb Disorders WRULD				✓		
Manual Handling				✓		
Display Screen Equipment & DSE User Eye Tests Spectacles						✓
Legionella Control						✓
Use of Chemical Agents & Substances				✓		
Asbestos at Work-ACMs Present & No Off Site Risk	✓	✓	✓	✓	✓	✓
Control of Noise at Work	✓	✓	✓	✓	✓	✓
Stress in the Workplace	✓	✓	✓	✓	✓	✓
Aggression & Violence in the Workplace	✓	✓	✓	✓	✓	✓
Dermatitis				✓		
Playgrounds				✓		
Contractor Control & Management	✓	✓	✓	✓	✓	✓
Roof Work - <u>building maintenance using external contractors</u>						✓
CDM - Client	✓	✓	✓	✓	✓	✓

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Note:

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

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

Relevant Legislation

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

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK).

Not every piece of the legislation will apply to ~~our~~the Council's operation on a day to day basis, but we need to be aware of them should circumstances change.

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

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
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- Dangerous Substances and Explosive Atmospheres Regulations 2002
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- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)

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- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
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- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
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- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
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- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

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SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-12	Employing Children & Young Persons	v1
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-13	Working in the Open Air. Working in the Sun	v3
SA3-15	Premises	v2
SA4-1	Electrical Safety	v2
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
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SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-33	Water Hazards	v2
SA4-35	Safety in Food Preparation Environments	v1
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SA5-6	Work Related Upper Limb Disorders WRULD	v1
SA5-9	Manual Handling	v3
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SA5-16D	Asbestos at Work-ACMs Present & No Off Site Risk	v1
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA5-26	Dermatitis	v1
SA6-10	Playgrounds	v1

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Biggleswade Town Council

Ref. Number	Title	Publication Date
SA7-2	Contractor Control & Management	v1
SA7-3	Roof Work	v1
SA7-4a	CDM - Client	v2

Biggleswade Town Council

OFFICERS AND MEMBERS' HEALTH AND SAFETY POLICY AND PROCEDURES



Adopted: February 2024
Review Date: February 2027

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Policy Outline

General Policy

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

Responsibilities

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

Safety Arrangements

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

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

This section contains;

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

Health and Safety Policy

General Policy

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

Health and Safety General Policy Statement

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

Responsibilities

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

Relevant legislation

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

Safety Arrangements

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

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

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

BIGGLESWADE TOWN COUNCIL

Health and Safety General Policy Statement

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

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

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

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

We also recognise;

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

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

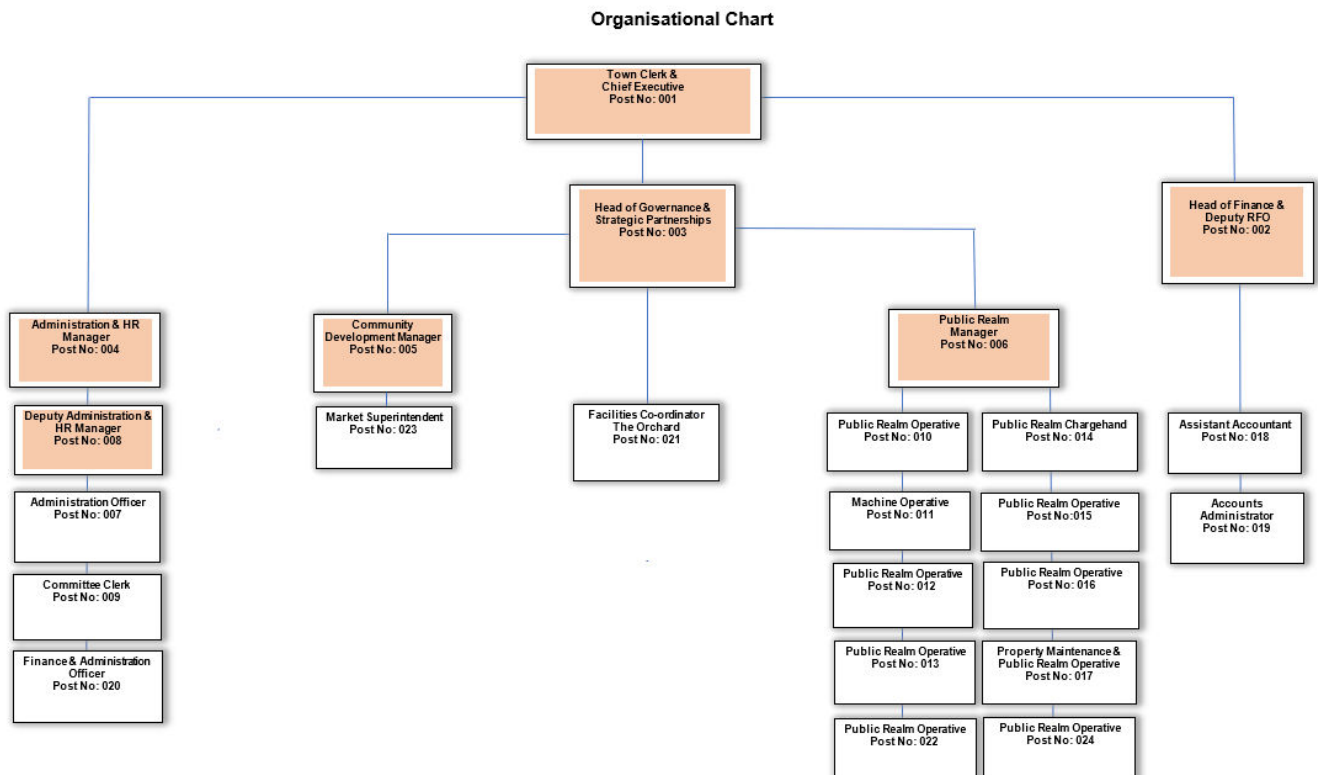
Signature Date .

Position

Health and Safety Management Structure

Although the Town Clerk has overall accountability for the implementation of this policy, day to day responsibility for particular issues has been delegated to key personnel.

The management structure within the Council's business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Table which appears later in this document.



Health and Safety Management Responsibilities

In managing Health and Safety matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others as set out below.

General

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

Occupational Health

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

Accidents, Incidents and First Aid

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

Fire and Emergency Arrangements

Ensure that;

- Required arrangements are in place to deal with fire safety at the Council's premises.
- Officers and Members are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Required Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

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

Premises

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

Equipment

Ensure that;

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

Substances

Ensure that;

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

Managers and supervisors

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

Employee and workers' responsibilities

The Council's policy takes account of the specific statutory duties placed on people to take care of their own health and safety whilst at work and for that of others. Specifically we expect Officers and Members to;

- Ensure that the Council's policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.
- Follow booking on and off site procedures at all sites (including head office).
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the Council in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment.
- Report any Good Catches, incidents, accidents and non-conformances to the H&S manager.

- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all Council vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

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

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

Monitoring and reviewing helps us to check the effectiveness of the Council's Safety Management System.

Responsibility Table

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

Key

TC - Town Clerk & Chief Executive

HGSP - Head of Governance & Strategic Partnerships

HFDR - Head of Finance & Deputy RFO

PRM - Public Realm Manager

CDM - Community Development Manager

AHRM - Administration & HR Manager

Safety arrangements	TC	HGSP	HFDR	PRM	CDM	AHRM
Managing Safety & Health at Work	✓	✓	✓	✓	✓	✓
Accident, Incident, Ill Health Reporting and Investigation	✓	✓	✓	✓	✓	✓
Workplace H&S Consultation - One-to-one	✓	✓	✓	✓	✓	✓
Risk Assessment and Hazard Reporting	✓	✓	✓	✓	✓	✓
Occupational Health and Health Surveillance	✓	✓	✓	✓	✓	✓
Substance & Alcohol Abuse	✓	✓	✓	✓	✓	✓
Purchasing	✓	✓	✓	✓	✓	✓
New and Expectant Mothers	✓	✓	✓	✓	✓	✓
Employing Children & Young Persons	✓	✓	✓	✓	✓	✓
Lone Working	✓	✓	✓	✓	✓	✓
Health & Safety Training	✓	✓	✓	✓	✓	✓
Health & Safety of Visitors	✓	✓	✓	✓	✓	✓
Personal Protective Equipment				✓		✓
Safe Systems of Work	✓	✓	✓	✓	✓	✓
Action on Enforcing Authority Reports	✓					✓
Equality and Disability Discrimination Compliance	✓	✓	✓	✓	✓	✓
H&S Information for Officers and Members	✓					✓
Fire Safety - Arrangements and Procedures	✓	✓	✓	✓	✓	✓
First Aid						✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓	✓	✓	✓	✓	✓
Housekeeping and Cleaning	✓	✓	✓	✓	✓	✓
Building Services	✓					✓
The Control of Hazardous & Non Hazardous Waste				✓		
Access, Egress, Stairs & Floors	✓	✓	✓	✓	✓	✓
Windows, Glass & Glazing in the Workplace	✓	✓	✓	✓	✓	✓

Safety arrangements	TC	HGSP	HFDR	PRM	CDM	AHRM
Workplace Signs				✓		✓
Working in the Open Air. Working in the Sun				✓		
Premises	✓	✓	✓	✓	✓	✓
Electrical Safety	✓	✓	✓	✓	✓	✓
The Provision, Use & Maintenance of Work Equipment	✓	✓	✓	✓	✓	✓
Hand Tools				✓		
Office Equipment						✓
Storage of Chemical Substances & Agents				✓		
Control of Flammable Liquids				✓		
Slips, Trips & Falls	✓	✓	✓	✓	✓	✓
Special Events	✓	✓	✓	✓	✓	✓
The Provision & Use of Machinery				✓		
The Safe Use of Machinery				✓		
Abrasive Wheels				✓		
Lifting Equipment & Lifting Operations				✓		
Work at Height				✓		
Occupational Road Safety				✓		
The Prevention of Sharps and Needlestick Injuries				✓		
Water Hazards				✓		
Safety in Food Preparation Environments	✓	✓	✓	✓	✓	✓
Hand Arm Vibration				✓		
Work Related Upper Limb Disorders WRULD				✓		
Manual Handling				✓		
Display Screen Equipment & DSE User Eye Tests Spectacles						✓
Legionella Control						✓
Use of Chemical Agents & Substances				✓		
Asbestos at Work-ACMs Present & No Off Site Risk	✓	✓	✓	✓	✓	✓
Control of Noise at Work	✓	✓	✓	✓	✓	✓
Stress in the Workplace	✓	✓	✓	✓	✓	✓
Aggression & Violence in the Workplace	✓	✓	✓	✓	✓	✓
Dermatitis				✓		
Playgrounds				✓		
Contractor Control & Management	✓	✓	✓	✓	✓	✓
Roof Work - building maintenance using external contractors						✓
CDM - Client	✓	✓	✓	✓	✓	✓

Note:

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

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

Relevant Legislation

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

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK).

Not every piece of the legislation will apply to the Council's operation on a day to day basis, but we need to be aware of them should circumstances change.

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

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
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SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
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SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
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SA4-17	Lifting Equipment & Lifting Operations	v1
SA4-20	Work at Height	v2
SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-33	Water Hazards	v2
SA4-35	Safety in Food Preparation Environments	v1
SA5-1	Hand Arm Vibration	v1
SA5-6	Work Related Upper Limb Disorders WRULD	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16D	Asbestos at Work-ACMs Present & No Off Site Risk	v1
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA5-26	Dermatitis	v1
SA6-10	Playgrounds	v1

Ref. Number	Title	Publication Date
SA7-2	Contractor Control & Management	v1
SA7-3	Roof Work	v1
SA7-4a	CDM - Client	v2

BIGGLESWADE TOWN COUNCIL
Report to Personnel Committee 4th February 2025
Item 8b: Code of Conduct

Implications of Recommendations

Corporate Strategy: VALUES: Openness, responsiveness, innovation and constructive relationships to maximise effectiveness and the use of resources. Being business-like, professional and delivering on our promises. Councillors committed to working collaboratively, supported by a high-quality team of staff.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Town Council's are legally required to have a Code of Conduct for their Members. The code must be consistent with the principles of the Nolan Committee.

The Ministry of Housing, Communities and Local Government (MHCLG) is currently consulting on introducing strengthened sanctions for local authority code of conduct breaches in England, with the consultation ending on 26th February 2025.

A Code of Conduct has since been drafted using the Local Government Association's Model Councillor Code of Conduct and ensuring that this complements the already adopted Member/Officer Protocol.

Recommendation

For Members to provide feedback and suggested alterations to the draft Code of Conduct document.

Helen Calvert
Administration & HR Manager

Appendix A: Code of Conduct
Appendix B: Member/Officer Protocol

Code of Conduct



Adopted: February 2024
Review Date: February 2027

1. Introduction

This Code of Conduct ("the Code") has been adopted by the Council as required by Section 27 of the Localism Act 2011 ("the Act").

2. Definitions

- 2.1 For the purposes of this Code of Conduct, a "Councillor" means a Member, or co-opted Member of the Council.

3. Purpose of the Code of Conduct

- 3.1 The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Town Council employees, and the reputation of Biggleswade Town Council.

4. General principles of Councillor conduct

- 4.1 Everyone in public office at all levels should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

- 4.2 Building on these principles, the following general principles have been developed specifically for the role of Town Councillor.

- 4.3 In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Town Councillor.

- 4.4 In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with the Council's requirements and in the public interest.
- I do not bring the role of a Town Councillor or the Council into disrepute.
- I do not disclose confidential information.
- I register and disclose pecuniary and non-pecuniary interests.

5. Application of the Code of Conduct

- 5.1 This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Town Councillor, or your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Town Councillor.

- 5.2 The Code applies to all forms of communication and interaction, including during face-to-face meetings, in written, verbal and non-verbal communication, and in social media postings.
- 5.3 You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Town Councillor.
- 5.4 The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. You can also seek advice from the Clerk, who may refer matters to the Monitoring Officer.

6.0 Standards of Councillor Conduct

- 6.1 This section sets out your obligations, which are the minimum standards of conduct required of you as a Town Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.
- 6.2 Guidance is included to help explain the reasons for the obligations and how they should be followed.

6.3 Respect as a Councillor

I treat Councillors, members of the public, Town Council employees and employees and representatives of partner organisations with respect.

- 6.4 Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Town Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.
- 6.5 In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and to seek guidance from the Monitoring Officer, the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken

under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor & officer protocol.

6.6 Bullying, harassment and discrimination as a Councillor:

6.6.1 I do not bully any person.

6.6.2 I do not harass any person.

6.6.3 I promote equalities and do not discriminate unlawfully against any person.

6.7 The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

6.8 The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

6.9 Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.10 Impartiality of officers of the council as a councillor:

6.10.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

6.11 Confidentiality and access to information as a councillor:

6.11.1 I do not disclose information:

- a. Given to me in confidence by anyone
- b. Acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of

obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and
2. made in good faith and in compliance with the Town Council; and
3. I have consulted the Monitoring Officer prior to its release.

6.11.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

6.11.3 I do not prevent anyone from getting information that they are entitled to by law.

6.12 I do not bring my role or the Council into disrepute.

6.13 As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or the Council and may lower the public's confidence in you or the Council. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

6.14 You are able to hold the Council and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6.15 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.16 Your position as a Member of the Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

6.17 Use of the Council's resources and facilities as a Councillor:

6.17.1 I do not misuse Council resources.

6.17.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and
- b. ensure that such resources are not used for political purposes

unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which I have been elected or appointed.

6.18 You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a Councillor.

6.19 Examples include:

- Office support
- Stationery
- Equipment such as phones, and computers
- Access and use of the Council's buildings and rooms.

6.20 These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

6.21 Complying with the Code of Conduct as a Councillor:

6.21.1 I undertake Code of Conduct training provided by the Council.

6.21.2 I cooperate with any Code of Conduct investigation and/or determination.

6.21.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

6.21.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

6.22 It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the Council's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the Council

6.23 Interests as a Councillor:

6.23.1 I register and disclose my interests.

6.24 Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of Town Councils.

6.25 You need to register your interests so that the public, Council employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to

demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

6.26 You should note that failure to register or disclose a disclosable pecuniary interest is a criminal offence under the Localism Act 2011.

6.27 **Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

6.28 Gifts and hospitality as a Councillor:

6.28.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.

6.28.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

6.28.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

6.29 In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Under the Localism Act 2011, all elected town councillors are required, within 28 days of their election or appointment to office, to submit a declaration of interest's form. It is an offence to omit any information that ought to be declared, to provide false or misleading information or to not update this information in a timely manner.

Declarations must be submitted to the Monitoring Officer at Central Bedfordshire Council. To do this, please email registerofinterests@centralbedfordshire.gov.uk. As well as including any information relevant to you who has been elected or appointed to office, you must include any information relevant to your spouse or anyone you live with who you regard as your spouse or civil partner.

Declaration categories

Declarations fall into a range of categories:

- Any employment, office, trade, profession or vocation undertaken for profit or gain. Central Bedfordshire Council ask you as a councillor to provide either brief details of your business or a short description of your job.
- Any contract for the supply of goods, services or works between Central Bedfordshire Council and you or a firm/company of which you are a partner or remunerated director.
- All property you own, lease or rent within Central Bedfordshire.
- Any licence to occupy land in Central Bedfordshire for a month or longer.
- Any tenancy where the landlord is Central Bedfordshire Council and the tenant is a body in which you have a beneficial interest.
- Shares and stocks or units of a collective investment scheme in a body where it has a place of business within Central Bedfordshire and the total nominal value is greater than £25,000 or one-hundredth of the total issued share capital of that body; or if the share capital of that body is more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest which exceeds one-hundredth of the total issued share capital of that class.
- Any gifts or hospitality received. Town Councillors must advise of any with an estimated value of at least £50.
- Bodies to which you have been appointed or nominated by Central Bedfordshire Council as its representative.
- Public authorities or bodies exercising functions of a public nature.
- Appointment to charitable bodies.
- Appointment to bodies whose principal purposes include the influence of public opinion or policy.

You must make these declarations within 28 days of your election or appointment but if your circumstances change, you must also update your declarations within 28 days of becoming aware of those changes. Any such failure to produce a declaration of interest or to update one in a timely manner is an offence under the Localism Act 2011.

Sensitive interests

Copies of the register of interests which are published do not include details of any sensitive interest, other than stating that the individual has an interest the details of which are withheld. A sensitive interest is one which the individual and the Monitoring Officer both consider could lead to the individual or a person connected to that individual, being subject to violence or intimidation if it were published.

Member / Officer Protocol (Code of Conduct)



Adopted: October 2024

Review: October 2025

Background:

1. This protocol is intended to assist Councillors and employees in approaching some of the sensitive circumstances which arise in a challenging working environment. The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Town Clerk and other staff working together to support each other's roles. The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy; with the overriding intent to work in collaboration with respect and professionalism. Close personal familiarity should be avoided.

Roles of Councillors and Employees

2. The respective roles can be summarised as follows:

Councillors and Officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the Council and relevant committees.

Councillors:

3. Councillors have four main areas of responsibility:
 - To determine council policy and provide community leadership;
 - To monitor and review council performance in delivering services;
 - To represent the council externally; and
 - To act as advocates for their constituents.
4. All Councillors have the same rights and obligations in their relationship with the Town Clerk and other employees, regardless of their status or political party, and should be treated equally.
5. Councillors should not involve themselves in the day to day running of the Council. This is the Town Clerk's responsibility, and the Town Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

Chairman and Vice-Chairman of the Council & Committees

6. The Chairman and Vice-Chairman have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

Officers

7. The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express their professional views and objective and evidenced recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's professional view. If a Councillor wishes to express a contrary view, they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging their responsibilities.

Expectations:

8. All Councillors can expect:

- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- Regular up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by Officers outside the council's agreed procedures;
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- That Officers will at all times comply with the relevant code of conduct.

9. Officers can expect from Councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, professional courtesy and tone, integrity, and appropriate confidentiality;
- Not to be used to make a political statement;
- Not to be bullied or to be put under undue pressure;
- That Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;

- That Councillors will at all times comply with the council's adopted Code of Conduct.

Relationships between Members & Officers

10. Councillors need to remember that the Council as a whole is the Employer and that as such they are not entitled to sensitive data about individual employees unless it is within their capacity as a member of the Personnel Committee and in collaboration with an Officers line manager. All information regarding officers is strictly confidential.
11. It is important that any dealings between Members and Officers, both written and oral, should observe professional standards of courtesy.
12. The relationship between Members and Officers will be enhanced by effective communication. Mutual respect and the belief that Officers are providing objective professional advice to Members must not be compromised. Members and Officers should be cautious in developing close friendships.
13. To avoid reputational damage to the Council, disagreements between Members and Officers should be acknowledged and resolved in private, rather than in public or through the media.
14. This policy prohibits Members raising matters related to the conduct or capability of employees in public. They must be aware of the lines of accountability within service areas and must not apply pressure to an Officer to act in a manner contrary to the instructions of their line manager.
15. Officers must not allow their personal or political opinions to influence or interfere with their work. Officers should not take part, and Members should not ask Officers to take part, in any activity which could be seen as influencing support for a political party. Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business.
16. Officers must not be involved in advising Members on matters of party political business.
17. Both Members and Officers should adhere to the rules and regulations set by Council to manage committee business, for example, Procedural Standing Orders and Committee Terms of Reference and Delegated Functions.
18. Some Officers are in posts which are "politically restricted" by law. This means that individual postholders are prevented from carrying out any active political role either outside or inside the Council.
19. Members should raise with the Town Clerk any concerns about the political neutrality of an Officer.

Officers should ensure that they provide the necessary respect and courtesy due

to Members in their various roles. Equally, Members should ensure that they provide the necessary respect and courtesy due to Officers in their roles.

20. Members should not put pressure on an Officer with regard to matters which have been delegated for Officer decision under the Scheme of Delegation to Officers. Officers should be left to make decisions that are objective and can be accounted for and are fair and consistent in their application.
21. Members should not bring influence to bear on any Officer to take any action which is contrary to law or against the Council's approved procedures, including but not limited to the following procedures: a breach of Personnel procedures; conflict with standing orders; or policies.

Confidentiality

22. Both Members and Officers have access to information which has not yet been made public and is still confidential. It is a betrayal of trust to breach such confidences. Confidential information must never be disclosed or used for personal or political advantage or to the disadvantage or the discredit of the Council or anyone else. The Town Clerk will instigate any appropriate investigations into actual or alleged breaches of confidence in relation to the release of confidential information.

Political Groups

23. Party political groups have no power to require the Town Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Town Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor.

Complaints

24. Procedure for Officers: The relationship between Councillors and the Town Clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it may be necessary to adhere to the Council's formal Grievance Procedure.
25. The Unitary Council's Monitoring Officer may be able to offer a mediation / conciliation role or it may be necessary to seek independent advice from NALC and / or the Society for Local Council Clerks.
26. If a Councillor is dissatisfied with the conduct, behaviour, or performance of the Town Clerk or another employee, the matter should be raised with the Town Clerk in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's Disciplinary Procedure.