

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



16 January 2025

Members of Governance & Resources Committee:

Cllr S Buck (Chair), J Smith (Vice-Chair), M Cooper, S Dhaliwal, S Hayes, D Matthews, B Saunders, and J Talbot.

You are hereby summoned to attend the **Governance & Resources Committee Meeting** to be held in the **Council Chamber, Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 22 January 2025 at 7.15pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Members of the Committee.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. Public Participation Policy applies.

4. MINUTES OF PREVIOUS MEETING

To approve the minutes of the Governance & Resources Committee meeting held 23 October 2025 as a true record of the meeting.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM

6. REPORTS TO COMMITTEE

To **receive** the minutes of the following Committee meetings and note any recommendations:

6.1. Q2 Income and Expenditure Report

To receive the Q2 Income and Expenditure Report and note any variances

6.2. Developer Contributions S106

To resolve to agree the following:

1. Review this Committee's Terms of Reference in relation to the allocation and management of Section 106 payments.
2. Note the committed S106 allocations as agreed by CBC.
3. Note the proposed allocations of S106 funding agreed by Full Council on 6 November 2024 and consider future allocations.

6.3. Banking Arrangements

To receive a report on the Town Council's banking arrangements and resolve to close some of the Barclays accounts.

6.4. Health and Safety Audit



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES HELD ON
WEDNESDAY 23 OCTOBER 2024 AT 19:15 STOTFOLD TOWN COUNCIL,
GREENACRE CENTRE, STOTFOLD SG5 4HG**

Present: Cllr S Buck (Chair), J Smith (Vice-Chair), M Cooper, S Dhaliwal, S Hayes, D Matthews, B Saunders, and J Talbot.

Also present:

E. Payne – Town Clerk

1 APOLOGIES FOR ABSENCE

All Members were present.

2 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3 PUBLIC SECTION

There were no Members of the Public present.

4 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 2nd October 2024 were received.

DECISION: It was **RESOLVED** to adopt the minutes of the meeting as a true record.

5 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

The Clerk presented a verbal update on the submitted written report, including advising the Committee that the NJC salary negotiations had been completed, which will be reported to the next meeting.

6 REPORTS TO COMMITTEE

6.1 Code of Conduct

Members received a report with a review of the Code of Conduct.

DECISION: It was **RESOLVED** to recommend to Full Council that the Code of Conduct is re-adopted.

6.2 Member & Officer Protocol

Members received a proposed Member and Officer Protocol.

DECISION: It was **RESOLVED** to recommend to Full Council that the The Member & Officer Protocol is adopted.



6.3 Budget 2025 - 2026

Members received a proposed budget for 2025 - 2026. Members were advised that the relevant committees had considered these figures. CBC have not yet advised the Town Clerk what the council tax base will be. There is also an unknown matter of employer's NI contribution with the budget on 30 October 2024.

DECISION: it was **RESOLVED:**

- a) That any unspent budget for tree works to be moved into EMR.
- b) To defer budget approval until CBC provides the council tax base.
- c) To submit the budget to Full Council on 4 December 2024 after receiving this information.

7 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items for information only.

8 WORK PROGRAMME

Members received the work programme for this committee.

DECISION: It was **RESOLVED** to note the work programme.

9 DATE OF NEXT MEETING

Wednesday 18th December 2024.

10 CONFIDENTIAL ITEMS

DECISION: It was **RESOLVED** that In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

10.1 VAT Liability

Members received a confidential report on opting to tax for the Greenacre Centre. It was **RESOLVED** to:

Register the Greenacre Centre to levy VAT on hall hire invoices.

The meeting closed at 19:53

SIGNED BY CHAIR:

MINUTES APPROVED (date):

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE AND RESOURCES

DATE: 22 JANUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: GOVERNANCE & RESOURCES Q2 EXPENDITURE

1. SUMMARY

- 1.1 It is a requirement outlined in Terms of Reference for this Committee that a report is taken to the committee on the Income and Expenditure after the second quarter has been reconciled.

2. RECOMMENDATION

- 2.1 Members are asked to note the report

3. BACKGROUND

- 3.1 Comments on the attached income and expenditure report are below:

Cost Centre – 61 Governance & Resources	
Account Code	Comments
6003 – Income Miscellaneous	775% over budget Advice in Practitioners Guide is that any recharge of insurance is shown as additional income. The Town Council recharge insurance to the Mossman Centre and Stotfold Football Club. This will be addressed in the 2025/26 budget with a new income budget code for recharge of insurance
6004 – Income Received	142% over budget Investment income including newly opened CCLA account.
604 – Staff Training	83.6% over budget See separate report for this committee
607 – Photocopier Costs	239.2% over budget. Introduction of new copier which was not budgeted for.
608 – Telephone/Fax/ISDN	64.5% of total budget. New FTTP lines installed with additional costs which was not included in budget.
610 – Stationery	98.6% of budget Additional expenditure on PPE, mobile phone ancillaries, staff and councillor photographs
618 – Subscription/Licence	139.3% over budget

	Additional costs relating to increased charge for Sage payroll software (additional staff), Canva software subscription, increase in Worknest subscription due to increase in number of employees.
627 – Travel Expenses	97.4% of budget Additional staff claiming business miles
632 – Professional Support	89.5% of budget Clerk's Job Evaluation was not budgeted.
638 – Stotfold 50	84.2% of budget Entrance signs and mayoral insignia to be met from this budget.

4. FINANCIAL

- 4.1 This is a review of Q2. The majority of accounts are either under budget or on target for this position in the year.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Regular review of income and expenditure part of internal control
Legals	N/A
Resources/Stakeholders	Officer
Contracts/Financials	Budgets in place
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

Detailed Income & Expenditure by Budget Heading 11/12/2024

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
61 Governance & Resources								
6003 Income - Miscellaneous	41	388	50	(338)			775.8%	
6004 Income - Interest Received	53,283	35,511	25,000	(10,511)			142.0%	
6008 Income - Mayor Event	647	40	300	260			13.3%	
6009 Stotfest 50	0	5,990	0	(5,990)			0.0%	
Governance & Resources :- Income	53,971	41,930	25,350	(16,580)			165.4%	0
601 Staff Salaries	246,857	163,911	344,691	180,780		180,780	47.6%	
602 Employers NI	19,482	13,929	24,428	10,499		10,499	57.0%	
603 Ers Pension Contrib	39,748	19,656	51,063	31,407		31,407	38.5%	
604 Staff Training	7,773	4,180	5,000	820		820	83.6%	
605 Clerk's Expenses	905	197	500	303		303	39.5%	
607 Photocopier Costs	654	1,794	750	(1,044)		(1,044)	239.2%	
608 Telephone/Fax/ISDN	4,560	2,582	4,000	1,418		1,418	64.5%	
609 Postage	478	267	600	333		333	44.5%	
610 Stationery	3,464	2,713	2,750	37		37	98.6%	
611 Insurances	8,773	10,732	12,000	1,268		1,268	89.4%	
612 Audit Fees	2,400	150	3,000	2,850		2,850	5.0%	
613 Legal Fees	18	58	5,000	4,942		4,942	1.2%	
614 Advertising	4,676	4,272	6,000	1,728		1,728	71.2%	
615 IT Services	15,697	18,029	15,000	(3,029)		(3,029)	120.2%	
616 Service Contracts	371	0	0	0		0	0.0%	
618 Subscription/Licence	13,789	13,931	10,000	(3,931)		(3,931)	139.3%	
619 PWLB Loan Repayments	16,731	8,366	20,000	11,634		11,634	41.8%	
620 Civic Allowance	1,629	216	1,500	1,284		1,284	14.4%	
621 Bank Charges	471	344	600	256		256	57.4%	
627 Travel Expenses	338	243	250	7		7	97.4%	
630 Grants	15,173	2,500	15,000	12,500		12,500	16.7%	
631 Councillor Training/Mileage	301	347	1,000	653		653	34.7%	
632 Professional Support	0	1,790	2,000	210		210	89.5%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	0	2,585	5,000	2,415		2,415	51.7%	
635 Vehicle Fuel	0	1,164	5,000	3,836		3,836	23.3%	
636 Vehicle Maintenance	0	1,717	5,000	3,283		3,283	34.3%	
637 Christmas Event	0	630	15,000	14,370		14,370	4.2%	
638 Stotfold 50	0	42,114	50,000	7,886		7,886	84.2%	
639 Com Engagment	0	2,661	15,000	12,339		12,339	17.7%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	404,290	321,077	626,542	305,465	0	305,465	51.2%	0
Net Income over Expenditure	(350,319)	(279,147)	(601,192)	(322,045)				
9000 plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	(342,543)	(279,147)	(601,192)	(322,045)				

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	53,971	41,930	25,350	(16,580)			165.4%	
Expenditure	404,290	321,077	626,542	305,465	0	305,465	51.2%	
Net Income over Expenditure	<u>(350,319)</u>	<u>(279,147)</u>	<u>(601,192)</u>	<u>(322,045)</u>				
plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	<u>(342,543)</u>	<u>(279,147)</u>	<u>(601,192)</u>	<u>(322,045)</u>				

STOTFOLD TOWN COUNCIL

COMMITTEE: **GOVERNANCE & RESOURCES**

DATE: **22 JANUARY 2025**

OFFICER RESPONSIBLE: **EMMA PAYNE, TOWN CLERK**

SUBJECT: **DEVELOPER CONTRIBUTIONS**

1. SUMMARY

- 1.1 The allocation of S106 funding was deferred from the committee meeting on 2 October 2024, when the future allocation of developer contributions (S106) was discussed. Members wanted to defer the item until they'd had time to view the notes and slides from the CBC webinar.
- 1.2 Subsequently the Full Council meeting held on 6 November 2024 recommended some areas for S106 funding to be allocated.
- 1.3 The Town Clerk would like this meeting to consider updating the committee's Terms of Reference so that future allocations are agreed by this committee.

2. RECOMMENDATION

- 2.1 Members are asked to:
 - a) Resolve to adopt the amended Terms of Reference for this committee.
 - b) Note the committed S106 allocations as agreed by CBC.
 - c) Note the proposed allocations of S106 funding agreed at Full Council on 6 November 2024 and consider future allocations.

3. BACKGROUND

- 3.1 Members decided at the Full Council meeting held on 6 November 2024 that future allocations of S106 funding should be directed to:
 - Refurbishment of The Green and Riverside Play Areas;
 - Skate Park;
 - Improvements to Arlesey Road cycle path – possible low-level lighting or make existing columns double headed; lifting the tree canopy to improve lighting;
 - Etonbury Zebra crossing at Arlesey Road turning into Pelican crossing.
- 3.2 Members received the notes and slides from the CBC briefing in Bulletin on 1 November 2025.

[S106 Training - minutes and Q&A](#)
[S106 Training Oct 24 Slides](#)

- 3.3 When determining S106 funding, the following criteria should be considered:
 - Necessary to make the development acceptable in planning terms
 - Directly related to the development
 - Fairly related in scale and kind

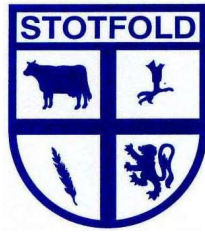
- 3.4 CBC are in the process of updating their S106 information on the website. This will mean that Parish and Town Councils can access this information via a secure link. There is a briefing on this being held on 22 January 2025 which clashes with this meeting.

[Planning obligations | Central Bedfordshire Council](#)

- 3.5 A meeting was held with CBC officers at Christmas to discuss whether any of the already agreed S106 funding could be reallocated, as the majority of these have been allocated to the Football Club. The Football Club have stated that they would like these funds released to undertake works to the practice pitch. The Town Clerk is waiting for a proposal to be sent so it can be forwarded onto CBC. These sums totally £109,708.88 and can either be used for pitch improvements or changing room upgrades.
- 3.6 CBC officers were not aware that the football club is now finished, which is why they were allocated S106 funding towards this asset.
- 3.7 There are some other pockets of funding relating to informal open space (£763) and recreational open/space children play (£716). The Town Clerk is seeking suggestions from Officers regarding allocating these funds.

4. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	Legal agreement between CBC and Developer
Resources/Stakeholders	CBC, Officers
Contracts/Financials	May require additional finance contribution from existing budgets.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



GOVERNANCE AND RESOURCES COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- This Committee is made up of the Chairman and Vice-Chairman of the Town Council, plus the Chairmen of each Committee, and additional members elected at the Annual Meeting of the Council. To bring members to seven or nine.
- Four Members of this Committee shall constitute a quorum.
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

Frequency of Meetings

- At least six meetings in each full municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Governance and Resources Committee has delegated authority (Local Government Act 1972 S101) to:

Finance & Risk Management

- The setting up and monitoring of internal control systems for the oversight of Council expenditure.
- The periodic review of the Internal Audit arrangements and monitoring reports with reports and any recommendations being adopted by Council.
- The periodic review of the Risk Management arrangements with recommendations for adoption by the Town Council.
- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Town Council.
- To conduct a half yearly appraisal of the budgets based on September figures.
- To receive estimates of expenditure in December for the forthcoming financial year from other committees of the Council, to set a recommendation for the Precept for approval by full Council.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- Responsibility for the control of the Legacy Account and associated matters.
- To work with Central Bedfordshire Council regarding the allocation of S106 contributions on Planning Applications to ensure that the S106 spend is on projects the Town Council has prioritised for the improvement of the town's infrastructure.

- To work with Central Bedfordshire Council to ensure S106 funds are spent within the time frame stipulated in any S106 agreement for the improvement of the town's infrastructure.
- **Human Resources**
- To oversee the conditions of service for employees.
- To monitor staff contracts of employment, terms and conditions and policies relating to the employment of staff including but not exclusively:
 - Absence management
 - Performance management
 - Pension arrangements
 - Staffing levels
 - Staffing policies and staff handbook
- To review staff salaries and contracts when information from NALC is available.
- To form sub-committees for staff appointments, grievances and appeals as required.

Policy

- The development of policy for recommendation to Council.
- The periodic review of the Council's Standing Orders and Financial Regulations with recommendations for amendments to be ratified by Council.
- Ensure that the Town Council complies with strategic health and safety regulations.
- The implementation and operation of the Council's Public Sector Equality Duty.
- In all considerations and actions, follow the Council's adopted Corporate Strategic Plan.
- Review all documents pertaining to this Committee.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to take action on relevant matters.

Adopted at the Town Council Meeting of 22 January 2025

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 22 JANUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: REVIEW OF BANKING ARRANGEMENTS

1. SUMMARY

- 1.1 At a previous meeting of this committee, the Town Clerk was tasked with reviewing the current bank accounts held by the Town Council and potential investment opportunities.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Note the current bank accounts currently operating.
 - b) Review the number of Barclays bank accounts and consider shutting accounts for ease of operation keeping at least one account open to receive PitchPower grants.
 - c) Consider seeking professional advice on Town Council investments
 - d) Consider one of the investment opportunities listed in the report.

3. BACKGROUND

- 3.1 The Town Council operates the following bank accounts:

Unity Trust

- a) Current T2 – used as current account for day-to-day transactions. Receives precept payment. Balance £807,638.53 (13/01/2025).
- b) Instant Access – Savings account. Currently pays 2.5% interest gross (effective 18/02/2025). Current balance £1,074,932.66 (13/01/2025)

Barclays Bank

- a) Business Account (Imprest) – Balance £10,600.84 as of 13/01/2025.
Was used as payroll account. Currently used to pay NEST pension contributions.
No interest paid
- b) Business Premium ME – Balance £0.00
Variable interest paid depending on deposits £1-999,999 1.4%; £1m + 1.70%
- c) Business Premium ME – Balance £0.00
Variable interest paid see above
- d) IAS account – Balance £0.00. Variable interest paid see above
- e) IAS account – Balance £0.00. Variable interest paid see above

CCLA

Public Sector Deposit Fund - £1,032,800.46 (5/1/2025) 4.747% interest

- 3.2 The Unity Trust T2 and Barclays Imprest accounts both incur charges.

- 3.3 The FSCS extended its protections in 2015 to include ‘small local authorities’, which are described as authorities with an annual budget of less than €500,000 (currently £430,000 and updated annually on 3rd July). This means that authorities considered small are granted the same protections as individuals, and deposits of up to £85,000 per UK bank or building society are fully protected. Authorities covered by the scheme should have enough counterparties to ensure accounts do not exceed this limit.
- 3.4 The Town Council is not covered by this protection as it is not a smaller authority as it has a budget exceeding £430,000.
- 3.5 The Town Clerk has researched various investment opportunities which include:
- Hinkley & Rugby Building Society – not eligible due to turnover
 - [Cambridge and Counties Bank](#) – only product for Town Council is 5 years fixed rate bond at 3.9%. They do not borrow money from the wholesale markets, they do not have a credit rating
 - [Charity Bank](#) – 1-year fixed rate savings 4.26% gross £10k-£500K
 - [Metro Bank](#) – 1-year fixed rate deposit 1.75% AER deposits from £5,000
 - [Hampshire Trust Bank](#) – 1 year SME Fixed Saver (Issue 55) 4.55%
- 3.6 Alternatively, the Town Council may want to consider seeking professional advice.
- 3.7 Due to its turnover, the Town Council has an investment policy [Investment Policy 2024.pdf](#)

4. FINANCIAL

- 4.1 Income received to date on investments is £43,998 (as of 1/12/2024).

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Investment Policy in place
Legals	Local Government Act 2003
Resources/Stakeholders	Officers
Contracts/Financials	Income received from investments
Crime & Disorder	
Equalities	
Biodiversity	

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES
DATE: 22 JANUARY 2025
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: HEALTH AND SAFETY AUDIT 2024

1. SUMMARY

- 1.1 The Town Council has a contract with Worknest to provide its health and safety services. The Worknest consultant visited the Town Council on 18 October 2024. This report outlines the findings of that audit.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Note the report
 - b) Note the areas for improvement.

3. BACKGROUND

- 3.1 The areas for improvement listed are:

- Asbestos Management
- Grass cutting
- Grounds maintenance
- Infection prevention and control
- Legionella management
- Management of health and safety
- New and expectant mothers
- Personal Protective Equipment
- Stress management

- 3.2 The previous audit was undertaken on 24 October 2022. This audit has previously been reported to this Committee on 20 December 2023 [176058-Est 20 December 2023 agenda pack.pdf](#) Item 6.10

4. FINANCIAL

- 4.1 The health and safety advice is paid for as part of the Town Council's subscription.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Reduction of risk to the Town Council across to staff, contractors and public
Legals	Various health and safety legislation
Resources/Stakeholders	Officers, Members, Contractors
Contracts/Financials	Budgets in place for building management
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

General Risk Assessment

Stotfold Town Council

Stotfold Town Council, The Greenacre Centre,
Valerian Way, Stotfold, Hitchin, Hertfordshire, SG5
4HG

18 Oct 2024

Paul Simister



Contents

Section 1	Executive Summary
	1.1 Executive Summary
	1.2 Actions Requiring Immediate Attention
	1.3 Overall Risk Rating Table
	1.4 Calculated Overall Risk Rating
Section 2	General Risk Assessment Action Plan
	2.1 Action Priority Summary
	2.2 General Risk Assessment action plan
Section 3	Report Index
	3.1 Risk Assessments and Audit Index
	3.2 Risk Assessments and Audits
Section 4	Supporting Photographs
Section 5	Protocol and Disclaimer / Limit of Advice

Section 1 - Executive Summary

1 Executive Summary

Organisation Description	The site comprises of the main Greenacre Centre which houses offices, meeting rooms and function rooms. The site is all on the ground floor level. There is parking to the front.
Organisation Category	Town Council
Enforcement History / Significant Incidents	None
Areas Assessed	All accessible areas of the Greenacre Centre were covered.
Areas Not Assessed	Other sites under the control of the Council were not covered - sports pavilion, works depot
Visit Attendance	Emma Payne - Town Clerk Adam Leadbeater - Public Realm Manager Paul Simister - Health & Safety Consultant
Overall People At Risk	All employees Contractors Members of the public Visitors Lone workers New and expectant mothers
Scope	This GRA covers the significant health & safety issues at Stotfold Town Council The Greenacre Centre, Valerian Way, Stotfold Hitchin SG5 4HG It is an assessment of the health & safety risks arising from the premises and the activities within and to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.
Other Comments	Great progress has been made since my last visit.

1.2 Actions Requiring Immediate Attention






There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

The following risk rating table shows the score attained against each area assessed. The maximum score for each section is 20 points, however, if actions have been identified this score will be reduced in line with the following:

Scoring guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Asbestos Management				15
Cemetery Safety	20			
Contractor Management				15
Display Screens	20			
Electrical Safety	20			
Fire Safety Overview				15
First Aid At Work	20			
Gas Safety	20			
Grass Cutting				15
Grounds Maintenance				15
Infection Prevention and Control				15
Legionella Management				15
Lone Work	20			
Management of H and S				15
Managing Manual Handling Operations	20			
New and Expectant Mothers				15
Personal Protective Equipment				15
Stress Management				15
Vehicle Use (Non-Goods)	20			
Work Equipment	20			
Workplace H and S	20			
Sub Total	200	0	0	165
Total	365			
Available Score	420			
Score	87%			

	Intolerable	< 65%
	Substantial	65-74%
	Moderate	75-84%
	Tolerable	85-94%
	Trivial	95% >

1.4 Calculated Overall Risk Rating



Tolerable

Overridden Overall Risk Rating



Substantial

Issues as described within this report

Section 2 - General Risk Assessment Action Plan

2.1 Action Priority Summary

	Priority 1	0
	Priority 2	8
	Priority 3	30
	Priority 4	0

2.2 General Risk Assessment action plan

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	Develop an asbestos management plan that sets out the procedures and arrangements to manage the risk from asbestos-containing materials (ACMs) in the premises. To be developed for sites with asbestos.
Priority	2
Complete By	17/12/2024

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	Ensure the asbestos management plan is regularly reviewed and updated. It is important to review and update your plan: <ul style="list-style-type: none"> - whenever work takes place that affects ACMs - where staff with management responsibilities have changed - where ACMs have been inadvertently disturbed - following scheduled condition checks of ACMs
Priority	3
Complete By	16/01/2025

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	Establish a procedure whereby anyone liable to disturb asbestos containing materials is made aware of its location. Currently undocumented.
Priority	3
Complete By	16/01/2025

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	Ensure, where appropriate and applicable, (consultant to specify) that labels are erected to identify ACMs.
Priority	3
Complete By	16/01/2025

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.
Priority	2
Complete By	17/12/2024

Asbestos Management

Observation	Action Required: Asbestos Training
Recommendation	Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.
Priority	3
Complete By	16/01/2025

Contractor Management

Observation	Action Required: Contractor Management- Competence
Recommendation	Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.
Priority	3
Complete By	16/01/2025

Fire Safety Overview

Observation	Action Required: Fire Safety Overview- In-house Checks
Recommendation	On a weekly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Record the fire checks in log book.
Priority	3
Complete By	16/01/2025

Grass Cutting

Observation	Action Required: Grass Cutting- Controls
Recommendation	Train operatives in the use of the grass cutting equipment.
Priority	3
Complete By	16/01/2025

Grass Cutting

Observation	Action Required: Grass Cutting- Controls
Recommendation	Issue operatives with appropriate personal protective equipment. This should include head, ear and eye protection. Currently under review.
Priority	3
Complete By	16/01/2025

Grounds Maintenance

Observation	Action Required: Grounds Maintenance- Risk Assessment
Recommendation	Complete a site specific risk assessment for each working location and/or site.
Priority	2
Complete By	17/12/2024

Grounds Maintenance

Observation	Action Required: Grounds Maintenance- Refuelling
Recommendation	Where applicable ensure that refuelling operations have been included in the assessment, or risk assessed separately.
Priority	3
Complete By	16/01/2025

Grounds Maintenance

Observation	Action Required: Grounds Maintenance- Noise & Vibration
Recommendation	Where applicable COSHH assessments should be completed for the hazardous substances and referenced in the risk assessment.
Priority	3
Complete By	16/01/2025

Grounds Maintenance

Observation	Action Required: Grounds Maintenance- Noise & Vibration
Recommendation	Personnel should be briefed on the risk assessment(s).
Priority	3

Complete By 16/01/2025

Grounds Maintenance

Observation Action Required: Grounds Maintenance- Refuelling

Recommendation The fuel requirements for each site should be assessed before leaving for the work site.

Priority 3

Complete By 16/01/2025

Grounds Maintenance

Observation Action Required: Grounds Maintenance- Refuelling

Recommendation The driver/staff should be provided with fire awareness training in particular with fighting liquid fuel fires.

Priority 3

Complete By 16/01/2025

Grounds Maintenance

Observation Action Required: Grounds Maintenance- Refuelling

Recommendation Records of all fuel/fire training should be retained.

Priority 3

Complete By 16/01/2025

Grounds Maintenance

Observation Action Required: Grounds Maintenance- Refuelling

Recommendation Ensure staff have the opportunity to review the risk assessment before starting refilling operations.

Priority 3

Complete By 16/01/2025

Grounds Maintenance

Observation Action Required: Grounds- Training/Authorisation

Recommendation Records should be retained of all formal equipment training and all in house equipment familiarisation training.

Priority 3

Complete By 16/01/2025

Grounds Maintenance

Observation	Action Required: Grounds Maintenance- Noise & Vibration
Recommendation	Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration.
Priority	2
Complete By	17/12/2024

Grounds Maintenance

Observation	Action Required: Grounds Maintenance- Noise & Vibration
Recommendation	Carry out an assessment of all equipment likely to give rise to significant levels of noise and vibration levels during use.
Priority	2
Complete By	17/12/2024

Grounds Maintenance

Observation	Action Required: Grounds Maintenance- Noise & Vibration
Recommendation	Complete Occupational Health Screening to identify any signs of noise or vibration injury for employees.
Priority	3
Complete By	16/01/2025

Infection Prevention and Control

Observation	Action Required: Infection Prevention and Control- Controls
Recommendation	Provide staff with suitable personal protective equipment, currently under review.
Priority	3
Complete By	16/01/2025

Infection Prevention and Control

Observation	Action Required: Infection Prevention and Control- Controls
Recommendation	Document procedures which will include what to do when a spillage or needle stick injury occurs. Ensure adequate spill kits and medical advice for those who may become injured. Ensure that all relevant staff are trained on the procedure and that record of training is kept.
Priority	3
Complete By	16/01/2025

Legionella Management

Observation	Action Required: Legionella Management - General Controls
Recommendation	Develop procedures for dealing with a potential outbreak situation.
Priority	3
Complete By	16/01/2025

Management of H and S

Observation	Action Required: Management of H&S - Training
Recommendation	Provide all new staff with health and safety instruction as part of their induction training.
Priority	3
Complete By	16/01/2025

Management of H and S

Observation	Action Required: Management of H&S - Risk Assessment
Recommendation	Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment.
Priority	2
Complete By	17/12/2024

Management of H and S

Observation	Action Required: Management of H&S - Risk Assessment
Recommendation	Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded.
Priority	2
Complete By	17/12/2024

New and Expectant Mothers

Observation	Action Required: New/Expectant Mothers - Risk Assessment
Recommendation	Arrange for the working activities for any new or expectant mother to be specifically assessed. Where the expectant mothers work involves hazardous substances, these must be assessed to identify any additional hazards to either mother or foetus
Priority	3
Complete By	16/01/2025

Personal Protective Equipment

Observation	Action Required: Personal Protective Equipment- Controls
Recommendation	Ensure risk assessments identify the need for PPE and who is required to wear it.
Priority	2
Complete By	17/12/2024

Personal Protective Equipment

Observation	Action Required: Personal Protective Equipment- Controls
Recommendation	Currently under review.
Priority	3
Complete By	16/01/2025

Personal Protective Equipment

Observation	Action Required: Personal Protective Equipment- Controls
Recommendation	Ensure that records are kept of PPE issued.
Priority	3
Complete By	16/01/2025

Personal Protective Equipment

Observation	Action Required: Personal Protective Equipment- Controls
Recommendation	Instruct supervisors to ensure PPE is worn and worn correctly.
Priority	3
Complete By	16/01/2025

Personal Protective Equipment

Observation	Action Required: Personal Protective Equipment- Controls
Recommendation	PPE should be periodically examined to ensure it is in good working order.
Priority	3
Complete By	16/01/2025

Stress Management

Observation	Action Required: Stress Management- Controls
Recommendation	The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in it's Management Standards i.e. demands, control, support, relationships, role and change.
Priority	3
Complete By	16/01/2025

Stress Management

Observation

Action Required: Stress Management- Controls

Recommendation

Arrangements should be put in place to consult with staff on stress either via a health and safety committee or a specific channel.

Priority

3

Complete By

16/01/2025

Stress Management

Observation

Action Required: Stress Management- Controls

Recommendation

Information on stress should be made available to employees and measures put in place to offer a support system for employees should the need arise e.g. contact telephone numbers, employee assistance programme, counselling.

Priority

3

Complete By

16/01/2025

Stress Management

Observation

Action Required: Stress Management- Controls

Recommendation

Managers should be provided with training in relation to the management of stress.

Priority

3

Complete By

16/01/2025

Section 3 - Report Index

3.1 Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Asbestos Management
3.2.2	Cemetery Safety
3.2.3	Contractor Management
3.2.4	Display Screens
3.2.5	Electrical Safety
3.2.6	Fire Safety Overview
3.2.7	First Aid At Work
3.2.8	Gas Safety
3.2.9	Grass Cutting
3.2.10	Grounds Maintenance
3.2.11	Infection Prevention and Control
3.2.12	Legionella Management
3.2.13	Lone Work
3.2.14	Management of H and S
3.2.15	Managing Manual Handling Operations
3.2.16	New and Expectant Mothers
3.2.17	Personal Protective Equipment
3.2.18	Stress Management
3.2.19	Vehicle Use (Non-Goods)
3.2.20	Work Equipment
3.2.21	Workplace H and S

3.2 Risk Assessments and Audits

3.2.1 Asbestos Management

Hazard	Inhalation of asbestos fibres
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.1.1 Asbestos Management

Compliance with standard - **NO**

The main council building was constructed after the year 2000 (2016) and it is confirmed that there is are no asbestos containing materials present in the premises.

Action Required: Asbestos Management Develop an asbestos management plan that sets out the procedures and arrangements to manage the risk from asbestos-containing materials (ACMs) in the premises. To be developed for sites with asbestos.

Action Required: Asbestos Management Ensure the asbestos management plan is regularly reviewed and updated. It is important to review and update your plan:

- whenever work takes place that affects ACMs
- where staff with management responsibilities have changed
- where ACMs have been inadvertently disturbed
- following scheduled condition checks of ACMs

A register showing the location of all asbestos containing materials and presumed asbestos containing materials is available which includes, the type of ACM, how much asbestos there is, its condition and the dates of the original and last inspection. The register includes the potential of each ACM to release fibres (a material assessment) and likelihood of disturbance (a priority assessment) during the normal operations.

The Asbestos Register is reviewed at least annually. Register created after recent surveys in 2024.

Action Required: Asbestos Management Establish a procedure whereby anyone liable to disturb asbestos containing materials is made aware of its location. Currently undocumented.

Any work involving the disturbance of asbestos is controlled to ensure that precautions are taken to prevent the release of asbestos fibres.

Before any minor work is carried out on asbestos materials, an assessment of the potential exposure to asbestos must be carried out by a competent person and a written plan prepared of the work completed (such as <https://www.hse.gov.uk/asbestos/essentials/index.htm>).

Action Required: Asbestos Management Ensure, where appropriate and applicable, (consultant to specify) that labels are erected to identify ACMs.

Asbestos containing materials are monitored at least annually to ensure they remain in good condition. Asbestos surveys only completed in 2024.

Action Required: Asbestos Management Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.

3.2.1.2 Asbestos Training

Compliance with standard - **NO**

Action Required: Asbestos Training Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.

3.2.2 Cemetery Safety

Hazard	Collapse of memorials, Collapse of excavations, Slips, trips and falls
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.2.1 Cemetery Safety- Controls

Compliance with standard - **YES**

Contractor risk assessment kept on file.

Grave excavations are adequately supported to prevent accidental collapse.

Open grave excavations are adequately covered or fenced off to prevent persons inadvertently falling into them.

Memorial stones are surveyed for structural integrity. Surveys of memorial stones are recorded.

Surveys of memorial stones are reviewed annually.

Dangerous memorial stones are taped off and warnings posted.

Dangerous memorial stones are fenced off and laid flat.

Groundsmen are required to report any dangerous memorial stones.

Groundsmen are trained to survey memorial stones.

3.2.3 Contractor Management

Hazard	Injury to contractors, Injury to staff, Injury to public
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.3.1 Contractor Management- Competence

Compliance with standard - **NO**

Action Required: Contractor Management- Competence Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.

Contractors are provided with relevant information on the client's safety arrangements and applicable rules.

Risk assessments and method statements that are required have been provided, checked and considered adequate prior to the commencement of work. Copies stored in contractor file.

The client is satisfied that their contractor(s) hold adequate insurance for the activities that are carried out. This may include public liability, employer's liability and/or professional indemnity insurance.

Contractors do not sub contract work out to a third party without the express permission of the client and relevant checks of the subcontractor being carried out.

3.2.3.2 Contractor Management- Checks/Supervision

Compliance with standard - **YES**

The client undertakes periodic visual checks of contractors to ensure that agreed working practices are being adhered to.

3.2.4 Display Screens

Hazard	Musculoskeletal injuries due to poor posture, Unsuitable furniture/bad workstation design, RSI due to heavy workload using the keyboard/mouse, Eyestrain due to poor lighting, Unsuitable computer screen, Incorrectly positioned screen
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.4.1 Display Screens- User Identification

Compliance with standard - **YES**

Employees who are DSE users have been identified

3.2.4.2 Display Screens- Information Etc

Compliance with standard - **YES**

Employees who have been recognised as DSE Users have been provided with information, instruction and training on how to set up their workstation.

3.2.4.3 Display Screens- Workstations

Compliance with standard - **YES**

DSE workstation assessments have been completed and relevant corrective actions have been implemented with the assessments reviewed as required.

3.2.4.4 Display Screens- Eye Tests

Compliance with standard - **YES**

Users of DSE equipment have been offered eye tests

Records have been kept of those users taking up the eye test.

3.2.4.5 Display Screens- Corrective Appliances

Compliance with standard - **YES**

Corrective appliances have been provided for users who require them for DSE work and suitable records have been kept.

3.2.5 Electrical Safety

Hazard	Electric shock, Fire, Explosion
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.5.1 Electrical Safety- Fixed Wiring

Compliance with standard - **YES**

Fixed wiring tests have been conducted in accordance with the industry standard. Done in 2022 by Seymon Electrical

An Electrical Installation Condition Report (EICR) has been obtained for the recent fixed wiring test and is held on file.

The recent fixed wiring test has identified the electrical installation as being in a satisfactory condition.

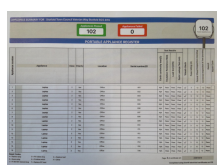
3.2.5.2 Electrical Safety- Portable Appliances

Compliance with standard - **YES**

Portable appliance testing, as appropriate to the equipment, is up to date.

There is an inventory of all portable electrical appliances in use.

All employees have been instructed and/or trained to visually inspect portable electrical appliances before use.



3.2.5.3 Electrical Safety- Other Controls

Compliance with standard - **YES**

Electrical switchgear areas were free from storage of combustible materials and access to the switchgear was free of obstructions.

All electric cupboards and switch rooms were observed to be secured to prevent unauthorised access.

Adequate electrical sockets were observed to be available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

3.2.6 Fire Safety Overview

Hazard	Sources of Ignition, Combustible material, Inadequate means of detection/ alarm systems, Inadequate controls, emergency procedures, training, drills etc, Inadequate access and arrangements for emergency services
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

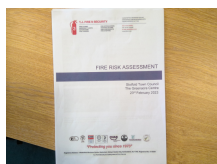
3.2.6.1 Fire Safety Overview- Risk Assessment

Compliance with standard - **YES**

A specific fire risk assessment has been carried out.

The fire risk assessment is reviewed periodically.

The recommendations from the fire risk assessment have been implemented or an action plan is in place to address outstanding recommendations.



3.2.6.2 Fire Safety Overview- Emergency Services

Compliance with standard - **YES**

Suitable procedures are in place for the calling of emergency services.

Arrangements are in place to liaise with the emergency services in the event of a fire.

3.2.6.3 Fire Safety Overview- Detection & Alarms

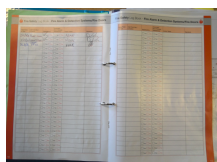
Compliance with standard - **YES**

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

The Public Realm Manager has confirmed that the fire alarm is audible in all occupied parts of the building.

The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.

The fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).



3.2.6.4 Fire Safety Overview- Assembly Points

Compliance with standard - **YES**

A designated fire assembly point has been provided. The designated assembly point is clearly signed, or where not possible, staff are aware of the location. The location of the assembly point is clearly shown on fire action notices.

Staff are aware of assembly point locations and arrangements

3.2.6.5 Fire Safety Overview- Fire Doors

Compliance with standard - **YES**

Fully functioning self-closing fire resistant doors are fitted to protect fire escape routes.

3.2.6.6 Fire Safety Overview- Stairs & External Escapes

Compliance with standard - **NA**

3.2.6.7 Fire Safety Overview- Fire Extinguishers

Compliance with standard - **YES**

An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided.

All fire extinguishers are annually inspected and serviced by a competent person.

Employees have been trained on the operational use of portable fire extinguishers.

A fire blanket is provided in the kitchen.



3.2.6.8 Fire Safety Overview- Signage

Compliance with standard - **YES**

Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

3.2.6.9 Fire Safety Overview- In-house Checks

Compliance with standard - **NO**

Action Required: Fire Safety Overview- In-house Checks On a weekly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Record the fire checks in log book.

3.2.6.10 Fire Safety Overview- Evacuation Plans

Compliance with standard - **YES**

A fire evacuation plan has been prepared.

All employees have been given instructions and training in the fire evacuation plan and are familiar with their role in the evacuation plan

Arrangements have been made with other occupants of the building to ensure the safety of employees and others in the event of fire.

3.2.6.11 Fire Safety Overview- Emergency Lighting

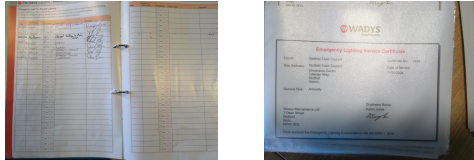
Compliance with standard - **YES**

Means of escape routes within the building and final exits have adequate emergency lighting.

The emergency lighting system is tested monthly by in-house personnel.

Emergency lighting undergoes an annual service inspection.

All emergency lighting tests are recorded.



3.2.6.12 Fire Safety Overview- Fire Drills

Compliance with standard - **YES**

Periodic fire drills are carried out to ensure that everyone can evacuate the premises as quickly as possible.
Last done 4/10/24

3.2.6.13 Fire Safety Overview- Disabled Persons

Compliance with standard - **YES**

General arrangements are in place for the evacuation of disabled persons.

Specific arrangements, including Personal Emergency Evacuation Plans (PEEPs) are in place for all disabled persons.

3.2.7 First Aid At Work

Hazard	Delayed response leading to injuries/ill health being exacerbated.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.7.1 First Aid At Work- Needs Assessment

Compliance with standard - **YES**

A first aid needs assessment has been completed to determine the type and level of first aid provision required in the workplace.

3.2.7.2 First Aid At Work- Personnel

Compliance with standard - **YES**

In accordance with the first aid needs assessment, an adequate number of first aiders trained in First Aid at Work are provided for all work shifts. Also if required Paediatric first aid training has been provided when children and infants are in employee care.

In accordance with the first aid needs assessment, an adequate number of first aiders trained in Emergency First Aid at Work are provided for all work shifts.

3.2.7.3 First Aid At Work- Equipment

Compliance with standard - **YES**

First aid kits are provided at key locations accessible to all employees.

Persons have been nominated to regularly check all first aid kits and ensure they remain in date and fully stocked. Records are kept of these checks

The names and contact details of nominated first aiders are displayed on First aid notices, or other suitable means are employed to ensure all relevant persons are aware of the identities of first aid personnel.

Arrangements are made for remote workers to have access to first aid provision.

Automated external defibrillator(s) is/are provided and staff have been trained in their use.

3.2.7.4 First Aid At Work- Other

Compliance with standard - **NA**

3.2.8 Gas Safety

Hazard	Fire, Explosion, Asphyxiation
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.8.1 Gas- Controls

Compliance with standard - **YES**

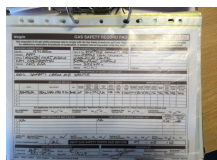
The premises' gas appliances and installation/supply pipes are subject to regular annual inspection and servicing by a competent person and records are maintained. The last inspection was conducted on 7/5/24 by AFM

Gas pipework was viewed at the time to be protected from damage, by vehicles, by the provision of robust barriers or is safe by position.

A suitable gas leak procedure is in place informing of the relevant steps to take in the event of a leak.

Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.

The gas supply isolators are readily identifiable and their location known.



3.2.9 Grass Cutting

Hazard	Mechanical, Noise, Vibration, Mobile plant, Slips, trips and falls, Adverse weather conditions, Fire and explosion.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.9.1 Grass Cutting- Controls

Compliance with standard - **NO**

Action Required: Grass Cutting- Controls Train operatives in the use of the grass cutting equipment.

Action Required: Grass Cutting- Controls Issue operatives with appropriate personal protective equipment. This should include head, ear and eye protection. Currently under review.

Employees are instructed to report details of faults or damage to equipment and the equipment is taken out of use until effective repairs have been carried out.

Operatives have been instructed to stop machinery if approached by another employee or third party.

3.2.10 Grounds Maintenance

Hazard	Vehicles, moving machinery
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.10.1 Grounds Maintenance- Risk Assessment

Compliance with standard - **NO**

Action Required: Grounds Maintenance- Risk Assessment Complete a site specific risk assessment for each working location and/or site.

Action Required: Grounds Maintenance- Refuelling Where applicable ensure that refuelling operations have been included in the assessment, or risk assessed separately.

Action Required: Grounds Maintenance- Noise & Vibration Where applicable COSHH assessments should be completed for the hazardous substances and referenced in the risk assessment.

Action Required: Grounds Maintenance- Noise & Vibration Personnel should be briefed on the risk assessment(s).

3.2.10.2 Grounds Maintenance- Refuelling

Compliance with standard - **NO**

Action Required: Grounds Maintenance- Refuelling The fuel requirements for each site should be assessed before leaving for the work site.

The vehicle is fitted with a 12kgs CO2 fire extinguisher.

Action Required: Grounds Maintenance- Refuelling The driver/staff should be provided with fire awareness training in particular with fighting liquid fuel fires.

Action Required: Grounds Maintenance- Refuelling Records of all fuel/fire training should be retained.

Action Required: Grounds Maintenance- Refuelling Ensure staff have the opportunity to review the risk assessment before starting refilling operations.

Moving to 2 stroke equipment, not in place yet.

3.2.10.3 Grounds- Training/Authorisation

Compliance with standard - **NO**

Only authorised personnel are permitted to use machinery.

Action Required: Grounds- Training/Authorisation Records should be retained of all formal equipment training and all in house equipment familiarisation training.

3.2.10.4 Grounds Maintenance- Guarding

Compliance with standard - **YES**

Suitable guards are fitted to prevent access to dangerous parts of the machines.

The guards fitted are correctly secured in position to prevent access to dangerous parts of machinery.

Adjustable guards fitted are correctly positioned to prevent access to dangerous parts of machinery.

Records are maintained of all on-site inspections and testing done on guards.

3.2.10.5 Grounds Maintenance- Noise & Vibration

Compliance with standard - **NO**

Action Required: Grounds Maintenance- Noise & Vibration Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration.

Action Required: Grounds Maintenance- Noise & Vibration Carry out an assessment of all equipment likely to give rise to significant levels of noise and vibration levels during use.

Action Required: Grounds Maintenance- Noise & Vibration Complete Occupational Health Screening to identify any signs of noise or vibration injury for employees.

Employees are provided with noise protection PPE, that still enables them to communicate with each other if required.

3.2.10.6 Grounds Maintenance- Storage

Compliance with standard - **YES**

Fuels are stored in suitable flammable class containers.

3.2.11 Infection Prevention and Control

Hazard	Exposure to infections, Blood-borne viruses, Needle stick injuries
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.11.1 Infection Prevention and Control- Controls

Compliance with standard - **NO**

An Infection Prevention and Control Policy is in place and regularly reviewed and revised as necessary.

The Infection Prevention and Control Policy is brought to the attention of relevant staff and instruction and training provided as required.

Action Required: Infection Prevention and Control- Controls Provide staff with suitable personal protective equipment, currently under review.

Staff are instructed to notify managers should they develop/contract any infectious disease.

Adequate sharps facilities are provided for the safe disposal of needles and other sharps and staff are instructed in the safe use of the sharps facilities.

Good hygiene practices are adopted by the staff.

Action Required: Infection Prevention and Control- Controls Document procedures which will include what to do when a spillage or needle stick injury occurs. Ensure adequate spill kits and medical advice for those who may become injured. Ensure that all relevant staff are trained on the procedure and that record of training is kept.

3.2.12 Legionella Management

Hazard	Inhalation of Legionella bacteria
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.12.1 Legionella Management - General Controls

Compliance with standard - **NO**

The premises have been assessed by a competent person to identify potential sources of Legionella growth and dissemination.

Hot water temperature is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

The hot water boiler stores water at a sufficiently high temperature to prevent the growth of Legionella bacteria.

Action Required: Legionella Management - General Controls Develop procedures for dealing with a potential outbreak situation.

Appropriate training of building services personnel is carried out.

Hot water tanks and calorifiers are inspected on a regular basis.

Infrequently used outlets have been identified and are flushed on a weekly basis.

The domestic water system is subject to routine maintenance by a competent person.

All checks and sampling are recorded.



3.2.12.2 Legionella Management - Cooling Towers

Compliance with standard - **NA**

3.2.13 Lone Work

Hazard	Delayed access to first aid/emergency services etc., Unsafe use of work equipment, Manual handling activities, Lack of supervision, Violence / Aggression
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.13.1 Lone Work - Prohibitions

Compliance with standard - **YES**

No prohibitions are required to be put in place for lone workers.

3.2.13.2 Lone Work - Monitoring/Supervision

Compliance with standard - **YES**

Monitoring systems in place record relevant information (e.g. the lone workers' current location, when the lone worker has returned to their head office / base / home etc.).

Lone workers are periodically supervised to ensure that safe practices are being adhered to.

3.2.13.3 Lone Work - Emergencies

Compliance with standard - **YES**

The provisions in place for lone workers with regards to emergencies (e.g. fire, equipment failure, illness, accidents etc.) are satisfactory.

Lone workers have access to mobile communications (e.g. land line, mobile phone, 2 way radio etc.).

Suitable first aid provision is in place for lone workers, which covers access to supplies and treatment.

3.2.13.4 Lone Work - Miscellaneous

Compliance with standard - **YES**

Risk assessments cover the work undertaken by lone workers.

Staff have been consulted on lone working either directly or via representatives.

Limits have been set on what work can be done alone.

Items can be lifted safely by lone workers.

3.2.14 Management of H and S

Hazard	Inadequate safety management system
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.14.1 Management of H and S - Policy

Compliance with standard - **YES**

The Health and Safety Policy is current and up to date.

The Health and Safety Policy has been brought to the attention of staff and a record of this has been made to demonstrate compliance.

The Health and Safety Policy is made available to all staff.

3.2.14.2 Management of H and S - Comms & Consultation

Compliance with standard - **YES**

Suitable arrangements are in place for regularly communicating with and consulting staff on Health and Safety matters.

Health and Safety is a regular agenda item on meetings that are held with staff.

Since the organisation does not recognise a trade union (or there is no Trade Union in place) the consultation takes place with staff and their elected representatives.

3.2.14.3 Management of H and S - Training

Compliance with standard - **NO**

Action Required: Management of H&S - Training Provide all new staff with health and safety instruction as part of their induction training.

Arrangements have been made for staff to be given basic Health and Safety training.

Jobs with specific training needs have been identified and arrangements have been made for staff to be given job specific Health and Safety training. This includes ensuring all legal requirements for training have been met (for example first-aid training).

Accurate records of the training provided are maintained.

Training needs are re-assessed and reviewed:

- As jobs change;
- As a result of health and safety monitoring;
- As a result of accidents, incidents and cases of ill-health;
- Where risk assessments identify a need.

And refresher training is carried out as and when needed.

E-learning is used to provide staff with training on health, safety and other subjects as part of the organisation's training programme.

3.2.14.4 Management of H and S - Risk Assessment

Compliance with standard - **NO**

Action Required: Management of H&S - Risk Assessment Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment.

Risk assessments are carried out by suitably competent persons.

A programme of risk assessment review is established and risk assessment reviews are recorded.

Action Required: Management of H&S - Risk Assessment Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded.

3.2.14.5 Management of H and S - Accidents Etc

Compliance with standard - **YES**

There is a near miss or incident reporting procedure in place and staff have been made aware of it.

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

An Accident Book is provided for the recording of accidents.

There are arrangements in place to report any work-related ill-health.

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

3.2.14.6 Management of H and S - Emergency Plans

Compliance with standard - **YES**

Procedures for serious or imminent danger are established.

Staff are provided with suitable training in emergency plans and understand their role within them.

There are suitable arrangements with external emergency services or utility companies in the event of an emergency.

3.2.14.7 Management of H and S - Notices

Compliance with standard - **YES**

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.

A copy of the employers liability insurance certificate is displayed or is available in electronic form to all employees.

No smoking signs are displayed at entrance to buildings.

3.2.14.8 Management of H and S - Organisation

Compliance with standard - **YES**

The organisation has an effective structure in place for the management of health and safety.

The most senior member of the management team has accepted that they have overall and final responsibility for the safe running of the business.

Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them and/or included in their job descriptions.

Training has been provided to ensure that key persons at senior levels, middle management, supervisory positions and general workforce, are competent to undertake their health and safety responsibilities.

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

3.2.14.9 Management of H and S - Monitoring Etc

Compliance with standard - **YES**

Monitoring of health and safety controls and standards is carried out and recorded.

There is a Health and Safety action plan, which is prioritised and monitored to ensure that actions are taken within a suitable time frame. Actions are also allocated to specific individuals.

The company has established performance criteria for health and safety.

Performance for health and safety is fed back to the most senior level of the organisation.

3.2.15 Managing Manual Handling Operations

Hazard	Musculoskeletal injuries
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.15.1 Managing Manual Handling Operations

Compliance with standard - **YES**

So far as is reasonably practicable the manual handling of loads likely to result in a risk of injury is avoided.

Manual handling assessments have been completed for operations which are likely to cause a risk of injury and it is not reasonably practicable to avoid. These assessments take into account Task, Load, Environment and Individual Capability and other factors.

Manual handling assessments are reviewed if it is suspected they are no longer valid and/or there has been a significant change in the operation.

Employees are provided with information and training on manual handling operations including the measures in place to prevent injury and safe systems of work.

As identified in the manual handling assessments, suitable personal protective clothing is provided. The clothing does not impede the wearers ability to safely undertake manual handling duties.

3.2.16 New and Expectant Mothers

Hazard	Restricted work space, Noise, Vibration, Infections, Chemicals, Violence, Extreme work conditions, Manual handling
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.16.1 New and Expectant Mothers - Risk Assessment

Compliance with standard - **NO**

Action Required: New/Expectant Mothers - Risk Assessment Arrange for the working activities for any new or expectant mother to be specifically assessed. Where the expectant mothers work involves hazardous substances, these must be assessed to identify any additional hazards to either mother or foetus

Once the initial assessment has been carried out, it is frequently reviewed and updated as the pregnancy develops to ensure that it remains relevant throughout the pregnancy and/or period of breast feeding.

Women of childbearing age are informed of the significant findings of the assessment and what they need to do if they become pregnant.

If the risks to a pregnant worker or her child cannot be reduced to an acceptable level, she is suspended from work on paid leave for as long as necessary.

3.2.17 Personal Protective Equipment

Hazard	Failure to provide the correct PPE for the risks involved, Worn, damaged or ineffective PPE
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.17.1 Personal Protective Equipment- Controls

Compliance with standard - **NO**

Action Required: Personal Protective Equipment- Controls Ensure risk assessments identify the need for PPE and who is required to wear it.

Action Required: Personal Protective Equipment- Controls Currently under review.

Action Required: Personal Protective Equipment- Controls Ensure that records are kept of PPE issued.

Employees receive instruction and training in the wearing of PPE.

A procedure has been established to enable employees to report defective PPE.

Action Required: Personal Protective Equipment- Controls Instruct supervisors to ensure PPE is worn and worn correctly.

Appropriate accommodation is provided for the storage of PPE when it is not in use.

PPE is issued on a personal basis where sharing may result in hygiene issues.

The PPE does not increase the overall risk to the employee.

Action Required: Personal Protective Equipment- Controls PPE should be periodically examined to ensure it is in good working order.

3.2.18 Stress Management

Hazard	Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.18.1 Stress Management- Controls

Compliance with standard - **NO**

Action Required: Stress Management- Controls The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in it's Management Standards i.e. demands, control, support, relationships, role and change.

Action Required: Stress Management- Controls Arrangements should be put in place to consult with staff on stress either via a health and safety committee or a specific channel.

A stress policy has been implemented with clear plan and allocated responsibilities. Periodic checks are made to monitor the effectiveness of the policy through assessing new risks, employee consultation and reviewing employee absence and and turnover data.

Action Required: Stress Management- Controls Information on stress should be made available to employees and measures put in place to offer a support system for employees should the need arise e.g. contact telephone numbers, employee assistance programme, counselling.

Action Required: Stress Management- Controls Managers should be provided with training in relation to the management of stress.

A process is in place to ensure individual assessments for employees who experience stress or related mental health issues are performed.

3.2.19 Vehicle Use (Non-Goods)

Hazard	Use on the public highway, Long hours of work, Breakdown
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.19.1 Vehicle Use (Non-Goods)- Controls

Compliance with standard - **YES**

All drivers of company-owned vehicles are instructed to carry out prescribed pre-journey checks and retain records of pre-journey checks as evidence of compliance.

Written instruction is given to all drivers regarding maximum working and driving hours and the taking of regular breaks away from the vehicle.

A risk assessment on vehicle use has been completed.

Drivers who use their own vehicles have been instructed that they must ensure that their vehicle is safe to be used on the public highway when driven on behalf of the company.

Driver's licences for users of company vehicles are checked on an annual basis.

Specific procedures have been communicated to all drivers regarding fire, accidents, breakdown and personal safety.

All vehicles carry appropriate first aid boxes where required.

Drivers using their own vehicles on company business are required to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.

Company vehicles are maintained in line with the manufacturer's servicing schedule.

All company vehicle drivers have adequate insurance cover.

Clear written instructions are given on the safe use of mobile phones in vehicles.

3.2.20 Work Equipment

Hazard	Misuse of equipment, Breakdown / failure, Insufficient guarding, Use by untrained personnel
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.20.1 Work Equipment- Suitability

Compliance with standard - **YES**

Work equipment provided is suitable for the processes, tasks and environment.

3.2.20.2 Work Equipment- Maintenance

Compliance with standard - **YES**

Work equipment is subject to a planned maintenance system/inspection programme.

Maintenance logs and inspection records are kept for all work equipment.

An inventory of work equipment is maintained, with serial numbers and the location of each item of equipment.

3.2.20.3 Work Equipment- Safety

Compliance with standard - **YES**

Written safe working practices have been provided for the safe use of work equipment.

The use of work equipment is restricted to trained/experienced or authorised personnel.

Work equipment provided has a means to isolate from any energy sources e.g. Electricity, gas, compressed air etc.

Work equipment risk assessments have been completed and they have been communicated to all staff concerned. There is also a record of this.

3.2.21 Workplace H and S

Hazard	Not defined
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.21.1 Workplace - Cleanliness & Waste

Compliance with standard - **YES**

The furniture, walls and floors are kept clean and in good decorative order.

General housekeeping is adequate and the accommodation is tidy and free from any waste build-up and any slipping or tripping hazards.

Adequate and suitable waste receptacles are provided throughout the workplace.

3.2.21.2 Workplace - Doors & Gates

Compliance with standard - **YES**

Doors/gates that swing in both directions, or are on main traffic routes, have a suitable vision panel.

3.2.21.3 Workplace - Falls/Falling Objects

Compliance with standard - **YES**

Stored materials and objects are stable.

Shelving is strong and secure and suitable for the materials stored on it.

3.2.21.4 Workplace - Floors & Traffic Routes

Compliance with standard - **YES**

The floors are free from slipping and tripping hazards.

The floors/floor coverings are in good condition.

Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Access steps into the premises are in good condition.

3.2.21.5 Workplace - Lighting

Compliance with standard - **YES**

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Adequate lighting is provided to all of the external areas.

3.2.21.6 Workplace - Room Dimensions/Space

Compliance with standard - **YES**

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

3.2.21.7 Workplace - Smoking

Compliance with standard - **YES**

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

Smoking areas are provided for staff and include suitable waste facilities.

Smoking areas are located away from air inlets/windows.

3.2.21.8 Workplace - Temperature

Compliance with standard - **YES**

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

3.2.21.9 Workplace - Ventilation

Compliance with standard - **YES**

An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.

Air inlets are positioned away from any flues and exhaust ventilation systems.

Mechanical and air conditioning systems are regularly maintained and cleaned to ensure they are kept clean and free from anything that could contaminate the air.

3.2.21.10 Workplace - Welfare

Compliance with standard - **YES**

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Sanitary conveniences have warm/hot water, soap and means of drying.

Sanitary conveniences are suitably ventilated, lit and kept clean.

An adequate supply of water is readily available and cups provided.

An adequate, suitable and secure space is provided to store workers' belongings.

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Suitable changing facilities are provided with storage for work clothing.

The rest area includes the facility to prepare or obtain a hot drink.

A means of heating food is provided where hot food cannot be obtained nearby.

Suitable rest facilities for pregnant women and nursing mothers are provided and include facility to lie down.

3.2.21.11 Workplace - Transparent/Translucent Surfaces

Compliance with standard - **YES**

Transparent or translucent surfaces are apparent or suitably marked.

Windows can be cleaned safely.

3.2.21.12 Workplace - Window Restrictors

Compliance with standard - **YES**

The premises are not accessible by children or vulnerable adults. There is therefore no requirement for window restrictors to be fitted.

3.2.21.13 Workplace - Workstations & Seating

Compliance with standard - **YES**

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

3.2.21.14 Workplace - Pest Control

Compliance with standard - **NA**

Section 4 - Supporting Photographs

Section 5 - Protocol and Disclaimer / Limit of Advice

5.1 Protocol

Introduction / Process

This report is a General Risk Assessment of the significant health and safety issues within your organisation and been prepared by a your Consultant following an inspection of your premises, an examination of documentation and discussions with relevant persons. The primary purpose of this report is to comment on the adequacy of existing risk controls and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Implementing these improvements will help prevent accidents or ill health to those who may be affected by your undertaking.

This report reflects the situation found at the premises at the time of the visit and is based upon the information and evidence provided to the Consultant. If evidence was not available to corroborate an action the Consultant is likely to have raised an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the Consultant.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Prioritising Health and Safety Actions

All health and safety actions identified by the Consultant are shown in Section 2 of this report - 'General Risk Assessment Action Plan' and are prioritised as follows:

Priority	Complete By	Definition
1	Immediate (But within 30 days).	Requires Immediate Remedial Action - (For Intolerable / Substantial Risks) The safety or fire issue has been assessed as having a high likelihood of causing serious harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified. Likely regulatory enforcement action: Prohibition Notice.
2	Within 60 days.	Requires Remedial Action (For Moderate Risks) Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential. Likely enforcement action: Improvement Notice.
3	Within 90 days.	Requires Some Additional Controls In Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Tolerable Risks). Some additional controls are necessary. Consideration may be given to a more cost-effective solution. Regular monitoring of existing controls is essential. Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.
4	Within 180 days.	Improvements should be carried out as advised. These may be best practice or industry standard and may require long-term investment.

It is strongly advised that you complete the actions within the recommended timeframes shown. This will help to improve health and safety conditions within your workplace and reduce the likelihood of an accident occurring and/or any legal action being taken against your company in the criminal or civil courts. To help manage risks and actions identified in this report please refer to the library of information held in the Worknest portal.

5.2 Disclaimer / Limit of Advice

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation. It is based on a combination of observations made by the Consultant at the time of the visit, examination of relevant documents and information provided by your representatives which is accepted in good faith as being factual, accurate and valid. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

This report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded against hence it is incumbent on you to compile an individual assessment on each machine.

Whilst our Consultants make every reasonable effort to access all areas of the premises for which you are responsible, there may be some areas that are inaccessible, or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage or are outside of the scope of the works requested. Any such areas which were not accessed during this risk assessment have been detailed in the Executive Summary.

It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered and that safe, appropriate and legal implementation of any remedial action is made. It is recommended that this assessment is reviewed at least annually and/or whenever there is a significant change within your business and that you continue to apply regular general risk reducing control measures as defined by your policies and procedures.

This report becomes uncontrolled when printed

Action Name	Status	Due Date	Module	Audit Type	Created From Form	Created By	Complete	Complete Assigned To	Priority	Recommendation
Action Required: Asbestos Management	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Develop an asbestos management plan that sets out the procedures and arrangements to manage the risk from asbestos-containing materials (ACMs) in the premises. To be developed for sites with asbestos.	
Action Required: Asbestos Management	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.	
Action Required: Grounds Maintenance- Noise & Vibration	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration.	
Action Required: Grounds Maintenance- Noise & Vibration	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Carry out an assessment of all equipment likely to give rise to significant levels of noise and vibration levels during use.	
Action Required: Grounds Maintenance- Risk Assessment	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Complete a site specific risk assessment for each working location and/or site.	
Action Required: Management of H&S - Risk Assessment	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment.	
Action Required: Management of H&S - Risk Assessment	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded.	
Action Required: Personal Protective Equipment- Controls	Not Due	2024-12-17T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	High	Ensure risk assessments identify the need for PPE and who is required to wear it. Ensure the asbestos management plan is regularly reviewed and updated. It is important to review and update your plan: - whenever work takes place that affects ACMs - where staff with management responsibilities have changed - where ACMs have been inadvertently disturbed - following scheduled condition checks of ACMs	
Action Required: Asbestos Management	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Ensure, where appropriate and applicable, (consultant to specify) that labels are erected to identify ACMs.	
Action Required: Asbestos Management	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Establish a procedure whereby anyone liable to disturb asbestos containing materials is made aware of its location. Currently undocumented.	
Action Required: Asbestos Training	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.	
Action Required: Contractor Management- Competence	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.	
Action Required: Fire Safety Overview- In house Checks	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	On a weekly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Record the fire checks in log book.	
Action Required: Grass Cutting- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Issue operatives with appropriate personal protective equipment. This should include head, ear and eye protection. Currently under review.	
Action Required: Grass Cutting- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Train operatives in the use of the grass cutting equipment.	
Action Required: Grounds Maintenance- Noise & Vibration	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Complete Occupational Health Screening to identify any signs of noise or vibration injury for employees.	
Action Required: Grounds Maintenance- Noise & Vibration	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Personnel should be briefed on the risk assessment(s).	
Action Required: Grounds Maintenance- Noise & Vibration	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Where applicable COSHH assessments should be completed for the hazardous substances and referenced in the risk assessment.	
Action Required: Grounds Maintenance- Refuelling	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Ensure staff have the opportunity to review the risk assessment before starting refilling operations.	
Action Required: Grounds Maintenance- Refuelling	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Records of all fuel/fire training should be retained.	
Action Required: Grounds Maintenance- Refuelling	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	The driver/staff should be provided with fire awareness training in particular with fighting liquid fuel fires.	
Action Required: Grounds Maintenance- Refuelling	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	The fuel requirements for each site should be assessed before leaving for the work site.	
Action Required: Grounds Maintenance- Refuelling	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Where applicable ensure that refuelling operations have been included in the assessment, or risk assessed separately.	
Action Required: Grounds- Training/Authorisation	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Records should be retained of all formal equipment training and all in house equipment familiarisation training.	
Action Required: Infection Prevention and Control- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Document procedures which will include what to do when a spillage or needle stick injury occurs. Ensure adequate spill kits and medical advice for those who may become injured. Ensure that all relevant staff are trained on the procedure and that record of training is kept.	
Action Required: Infection Prevention and Control- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Provide staff with suitable personal protective equipment, currently under review.	
Action Required: Legionella Management - General Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Develop procedures for dealing with a potential outbreak situation.	
Action Required: Management of H&S - Training	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Provide all new staff with health and safety instruction as part of their induction training.	
Action Required: New/Expectant Mothers - Risk Assessment	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Arrange for the working activities for any new or expectant mother to be specifically assessed. Where the expectant mothers work involves hazardous substances, these must be assessed to identify any additional hazards to either mother or foetus	
Action Required: Personal Protective Equipment- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Currently under review.	
Action Required: Personal Protective Equipment- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Ensure that records are kept of PPE issued.	
Action Required: Personal Protective Equipment- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Instruct supervisors to ensure PPE is worn and worn correctly.	
Action Required: Personal Protective Equipment- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	PPE should be periodically examined to ensure it is in good working order.	
Action Required: Stress Management- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Arrangements should be put in place to consult with staff on stress either via a health and safety committee or a specific channel.	
Action Required: Stress Management- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Information on stress should be made available to employees and measures put in place to offer a support system for employees should the need arise e.g. contact telephone numbers, employee assistance programme, counselling.	
Action Required: Stress Management- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	Managers should be provided with training in relation to the management of stress.	
Action Required: Stress Management- Controls	Not Due	2025-01-16T23:59:59.999	Audit	General Risk Assessment	Adam Leadbeater	Incomplete	Adam Leadbeater	Medium	The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in it's Management Standards i.e. demands, control, support, relationships, role and change. Implement a training programme on the company policy on violence and record all training given.	
Employee training required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Compile a list of the hazardous substances used, created or stored on, or transported from the premises.	
Inventory of substances required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Jeanette Everitt	Medium	For all hazardous substances used obtain a copy of the supplier's health and safety data sheet.	
Safety data sheets not obtained	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Jeanette Everitt	Medium	Carry out a COSHH Assessment for each hazardous substance in use or created.	
COSHH assessments required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Jeanette Everitt	Medium		

Training on hazardous substances required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Provide relevant employees with information, instruction and training on the risks to health associated with the use of or exposure to hazardous substances.
Cold water entering building not monitored	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Jeanette Everitt	Medium	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for Legionella bacteria. Record all readings.
Risk assessment required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Carry out a risk assessment of vehicle use.
Employee consultation required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Consult with employees to determine whether employees feel threatened by verbal or physical violence and record the results of the consultation process.
PPE not periodically checked	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	TBC	Medium	PPE should be periodically examined to ensure it is in good working order.
Staff not surveyed	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Fully implement the recommendations of the stress assessment. It is a legal requirement to assess, implement corrective measures and bring to the attention of those affected the significant findings of the assessment.
Stress action plans required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Establish a personal stress risk assessment procedure to enable managers to review each case individually. Conduct checks to ensure that actions are taken in accordance with the agreed action plan.
Support system required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Arrangements should be made to allow access for employees to support / counselling should the need arise.
Training for managers required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Establish training programmes for how to manage stress.
Information for staff required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Provide employees with information on stress.
Maintenance/inspection program required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate.
Logs and records required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	TBC	Medium	Keep records of inspections and maintenance for all work equipment.
Inventory required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Create an inventory of all work equipment which records the location and serial number of each item of equipment.
Written safe practices required	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Medium	Ensure that safe working practices are in place for each type of work equipment and ensure that personnel have received training in the safe use. This training should be recorded.
PPE issue not recorded	Overdue	2023-01-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	TBC	Medium	Ensure that records are kept of PPE issued.
Record details of tests	Overdue	2023-04-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Low	Record details of employees who take up the eye test. Repeat eye tests are at the discretion of the Optician or if an employee suffers eye problems.
Records not kept	Overdue	2023-04-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Low	Keep records of employees issued with corrective appliances.
Provide information etc to users	Overdue	2023-04-24T23:59:59.999	Audit	General Risk Assessment	Not set	Incomplete	Emma Payne	Low	Provide all users with information, instruction and training in the correct layout and set up of the workstation. Record all instruction given.

6.5. Councillor and Staff Training 2024-25

To receive a report on Councillor and Staff Training undertaken during 2024-25 and identify any additional training needs.

6.6. Sexual Harassment Policy and Risk Assessment

To review a proposed sexual health policy and risk assessment, and recommend their adoption to Full Council.

6.7. Freedom of Information

To review procedures and policies relating to the Freedom of Information Act and recommend their adoption to Full Council.

6.8. NJC Pay Award 2024-25

To note the implementation of the nationally agreed pay award for 2024-25.

6.9. Bank Reconciliations

To note the bank reconciliations have been signed by a Councillor not on the bank mandate.

7. WORK PROGRAMME

To note this Committee's work programme.

8. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

9. DATE OF NEXT MEETING

Extra Wednesday 12 February 2025

Wednesday 2 April 2025

10. CONFIDENTIAL ITEMS

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

10.1. HR Investigation

To receive a confidential report with quotations for an HR investigation.

10.2. Staff Recruitment

To receive a confidential report on staff recruitment.

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 22 JANUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: TRAINING AND DEVELOPMENT PLAN

1. SUMMARY

- 1.1 The Town Council has adopted a Training and Development Policy [Training and Development Policy 2024.pdf](#) which covers the ongoing training and development needs for Councillors and staff alike.
- 1.2 This report outlines the training undertaken to date for staff and councillors.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Note the report.
 - b) Note any training needs for councillors and to consider additional training.

3. BACKGROUND

- 3.1 The Policy states that all new Councillors will receive training in Council finance, cyber security, assets and Code of Conduct Training. Newly co-opted Councillors are also encouraged to attend New Councillor training when sessions are delivered by BATPC and the feedback received is positive about the quality of the training.
- 3.2 Members may want to consider increasing the range of training for Councillors to include equality and diversity or unconscious bias as recently rolled out.

4. FINANCIAL

- 4.1 The staff training budget (61/604) is currently £5,148 (budget £5,000).
- 4.2 Councillor training/mileage budget (61/631) is current £766 (budget £1,000).

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Training ensures that staff and Councillor skills are kept current and reduces the risk of errors such as data breaches.
Legals	N/A
Resources/Stakeholders	Members, Officers
Contracts/Financials	Budget in place
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

COUNCILLOR TRAINING RECORD 2024-25

Name	Training Requirement	Training Provider	Cost (excl. VAT)	Booked	Start Date	Completion Date	Certificate Received
Liz Anderson	Chairmanship 2	BATPC	£45.00	Yes	22/08/2024	22/08/2024	N/A
	Unconscious Bias Essentials	BATPC	£17.00	Yes	22/10/2024	22/10/2024	Yes
	Tree Planting	CBC	£0.00	Yes	08/05/2024	08/05/2024	N/A
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A
	Decisions - In Person Training	Cloudy IT	£0.00	Yes	DNA	DNA	N/A
	Carbon Literacy Training	CBC	£0.00	Yes	TBC	TBC	TBC
Janice Bendell	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	11/11/2024	11/11/2024	N/A
	Unconscious Bias Essentials	BATPC	£17.00	Yes	13/11/2024	13/11/2024	Yes
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A
Steve Buck	Remote Chairmanship 2	BATPC	£45.00	Yes	22/08/2024	22/08/2024	N/A
	Appraisals & Performance Management	Governance Support	£100.00	Yes	Oct	Oct	N/A
	Mastering Emergency Planning	NALC	£39.22	Yes	23/10/2024	23/10/2024	N/A
	Decisions - In Person Training	Cloudy IT	£0.00	Yes	DNA	DNA	N/A
	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
Mary Cooper	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	11/11/2024	11/11/2024	N/A
Santinderjit Dhaliwal	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A
	Decisions - In Person Training	Cloudy IT	£0.00	Yes	DNA	DNA	N/A

Name	Training Requirement	Training Provider	Cost (excl. VAT)	Booked	Start Date	Completion Date	Certificate Received
Steve Hayes	Remote Chairmanship 2	BATPC	£45.00	Yes	22/08/2024	22/08/2024	N/A
	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Appraisals & Performance Management	Governance Support	£100.00	Yes	Oct	Oct	N/A
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	03/09/2024	03/09/2024	TBC
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	11/11/2024	11/11/2024	N/A
Jos Headington	Chairmanship 2	BATPC	£45.00	Yes	22/08/2024	22/08/2024	N/A
	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	DNA	DNA	TBC
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	DNA	DNA	N/A
Jane Hyde	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	TBC
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	11/11/2024	11/11/2024	N/A
Danny Matthews	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A
	Decisions - In Person Training Sssion	Cloudy IT	£0.00	Yes	DNA	DNA	N/A
Lisa Miller	New Councillor Induction	BATPC	£35.00	Yes	21/11/2024	21/11/2024	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A
	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	DNA	DNA	N/A

Name	Training Requirement	Training Provider	Cost (excl. VAT)	Booked	Start Date	Completion Date	Certificate Received
Jonathan Smith	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Public Sector Equality Duty	TBC	£0.00	TBC	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	N/A	N/A	N/A	N/A
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	11/11/2024	11/11/2024	N/A
	Chairmanship 2	BATPC	TBC	Pending - Awaiting BATPC Winter Programme	TBC	TBC	TBC
Brian Saunders	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	03/09/2024	03/09/2024	N/A
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	DNA	DNA	N/A
John Talbot	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	11/11/2024	11/11/2024	N/A
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A
Bryony Woods	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	No	DNA	DNA	DNA
	New Councillor Induction	BATPC	£35.00	Yes	18/04/2024	18/04/2024	N/A
	Decisions - In Person Training	Cloudy IT	£0.00	Yes	DNA	DNA	N/A
Nigel Venneear	Unconscious Bias Essentials	BATPC	£17.00	Yes	TBC	TBC	TBC
	Decisions - In Person Training Session	Cloudy IT	£0.00	Yes	11/11/2024	11/11/2024	N/A
	Decisions - Introduction Session for Councillors	Cloudy IT	£0.00	Yes	24/09/2024	24/09/2024	N/A

£744.22

STOTFOLD TOWN COUNCIL

2024 - 2025 STAFF TRAINING PLAN

Approved 24 - 25 budget: £5,000.00
Running Total for booked courses 24 - 25: £5,511.56

Name	Role	Training Requirement	Training Provider	Cost (excl. VAT)	Booked	PO No.	Start Date	Completion Date	Certificate Received
Emma Payne	Town Clerk	Fire Warden	Safe I.S.	£97.25	Yes	24.395	23/10/2024	TBC	Pending
		The Council as Landlord	SLCC	£0.00	Yes	Credit Card	26/06/2024	26/06/2024	N/A
		BIIAB Personal Alcohol Licence Training	BIIAB	£146.00	Yes	Credit Card	01/10/2024	01/10/2024	TBC
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	TBC	TBC	TBC
		Health & Safety Risk Assessment	Internal - Adam Leadbeater	£0.00	Yes	N/A	04/09/2024	04/09/2024	N/A
		National Conference - Oct 24	SLCC	£640.00	Yes	24.192	07/10/2024	09/10/2024	N/A
		Asset Management Software Training	Rialtas	£40.00	Yes	24.393	11/11/2024	11/11/2024	N/A
		Emergency First Aid At Work	First Aid for All / Protraining	£120.00	Yes	24.277	14/08/2024	14/08/2024	Yes
				£1,060.25					
Adam Leadbeater	Public Realm & Facilities Manager	Health & Safety Getting Risk Assessment Right	Work Nest	£0.00	Yes	N/A	10/07/2024	10/07/2024	No
		Level 2 Food Safety and Hygiene for Catering	HSQE (Bundle of 5)	£25.00	Yes	Credit card	02/08/2024	02/08/2024	Yes
		Lone Working Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit card	02/08/2024	02/08/2024	Yes
		Fire Warden (Fire Marshall)	HSQE (Bundle of 5)	£25.00	Yes	Credit card	02/08/2024	02/08/2024	Yes
		COSSHH Awareness V4.4	HSQE (Bundle of 5)	£25.00	Yes	Credit card	02/08/2024	02/08/2024	Yes
		Asbestos Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit card	02/08/2024	02/08/2024	Yes
		IOSH Managing Safely	HSQE	£125.00	Yes	24.242	TBC	TBC	TBC
		First Aid: Designated First Aider (L3)	First Aid For All	£215.00	Yes	24.277	29/08/2024	30/08/2024	Yes
		Traffic Management for Community Events (Lantra)	Lantra via Flitwick Town Council	£130.00	Yes	24.281	02/10/2024	02/10/2024	Pending
		Fire Warden	Safe I.S.	£97.25	Yes	24.395	20/11/2024	20/11/2024	Pending
		PASMA Low Level Tower	PASMA	£234.00	Yes	Credit Card	10/10/2024	10/10/2024	Yes
		Mastering Emergency Planning	NALC	£39.22	Yes	Credit Card	23/10/2024	23/10/2024	N/A
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	24/10/2024	24/10/2024	Yes
				£982.47					
Sian van der Merwe	Democratic Services Manager	Fire Warden	Safe I.S.	£97.25	Yes	24.395	20/11/2024	TBC	Pending
		Website use training	Vision ICT	£30.00	Yes	24.113	Apr-24	Apr-24	N/A
		ILCA	SLCC	£0.00	Yes	N/A	-	28/10/2024	Yes
		Microsoft Teams : Deep Dive	Cloudy IT	£0.00	Yes	N/A	05/06/2024	05/06/2024	N/A
		Health & Safety Risk Assessments	Adam Leadbeater	£0.00	Yes	N/A	04/09/2024	04/09/2024	N/A
		Social Media - Getting Started	BATPC	£35.00	Yes	24.341	07/11/2024	07/11/2024	N/A
		Emergency First Aid At Work	First Aid for All / Protraining	£120.00	Yes	24.277	14/08/2024	14/08/2024	Yes
		Level 2 Food Safety and Hygiene for Catering	Virtual College by Netex	£0.00	Yes	N/A	30/10/2024	30/10/2024	Yes
		Health & Safety Risk Assessment	Internal - Adam Leadbeater	£0.00	Yes	N/A	04/09/2024	04/09/2024	N/A
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	23/10/2024	23/10/2024	Yes
		Planning Nuts & Bolts	BATPC	£17.00	Yes	24.221	17/07/2024	17/07/2024	N/A
		Cemetery Compliance & Management	ICCM	£0.00	Yes	N/A	23/04/2024	23/04/2024	Yes
						£316.25			
Upcoming training		Mental Health Awareness			TBC	TBC	TBC	TBC	TBC
		GDPR			TBC	TBC	TBC	TBC	TBC

Jo Wang	Finance Assistant	Emergency First Aid At Work	First Aid For All / Protraining	£120.00	Yes	24.277	14/08/2024	14/08/2024	Yes
		GDPR Training	High Speed Training	£26.00	Yes	Credit Card	TBC	TBC	TBC
		Microsoft Teams : Deep Dive	Cloudy IT	£0.00	Yes	N/A	05/06/2024	05/06/2024	N/A
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	TBC	TBC	TBC
		Health & Safety Risk Assessments	Internal - Adam Leadbeater	£0.00	Yes	N/A	04/09/2024	04/09/2024	N/A
		Excel Advanced Training	TBC	£0.00	No	TBC	TBC	TBC	TBC
		Asset Management Software	Rialtas	£40.00	Yes	24.393	11/11/2024	11/11/2024	N/A
		How to manage credit cards	Rialtas	£95.00	Yes	24.196	17/07/2024	17/07/2024	N/A
				£298.00					
Upcoming training		Mental Health Awareness			TBC	TBC	TBC	TBC	
		GDPR			TBC	TBC	TBC	TBC	
Jeanette Evans	Facilities Officer	Emergency First Aid At Work	Carolyn Roberts	£120.00	Yes	24.277	14/08/2024	14/08/2024	Yes
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	TBC	TBC	TBC
		Health & Safety Risk Assessments	Internal - Adam Leadbeater	£0.00	No	N/A	04/09/2024	04/09/2024	N/A
		Microsoft Teams : Deep Dive	Cloudy IT	£0.00	Yes	N/A	05/06/2024	05/06/2024	N/A
				£137.00					
Upcoming training		Mental Health Awareness			TBC	TBC	TBC	TBC	
		GDPR			TBC	TBC	TBC	TBC	
Colin Rogers	Projects Officer	Unconscious Bias Essentials	BAPTC	£17.00	Yes	24.341	30/10/2024	30/10/2024	Yes
		Planning Nuts and Bolts	BATPC	£17.00	Yes	24.221	17/07/2024	17/07/2024	N/A
		Fire Warden	Safe I.S.	£97.25	Yes	24.395	20/11/202	20/11/2024	Pending
		Health & Safety Risk Assessments	Internal - Adam Leadbeater	£0.00	No	N/A	TBC	TBC	N/A
		Parish Online - Mapping Software use	Parish Online	£0.00	TBC	TBC	TBC	TBC	TBC
				£131.25					
Upcoming training		ILCA	SLCC	£120.00	TBC	TBC	TBC	TBC	
		Mental Health Awareness			TBC	TBC	TBC	TBC	
		GDPR			TBC	TBC	TBC	TBC	
		Project Management Training			TBC	TBC	TBC	TBC	
Sarah Hossack	Community Engagement Officer	Canva - Part 1	BATPC/Breakthrough Comms	£35.00	Yes	24.342	23/09/2024	23/09/2024	N/A
		Canva - Part 2	BATPC/Breakthrough Comms	£35.00	Yes	24.342	15/10/2024	15/10/2024	N/A
		Communicating with your Community - Part 1	BATPC/Breakthrough Comms	£35.00	Yes	24.342	19/11/2024	19/11/2024	N/A
		Communicating with your Community - Part 2	BATPC/Breakthrough Comms	£35.00	Yes	24.342	10/12/2024	10/12/2024	N/A
		Social Media for Councils: Getting started, creating an effective social media strategy and getting the fundamentals right	BATPC/Breakthrough Comms	£35.00	Yes	24.342	deferred to Jan 25	TBC	TBC
		Health & Safety Risk Assessments	Internal - Adam Leadbeater	£0.00	No	N/A	04/09/2024	04/09/2024	N/A
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	31/10/2024	31/10/2024	Yes
		Website use training	Vision ICT	£30.00	Yes	24.113	Apr-24	Apr-24	N/A
		First Aid: Designated First Aider	First Aid for All / Protrainings	£215.00	Yes	24.277	29/08/2024	30/08/2024	Yes
				£437.00					
Upcoming training		IOSH Managing Safely			TBC	TBC	TBC	TBC	
		Mental Health Awareness			TBC	TBC	TBC	TBC	
		GDPR			TBC	TBC	TBC	TBC	

Sue Ward	Cemeteries & Allotments Officer	Cemetery Compliance & Management	ICCM	£145.00	Yes	24.139	21/06/2024	21/06/2024	N/A
		Cemetery and Memorial Training	Rialtas	£140.00	Yes	21.180	04/07/2024	04/07/2024	N/A
		First Aid: Designated First Aider	First Aid for All / Protrainings	£215.00	Yes	24.277	29/08/2024	30/08/2024	Yes
		Health & Safety Risk Assessments	Internal - Adam Leadbeater	£0.00	Yes	N/A	04/09/2024	04/09/2024	N/A
		Allotment Management Training	Rialtas	£140.00	Yes	21.180	10/09/2024	10/09/2024	N/A
		SLLC Allotment Management: Site facilities and health and safety training	SLCC	£42.00	Yes	Credit Card	25/09/2024	25/09/2024	Yes
		Establishing & Managing Gardens of Remembrance	ICCM	£90.00	Yes	24.316	11/02/2025	TBC	TBC
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	04/12/2024	04/12/2024	Yes
		Management of Memorials	ICCM	£150.00	Yes	21.179	21/06/2024	21/06/2024	Yes
				£939.00					
Upcoming training		Mental Health Awareness			TBC	TBC	TBC	TBC	TBC
		GDPR			TBC	TBC	TBC	TBC	TBC
Chris Yates	Town Ranger	Emergency First Aid at Work	First Aid for All / Protrainings	£120.00	Yes	24.277	14/08/2024	14/08/2024	Yes
		Ladder Safety Awareness Training	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Lone Working Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Manual Handling Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Work Equipment Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Working at Height Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Pitch Power - Football Grounds Maintenance	Grounds Maintenance Association	£59.17	Yes	24.152	Jun-24	Jun-24	Yes
		Health & Safety Risk Assessments	Internal - Adam Leadbeater	£0.00	Yes	N/A	04/09/2024	04/09/2024	N/A
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	TBC	TBC	TBC
						£321.17			
Upcoming training		Basic Tree Inspection	Shuttleworth College	£228.00	Yes (but not paid)	24.295	08/05/2025	TBC	TBC
		Mental Health Awareness			TBC	TBC	TBC	TBC	TBC
		GDPR			TBC	TBC	TBC	TBC	TBC
		IOSH Working Safely			TBC	TBC	TBC	TBC	TBC
Darryl Shields	Town Ranger	Pitch Power - Football Grounds Maintenance	Grounds Maintenance Association	£59.17	Yes	24.152	Jun-24	Jun-24	Yes
		Ladder Safety Awareness Training	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Lone Working Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Manual Handling Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Work Equipment Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Working at Height Awareness	HSQE (Bundle of 5)	£25.00	Yes	Credit Card	14/10/2024	14/10/2024	Yes
		Health & Safety Risk Assessments	Adam Leadbeater	£0.00	Yes	N/A	04/09/2024	04/09/2024	N/A
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	TBC	TBC	TBC
		Emergency First Aid At Work	First Aid For All / Protrainings	£120.00	Yes	24.277	26/11/2024	26/11/2024	Yes
				£321.17					
Upcoming training		Basic Tree Inspection	Shuttleworth College	£228.00	Yes (but not paid)	24.295	08/05/2025	TBC	TBC
		Mental Health Awareness			TBC	TBC	TBC	TBC	TBC
		GDPR			TBC	TBC	TBC	TBC	TBC
		IOSH Working Safely			TBC	TBC	TBC	TBC	TBC
Charlie Allen	Contract Public Realm Administrator	Health & Safety Risk Assessments	Adam Leadbeater	£0.00	Yes	N/A	03/12/2024	03/12/2024	N/A
		Parish Online - Mapping Software Training	Parish Online	£0.00	TBC	TBC	TBC	TBC	TBC

Mark Richardson	Keyholder 1	STC Building Alarms	Adam Leadbeater	£0.00	Yes	N/A	2024	2024	N/A
		Emergency First Aid At Work	First Aid for All / Protrainings	£120.00	Yes	24.277	14/08/2024	14/08/2024	Yes
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341	TBC	TBC	TBC
				£137.00					
Upcoming Training		Mental Health Awareness			TBC	TBC	TBC	TBC	TBC
		GDPR			TBC	TBC	TBC	TBC	TBC
		Lone Worker Training			TBC	TBC	TBC	TBC	TBC
Andy Maryon	Keyholder 2	STC Building Alarms	Adam Leadbeater	£0.00	Yes	N/A	2024	2024	N/A
		Emergency First Aid At Work	First Aid for All / Protrainings	£120.00	Yes	24.277	30/08/2024	30/08/2024	Yes
		Unconscious Bias Essentials	BATPC	£17.00	Yes	24.341			
				£137.00					
Upcoming Training					TBC	TBC	TBC	TBC	TBC
					TBC	TBC	TBC	TBC	TBC
					TBC	TBC	TBC	TBC	TBC
Katie Hammond	Admin Apprentice	Facilities booking training	Rialtas	£140.00	Yes	24.343	08/10/2024	08/10/2024	N/A
		Risk Assessment Training	Internal - Adam Leadbeater	£0.00	Yes	N/A	Dec-24	Dec-24	N/A
		Awareness of Health & Safety at Work	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Building Strong Relationships	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	18/10/2024	18/10/2024	Yes
		Confidentiality in the Workplace	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	10/10/2024	10/10/2024	Yes
		Cyber Security Awareness	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	18/10/2024	18/10/2024	Yes
		Influencing, Negotiating and Networking	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	24/11/2024	24/11/2024	Yes
		Introduction to Project Management	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	21/11/2024	21/11/2024	Yes
		Level 2 Safeguarding Everyone	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	28/10/2024	28/10/2024	Yes
		Making the case for change	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	02/12/2024	02/12/2024	Yes
		Mental Health Awareness	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Organisational Strategy	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Time Management	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Positive Attitudes and Behaviours	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Presentation Skills	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Project Lifecycle	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	21/11/2024	21/11/2024	Yes
		Radicalisation and Extremism (Prevent)	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Stakeholder Management	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	21/11/2024	21/11/2024	Yes
		Use of Technology (2)	Virtual College Ltd	£0.00	Apprenticeship Modu	N/A	22/10/2024	22/10/2024	Yes
		Unconscious Bias Essentials	BATPC	£17.00	Yes	Yes			
				£157.00					

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 22 JANUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: SEXUAL HARRASSMENT POLICY AND RISK ASSESSMENT

1. SUMMARY

Following an update in the law with effect from 26/10/2024, the Town Council has to adopt a policy to protect workers from sexual harassment. This report outlines a policy and associated risk assessment.

2. RECOMMENDATION

- 2.1 Members are asked to recommend to Full Council that the policy and risk assessment is adopted.

3. BACKGROUND

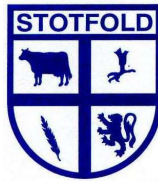
- 3.1 Sexual harassment is unwanted behaviour of a sexual nature. The law (Equality Act 2010) protects the following people against sexual harassment at work:
- Employees and workers
 - Contractors and self-employed people hired to personally do the work
 - Job applicants
- 3.2 To be sexually harassed the unwanted behaviour must have either.
- Violated someone's dignity
 - Created an intimidating, hostile, degrading, humiliating or offensive environment for someone.
- 3.3 It can be sexual harassment even it is not intended:
- Has one of these effects even it is not intended
 - Intended to have one of these effects even if it did not have that effect.
- 3.4 Employers must take steps to prevent sexual harassment happening in the first place. Employers can be held responsible for the actions of its employees. This is called vicarious liability. Employers also have a duty of care to look after the wellbeing of their employees. Not doing this could lead to a serious breach of an employee's employment contract. If an employee feels they have no choice but to resign, the employer could face a claim of sexual harassment and constructive dismissal.

4. FINANCIAL

- 4.1 Any training will be met from the training budget.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Risk to the employer if no policy in place
Legals	Equality Act 2020 The Worker Protection (Amendment of Equality Act 2010) Act 2023.
Resources/Stakeholders	Officers, Members
Contracts/Financials	Training to be investigated
Crime & Disorder	N/A
Equalities	Equality Act 2010
Biodiversity	N/A



STOTFOLD TOWN COUNCIL

SEXUAL HARRASSMENT POLICY 2025

Introduction

Stotfold Town Council is committed to providing a work environment free from all forms of discrimination and harassment, including sexual harassment. This policy outlines the council's zero-tolerance approach to sexual harassment and the procedures for reporting and addressing such behaviour..

Legal Duty to Prevent Sexual Harassment

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, the council has a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.

Definition of Sexual Harassment

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances or touching
- Requests for sexual favours
- Displaying sexually explicit materials
- Sending sexually suggestive emails or messages
- Making sexual comments or jokes
- Intrusive questions about a person's private life or body
- Unwelcome comments about a person's appearance
- Spreading sexual rumours about a person

Scope

This policy applies to all employees as well as volunteers and elected officials associated with Stotfold Town Council.

Prohibited Conduct

Sexual harassment in any form is strictly prohibited. This includes, but is not limited to:

- Making sexual propositions, innuendos, or suggestive comments
- Physical contact of a sexual nature without consent
- Sending sexually explicit messages or materials
- Creating a hostile or offensive work environment based on gender or sexual orientation.

Prevention Measures

Stotfold Town Council will take all reasonable measures to prevent sexual harassment of its staff and members. These steps include:

- Providing training on sexual harassment prevention for all staff and councillors.
- Displaying information about the Council's zero-tolerance to sexual harassment
- Ensuring all employees understand the complaints procedure
- Regularly reviewing and updating this policy.
- Fostering a culture of respect and dignity in the workplace.

A risk assessment has been carried out and this will be regularly reviewed to ensure it remains appropriate. The risk assessment will be shared with all employees.

Reporting Procedure (staff member)

Any employee who believes they have experienced or witnessed sexual harassment is encouraged to report it immediately. Reports can be made to:

- The Mayor who is also Chair of the Governance & Resources committee
- The Town Clerk

Reports can be made verbally or in writing and will be kept confidential to the extent possible. Retaliation against individuals who report sexual harassment is strictly prohibited and will result in disciplinary action, up to and including termination.

Reporting Procedure (Councillor)

Complaints against elected Members must be addressed to the Monitoring Officer at Central Bedfordshire Council.

Investigation Procedure

Upon receiving a report of sexual harassment, Stotfold Town Council will promptly and impartially investigate the allegations. The investigation will be conducted by the Town Clerk, or Public Realm Manager, and the Chair of the Governance & Resources committee, or another member of the Governance & Resources committee, who will interview the parties involved and any witnesses. All parties will be afforded due process and confidentiality to the extent possible.

Disciplinary Action

If an investigation confirms that sexual harassment has occurred, appropriate disciplinary action will be taken depending on the severity of the offense and the circumstances involved.

Compliance

All employees are expected to always comply with this policy. Failure to do so may result in disciplinary action, up to and including termination.

False Accusations

While the Council encourages reporting of genuine concerns, knowingly making a false accusation of sexual harassment will be treated as a serious disciplinary matter.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

Conclusion

Stotfold Town Council is dedicated to fostering a respectful and inclusive workplace where all employees can thrive. The council takes allegations of sexual harassment seriously and will take prompt and appropriate action to address them.

Revision History

Date Adopted	January 2025
Date Reviewed	



Harassment Risk Assessment Reference: January 2025

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG

Number	Hazard	Personnel at risk	Probability of occurrence (5)	Severity of injury (5)	Result (25)	Action taken	Probability of occurrence (5)	Severity of injury (5)	Result (25)
1	Inappropriate Comments or Jokes: Risk of inappropriate comments or likes made by elected officials, employees or public attendees what could be perceived as harassment.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Anti harassment policy applied to all parties. Code of conduct includes respectful behaviour standard. Council has agreed Civility and Respect statement. Complaint and reporting procedure in place.	1	4	4
						Appropriate training for all employees and councillors. Reports can be made verbally and will be kept confidential where possible.			
2	Unwanted physical contact: Risk of unwanted physical contact by Councillors, employees or members of the public during meeting or events.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Code of conduct prohibits unwelcome physical contact. Training on maintaining personal boundaries provided. Complaint system accessible to all parties.	1	4	4
						Monitor and document incidents as reported.			
3	Misuse of Power Dynamics: Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Clear hierarchy and defined reporting structures. Training to cover power dynamics and boundaries. Complaint and reporting procedure in place.	1	4	4
						Conduct regular reviews of power dynamics and conduct. Require periodic feedback surveys to gauge perceived fairness and safety			
4	Inappropriate Digital Communication: Risk of harassing or inappropriate messages sent via council-owned email, social media or digital channels, by or to employees, councillors, or members of the public	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Established guidelines for digital communication. Staff are given Employee Handbook which includes Social Media Policy. Social Media Policy agreed by Full Council and distributed to all Councillors. Social Media Policy published on the website.	1	4	4
						Review and update digital conduct policies regularly. Provide regular training on use of social media			

5	Retaliation or Intimidating Post Complaint: Risk of retaliation against individuals (employees, Councillors or public, potentially leading to legal or reputational consequences.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Anti Sexual Harassment, Code of Conduct, Dignity at Work, Whistleblowing, Equality and Diversity policies disseminated to all. Mandatory training for employees and Councillors.	1	4	4
						Regular refresher training for all including specific guidance on dealing with the public.			
6	Inadequate knowledge of sexual harassment policies: Risk that Councillors, employees or public attendees do not fully understand what constitutes sexual harassment.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Clear behaviour able expectations for public attendees. Protocol on public participation in meetings published on website and emailed to all registered speakers. Complaint system open to elected officials, staff and public attendees.	1	4	4
						Additional training on de-escalation for council staff. Post conduct expectations visibly at all public			
7	Public misconduct towards elected officials and staff: Risk of harassment by members of the public towards Councillors or employees during public events or meetings.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Clear behaviourable expectations for public attendees. Protocol on public participation in meetings published on website and emailed to all registered speakers. Complaint system open to elected officials, staff and public attendees.	1	4	4
						Additional training on de-escalation for council staff. Post conduct expectations visibly at all public			
8	Physical Harassment: Physical actions intended to harm, intimidate or discomfort someone.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Provide staff training on conflict resolution and descalation techniques. Consider CCTV cameras, panic alarms. Encourage employees to work in pairs, especially in isolated areas. Develop clear protocols for responding to physical altercations including immediate reporting and investigation	1	4	4
9	Verbal Harassment: Offensive comments, slurs or jokes creating a hostile environment	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Establish clear workplace behaviour policies prohibiting offensive language or verbal abuse. Conduct workshops on effective communication and respectful interactions. Ensure employees can report verbal harassment confidentially without fear of retaliation.	1	4	4
10	Non-Verbal Harassment: Display of offensive materials, inappropriate gestures or intimidating stares.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Prohibit displacing offensive materials and regularly monitor shared spaces. Clearly outline unacceptable gestures or visual behaviours. Use posters, newsletters or emails to reinforce respectful behaviour standards.	1	4	4

11	Psychological Harassment: Undermining confidence through gaslighting, exclusion or persistent criticism.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Implement systems like suggestion boxes or online platforms to allow anonymous reporting. Train managers to recognise and address signs of psychological harassment promptly.	1	4	4
12	Cyber Harassment: Abusive messages or trolling on digital platforms used for work communication.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Create policies regulating the appropriate use of work email, message platforms and social media. IT controls in place to safeguard against external threats such as phishing attempts linked to harassment.	1	4	4
13	Discriminatory Harassment: Harassment based on race, religion, gender, disability, age or sexual orientation.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Regularly educate staff and councillors about unconscious bias, cultural sensitivity and inclusivity. Include examples of prohibited behaviours in workplace guidelines. Promote diverse representation in decision making roles to foster an inclusive culture.	1	4	4
14	Bullying: Persistent hostility, public humiliation or sabotage of work.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	The Town Council has a bullying and harassment policy contained within the staff handbook. Managers hold 1-2-1s with employees to provide a safe space for concerns. Foster positive relationships through team building activities and events.	1	4	4
15	Third Party Harassment: Harassment from stakeholders or members of the public during council meetings.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Train employees on handling difficult interactions with residents or stakeholders. Set up procedures for reporting harassment.	1	4	4
16	Retaliatory Harassment: Intimidation or mistreatment of individuals for reporting misconduct, harassment or whistleblowing.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Develop a robust policy for protecting individuals who report harassment. Ensure all reports are handled discreetly and impartially. Training to prevent retaliation and promote a supportive culture.	1	4	4
17	Stalking: Persistent, unwanted attention causing distress or fear.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Provide guidance on identifying and responding to stalking behaviour. Install access controls to staff areas including key cards or visitor sign in systems. Offer support to staff seeking protective orders or legal action.	1	4	4

18	Harassment by association: Targeting someone due to their association with a particular group or individual.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Explicitly prohibit harassment based on association with others in workplace harassment policy. Highlight the importance of respecting all forms of relationships and connections in training.	1	4	4
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STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 22 JANUARY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: FREEDOM OF INFORMATION

1. SUMMARY

- 1.1 Freedom of Information (FOI) is a law which gives the public the right to request information from public authorities in the UK. This report outlines a scheme of publication, defining what information is held by the Town Council, where it is accessible and if not available on the website, what the charges are for retrieving it.
- 1.2 A review has been taken of all information relating to the handling of data by the Town Council and the following documents have been updated:
 - a) Information and Data Protection Policy 2025
 - b)

2. RECOMMENDATION

- 2.1 Members are asked to resolve to recommend to Full Council that the following policies are adopted:
 - a) Information and Data Protection Policy
 - b)

3. INFORMATION AND DATA PROTECTION POLICY 2025

- 3.1 These updates in the **2025 draft** reflect legal compliance with newer regulations, enhanced focus on transparency, accountability, and specific procedural details that were less emphasized in the **2018 policy**. The key differences between the previously adopted policy with the proposed policy are:
 - a) **Legal Updates:**
 - **2025 Draft:** References the **UK Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018** as governing legislation.
 - **2018 Policy:** Focuses on the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 1998** (the latter being outdated post-2018).
 - b) **Data Protection Officer:**
 - **2025 Draft:** Specifies the **Town Clerk** as the Data Protection Officer (DPO), including their contact information.
 - **2018 Policy:** Mentions an external Data Protection Officer but does not name the Town Clerk as the DPO.
 - c) **Definitions and Terminology:**
 - **2025 Draft:** Expands definitions to include "criminal records data" and "data processing" in detail.
 - **2018 Policy:** Covers basic definitions like personal data, sensitive data, and data processing but is less detailed.

d) **Rights of Data Subjects:**

- **2025 Draft:** Elaborates on data subject rights, including the right to object, withdraw consent, and have data portability. Includes detailed procedures for **Subject Access Requests (SARs)**.
- **2018 Policy:** Lists rights more generally without detailed procedures for SARs or other rights.

e) **Data Breach Handling:**

- **2025 Draft:** Introduces explicit steps for handling breaches, including a requirement to report to the ICO within **72 hours** and notifying affected individuals if there's a high risk.
- **2018 Policy:** Mentions general responsibilities without specific timeframes or protocols.

f) **Training and Disciplinary Measures:**

- **2025 Draft:** Stresses mandatory training for all staff, including induction training and periodic updates. Highlights consequences like dismissal for gross misconduct related to data mishandling.
- **2018 Policy:** Mentions training but lacks specifics on mandatory programs or disciplinary measures.

g) **Policies and Procedures:**

- **2025 Draft:** Lists additional documents, such as the **Business Continuity Plan 2024**, **CCTV Code of Practice 2024**, and **Councillor IT Device Usage Policy 2024**.
- **2018 Policy:** Refers to broader procedures without specifying supplementary documents.

h) **Transparency and Information Sharing:**

- **2025 Draft:** Focuses on limiting data sharing to ensure compliance with the law and minimization principles. Includes guidance on sharing special category data.
- **2018 Policy:** Discusses transparency more broadly, including adherence to the **Code of Recommended Practice on Transparency**.

i) **Data Retention and Security:**

- **2025 Draft:** Details technical measures such as encryption, pseudonymization, and regular security testing.
- **2018 Policy:** Mentions maintaining security but lacks specifics on technical measures.

j) **International Data Transfers:**

- **2025 Draft:** Specifies that data will not be transferred outside the UK without proper safeguards.
- **2018 Policy:** Mentions compliance with the European Economic Area (EEA) rules.

4. **PRIVACY NOTICE**

- 4.1 The updated privacy notice has new sections on Freedom of Information requests, added specific reference to the Data Protection Act 2018 and Local Government Act and includes the use of social media. There is a better explanation of the rights of the individual and clarified response time to data requests. It also includes a section on third party sharing and a clearer explanation of joint data controller relationships.

5. **PUBLICATION SCHEME**

- 4.1 Public bodies must respond to an FOI request. They need to respond as follows:

- Let the requestor in writing know if they hold the information.
- Provide the information if it is held
- Respond to the requestor within 20 working days.

4.2 Following a recent review of the Town Council's website, it was discovered that there isn't a publication scheme advertised.

6. SUBJECT ACCESS REQUEST (SAR)

6.1 Members of the public have a right to access information held by the Town Council which refers to them as an individual. The procedure has been reviewed with the following changes:

- Added specific list of accepted ID documents
- More detailed requires for third party representatives
- Clearer verification process
- Clarified the timescale – calendar month instead of just a month
- Added the provision of a two-month extension for complex cases and notification of extensions
- Specified the Town Clerk as the Data Controller
- Added a complaints procedure

7. DATA BREACH POLICY

7.1 The core content and requirements largely remain in these documents. The 2025 version offers a more structured and comprehensive document with additional contact information and clearer guidance on complaints and information requests.

8. DISCLOSURE LOG

8.1 In addition, whilst it is not necessary for a Town Council to publish a disclosure log, it is transparent to provide this information to potential requestors. A log of requests received to date is attached to this report.

9. FINANCIAL

9.1 There are financial implications in officer time, postage and copying costs which are outlined in the publication scheme.

10. IMPLICATIONS

Strategic Plan	N/A
Risk Management	ICO fine for not disclosing information
Legals	Freedom of Information Act 2000
	Data Protection Act 2018
Resources/Stakeholders	Officers
Contracts/Financials	Charge can be levied
Crime & Disorder	N/A
Equalities	Equalities Act 2010
Biodiversity	N/A



STOTFOLD TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY

1. PURPOSE

- 1.1 Stotfold Town Council takes the security and privacy of data seriously and is committed to being transparent about how it collects and uses personal data and meets its data protection obligations. The Town Council is registered as a “data controller” with the Information Commissioner’s Office (“ICO”) and will comply with our legal obligations under the Data Protection Act 2018 (the “Legislation”) and the UK Data Protection Regulation 2018 (“UK GDPR”).
- 1.2 This Policy sets out the Town Council’s commitment to data protection and individual rights in relation to personal data and sensitive personal data. This Policy explains how the Town Council will hold and process personal information and explains the individual’s rights as a “data subject.”
- 1.3 This Policy replaces any earlier Policy under previous legislation.

2. DATA PROTECTION OFFICER

- 2.1 The appointed Data Protection Officer for Stotfold Town Council is the Town Clerk. Their role is to inform and advise the Town Council of obligations under the Data Protection Act 2018 and to monitor the Town Council’s compliance.
- 2.2 The Data Protection Officer acts as the single point of contact for the Information Commissioner’s Office (“ICO”) and provides advice and assistance on Data Protection Impact Assessments.
- 2.3 The Town Clerk can be contacted at:

Email: enquiries@stotfoldtowncouncil.gov.uk

Telephone at 01462 730 064

Correspondence: The Town Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

3. DATA PROTECTION DEFINITIONS

- 3.1 There are two types of data under the Legislation:
 - “personal data” which is information relating to a living individual who can be identified from that information (a “data subject”) on its own or when taken together with other information. This may include both facts and expressions of opinion about the person and indication of the intentions of the Council or others in respect of that person. It does not include anonymised data.
 - “special category data” which is information about an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

3.2 Other definitions relevant to data protection:

- “criminal records data” means information about an individual’s criminal convictions and offences and information relating to criminal allegations and proceedings.
- “data processing” means any use that is made of personal data, including collecting, recording, organising, combining, structuring, storing, amending, retrieving, or consulting, disclosing (by transmission, dissemination or otherwise making available) or restricting or destroying data. This includes processing personal data held in manual form in a relevant filing system, accessible record or processed automatically.

3.3 More detailed definitions for ‘personal data’ ‘special category data’ ‘criminal records data’ ‘data processing’ ‘data subject’ ‘data controller’ and ‘data processor’ are set out in the Legislation.

4. DATA PROTECTION PRINCIPLES

4.1 There are six data protection principles that govern the processing of data to ensure compliance with the Legislation and to protect the interests of individuals. Under these principles personal data:

- Be processed fairly, lawfully, and transparently (*Fairness, lawfulness, and transparency*);
- Be collected and processed only for specified, explicit and legitimate purposes (*Purpose limitation*);
- Be adequate, relevant, and limited to what is necessary for the purposes for which it is processed (*Data minimisation*);
- Be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay (*Accuracy*);
- Not be kept for longer than is necessary for the purposes for which it is processed (*Storage limitation*);
- Be processed securely. To that end the Council adopts appropriate measures to make sure that personal data is secure and protected against unauthorised or unlawful processing and accidental loss, distribution, or damage (*Integrity and confidentiality*).

In addition, there is an overarching principle of accountability

- To be responsible for complying with the UK GDPR and being able to demonstrate this (*Accountability*).

4.2 Lawfulness of Processing

4.2.1 Personal data can only be lawfully processed if one or more of the following conditions apply:

- The data subject has given consent to the processing;
- Processing is necessary for the performance of a contract with the data subject;
- Processing is necessary for compliance with a legal obligation to which the data controller is subject;
- Processing is necessary to protect the vital interests of the data subject or another person;
- Processing is necessary for the performance of a task carried out in the public interest;

- Processing is necessary for the purposes of the legitimate interests pursued by the data controller or a third party; (This ground is not available to public authorities such as the Council).

4.2.2 Special category data can only be lawfully processed if one or more of the following conditions apply:

- The data subject has given explicit consent to the processing for one or more specified purpose/s;
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- Processing is carried out in the course of its legitimate activities by a foundation, association or any other not for profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the data is not disclosed outside that body without the consent of the data subjects;
- Processing relates to personal data which is manifestly made public by the data subject;
- Processing is necessary for the Town Council to exercise or defend legal claims or whenever courts are acting in their judicial capacity;
- Processing is necessary for reasons of substantial public interest;
- Processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of the employee or medical diagnosis;
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

4.2.3 Criminal records data can only be lawfully processed if in accordance with the Appropriate Policy for the processing of special category data and criminal record data as required by Schedule 1 Part 4 and Sections 38, 39 and 40 of Data Protection Act 2018.

4.2.4 Once the Town Council has established that it has the right to process an individual's personal data it will do so only within the framework of the 6 Data Protection Principles.

5. INDIVIDUAL RIGHTS

As a data subject individuals have a number of rights in relation to their personal data as defined within the Data Protection Principles.

5.1 Data Subject Access Requests

5.1.1 Individuals have the right to request a copy of their personal data being processed by the Town Council under a "Subject Access Request" ("SAR"). This will usually be in electronic form if the individual has made the request electronically unless they agree otherwise.

5.1.2 A SAR does not necessarily extend to all records or correspondence containing the individual's name or personal identifier. To be included in a response to a SAR the information needs to relate to, be about or be linked to, the named individual. The Town Council may ask an individual to specify the information to which the request relates.

- 5.1.3 The Town Council will respond within one calendar month unless the request is complex or if there are a number of requests. Should this be the case, , in which case the period can be extended by a further two months. If an extension is necessary the Town Council will write to the individual within one month of receiving the original request to explain why an extension may be necessary.
- 5.1.4 If a SAR is manifestly unfounded, excessive, or unreasonable, the Town Council is not obliged to comply with it. Alternatively, the Town Council may charge a fee based on the administrative cost of responding to the request as set out in more details within the Publication Scheme 2025.
- 5.1.5 The Town Council will explain to an individual the circumstances of any refusal to respond to a request and of their right to complain to the Information Commissioner's Office.
- 5.1.6 Requests can be made by submitting a request to enquiries@stotfoldtowncouncil.gov.uk. The Town Council will need to ask for identification from the requestor before the request can be processed. If the SAR is being requested on behalf of a third party, written permission will need to be supplied to the Town Council from the individual named in the SAR, with their relevant identification included stating the third party is acting on their behalf.

5.2 Other rights

- 5.2.1 Individuals have a number of other rights in relation to their personal data:
- The right to information about what personal data the Council processes, how and on what basis;
 - To request that inaccurate data is rectified;
 - With some exceptions, individuals have the right to request that the Town Council stops processing or erases their personal data that is no longer necessary to process for the purpose it was collected;
 - The right to object to data processing;
 - With some exceptions the right to intervene and not be subject to automated decision making;
 - The right to be notified of a data security breach concerning their personal data where there is a high risk of harm;
 - Where consent is relied upon as a lawful ground to process data the right to not consent or withdraw consent later;
 - The right to have their information moved to another provider following a written request.
- 5.2.2 To ask the Council to take any of these steps an individual should send the request to enquiries@stotfoldtowncouncil.gov.uk.

6. DATA SECURITY

- 6.1 The Council takes the security of personal data seriously. The Council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse, or disclosure and to ensure that data is not accessed, except by those who have lawful authority in connection with the proper performance of their duties.
- 6.2 The Council recognises that the personal data it holds is valuable and must be managed properly as accidental loss, unlawful destruction or damage may cause distress to individuals concerned.

6.3 Examples of our security processes include:

- Encryption - meaning that information is hidden so that it cannot be read without special knowledge such as a password.
- Pseudonymisation - meaning that information will be recorded with alternative naming conventions to ensure personal information is not accessible by all.
- Controlling access to systems and networks based on functions within the Town Council which allows personal information from getting access to it.
- Regular testing of technology and upgrading security measures, including keeping up to date on the latest security updates for software and information technology devices the Town Council manages.
- Training of staff on handling of personal information and reporting any data breaches or data concerns.

6.4 Where the Town Council engages third parties to process personal data on its behalf, such parties do so on the basis of written instructions and are obliged to implement appropriate technical and organisational measures to ensure the security of data in accordance with the Town Council's policies, the outcome of any Data Processing Impact Assessment and the standards required by the Legislation.

7. DATA PROTECTION IMPACT ASSESSMENTS

7.1 The processing of some data that the Town Council carries out may result in risks to privacy. Where processing would result in a high risk to an individual's rights and freedoms the Town Council will carry out a Data Protection Impact Assessment to determine the necessity and proportionality of processing.

7.2 This will include considering the purposes for which the activity is carried out, an assessment of necessity, proportionality and compliance measures, the risk for individuals and the measures that can be put in place to mitigate those risks.

7.3 The Data Protection Officer will be consulted in relation to all Data Protection Impact Assessments.

8. DATA BREACHES

8.1 If the Council discovers that there has been a breach of personal data that poses a risk to the rights and freedoms of individuals we will report it to the Information Commissioner's Office within 72 hours of discovery. The Council will record all data breaches regardless of their effect.

8.2 If the breach is likely to result in a high risk to the rights and freedoms of individuals we will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures we have taken.

8.3 The Town Council has policies and procedures for handling suspected data breaches to ensure compliance with the Legislation.

8.4 Any suspected data breach should be reported immediately to townclerk@stotfoldtowncouncil.gov.uk.

9. STAFF TRAINING AND GUIDANCE

- 9.1 All Town Council staff have a responsibility to ensuring data is collected, stored, and processed appropriately in line with the Legislation and relevant policy.
- 9.2 Induction training for all new members of staff will include compulsory training on information management and data protection. Regular data protection updates or refresher training will be provided to all staff and managers. All staff are required to complete a mandatory e-learning module on UK GDPR.
- 9.3 Failure to observe data protection requirements can amount to a disciplinary offence by a member of staff and can be dealt with under the Council's disciplinary procedure.
- 9.4 Significant negligent or deliberate breaches of Town Council policies such as accessing employee or customer data without authorisation or a legitimate reason to do so may constitute gross misconduct and could lead to dismissal without notice.

10. INTERNATIONAL DATA TRANSFERS

There are strict rules regarding the transfer of personal data to other countries. The Town Council will not transfer personal data outside of the UK without having appropriate contractual, security and privacy arrangements in place.

11. DATA SHARING

- 11.1 The Town Council may need to share an individual's personal data with third parties. When this is done it will be carried out in compliance with the Legislation including the 6 data protection principles.
- 11.2 The Town Council will only share personal data if it follows those principles and is justified on the basis that the benefits (after taking into account any relevant safeguards) outweigh the risks of any possible negative effect on the data subject concerned. Where sharing is justified, the Town Council will take all reasonable steps to minimise any negative impact on the data subject. The amount of information shared, and the extent of sharing will be limited to that which is necessary to carry out a particular function.
- 11.3 The threshold for sharing special category data is higher than for other sorts of personal information. Therefore, the Council will only share this type of information where there is an overriding need to do so and/or where there is a specific provision to do so within the Legislation.

12. INFORMATION COMMISSIONER'S OFFICE (ICO)

- 12.1 The ICO is responsible for upholding information rights in the public interest. The ICO can take action to change the behaviour of organisations and individuals that collect use and keep personal information. The ICO may use criminal prosecution, non-criminal enforcement and audit depending upon the circumstances.
- 12.2 The ICO maintains a public register of data controllers. Stotfold Town Council is registered as a data controller with the ICO.
- 12.3 Independent advice regarding data protection and freedom of information can be obtained from the ICO at www.ico.org.uk.

13. CRIMINAL OFFENCES

- 13.1 Breaches of the Legislation through loss or mishandling of personal data can result in large fines and significant reputational damage.
- 13.2 Officers and Councillors can also face disciplinary and/or enforcement action for misusing, unlawfully or recklessly accessing personal data which they have access to as part of their employment or appointment with the Town Council.
- 13.3 The Town Council recognises that its residents value their privacy and is committed to achieving high levels of compliance with all relevant data protection legislation.

14. POLICIES AND PROCEDURES

The Town Council’s relevant Policies and Procedures governing data protection and freedom of information include:

- This Policy;
- Business Continuity Plan 2024;
- CCTV Code of Practice 2024;
- Councillor IT Device Usage Policy 2024;
- Data Breach Policy 2018;
- Document Retention Policy 2018;
- Freedom of Information Procedure;
- Privacy Notice 2025;
- Privacy Consent Form;
- Publication Scheme 2024;
- Disclosure Log 2024;
- Risk Management Strategy 2024;
- Subject Access Request Procedure 2025;
- Standing Orders 2025;
- Privacy Statement 2018 which can be accessed from the Town Council’s website. This provides details regarding why the Town Council collects and uses personal information, how the Council will use personal information and who we may need to share personal information with.

15. COMPLAINTS

- 15.1 In the event of a complaint regarding the way personal data has been processed by the Town Council, individuals are able to refer their complaint to the Town Council Data Controller at enquiries@stotfoldtowncouncil.gov.uk / Tel: 01462 730 064 or to the ICO at casework@ico.org.uk / Tel: 0303 123 1113.

Revision History:

Date Adopted	[February 2025]	Replaced the previous policy - Information and Data Protection Policy – 2018
Date reviewed		



STOTFOLD TOWN COUNCIL

PRIVACY NOTICE

1. INTRODUCTION

- 1.1 The purpose of this Privacy Notice is to define the roles and responsibilities of the Town Council relating to management of individuals' data for the purposes of delivery of services in an effective way and undertaking a range of activities to support the individual as a resident of the parish.

2. PERSONAL DATA DEFINITION

- 2.1 "Personal data" is any information about a living individual which allows the individual to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly by using the data itself or by combining it with other information which helps to identify a living individual.
- 2.2 The processing of personal data is governed by the Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (the "GDPR"). Other local governance regulations that apply to data are the Local Government Act 1972 (Section 100f) and the Human Rights Act 1998.
- 2.2 The Town 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 the individual provides these to the Town Council, it may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
 - Where the individual pays for activities such as use of a Council facility, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
 - The personal data the Town Council processes 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 sexual life or orientation.

The use of personal data will be related to the following Town Council tasks and responsibilities:

- To deliver public services - including to understand the individual's needs, to provide the services that they request, to understand what the Town Council can do for the individual and inform them of other relevant services;
- To confirm the individual's identity to facilitate provision of some services;
- To contact the individual by post, email, telephone or using social media (e.g. Facebook, Instagram, WhatsApp);

- To help the Town Council to build up a picture of how it is performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable the town Council 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 the Town Council's accounts and records;
- To seek the individual's views, opinions or comments;
- To notify the individual of any changes to the Town Council's facilities, services, events and staff, councillors and other stakeholders;
- To send the individual communications which they have requested and that may be of interest to them. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including community grants and payments for goods and services supplied to or by the Town Council;
- To allow the statistical analysis of data so the Town Council can plan the provision of services.

The Town Council's processing of data may also include the use of CCTV systems for the prevention and prosecution of crime.

3. DATA CONTROLLER

3.1 This Privacy Notice is provided to the individual by Stotfold Town Council, which is the data controller for their data.

3.2 Other data controllers the Council works with:

- Central Bedfordshire Council
- Community groups
- Charities
- Other not-for-profit entities
- Contractors

3.3 The Town Council may need to share an individual's personal data held with other data controllers set out in 3.2 above so that they can carry out their responsibilities to the Town Council. If the Town Council and the other data controllers listed above are processing the individual's data jointly for the same purposes, then the Town Council and the other data controllers may be "joint data controllers" which means collective responsibility to the individual for their data. Where each of the parties listed above are processing the individual's data for their own independent purposes, then each of the data controllers will be independently responsible to the individual. If the individual has any questions, wishes to exercise any of their rights (see Section 7 below) or wish to raise a complaint, the individual should do so directly to the relevant data controller.

4. USE OF SENSITIVE PERSONAL DATA

4.1 The Town Council may process sensitive personal data including, as appropriate:

- Information about an individual's physical or mental health or condition in order to take decisions on their fitness for work;
 - An individual's 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.
- 4.2 These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. The Town Council needs to have further justification for collecting, storing and using this type of personal data.
- 4.3 The Town Council may process special categories of personal data in the following circumstances:
- In limited circumstances, with the individual's explicit written consent;
 - Where the Town Council needs to carry out our legal obligations;
 - Where the information is needed in the public interest;
 - Less commonly, the Town Council may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect an individual's interests (or someone else's interests) and the individual is not capable of giving their consent, or where the individual has already made the information public.
- 4.4 In limited circumstances, the Town Council may approach individuals for their written consent to allow it to process certain sensitive personal data. In this instance, the Town Council will provide the individual with full details of the personal data that it needs and the reason it is needed, so that the individual can carefully consider whether they wish to consent.
- 4.5 The Town Council will comply with data protection law, which means personal data it holds about individuals must be:
- Used lawfully, fairly and in a transparent way;
 - Collected only for valid purposes that it has clearly explained to the individual and not used in any way that is compatible with those purposes;
 - Relevant to the purposes it has informed the individual of and limited only to those purposes;
 - Accurate and kept up to date;
 - Kept only as long as necessary for the purposes it has informed the individual of;
 - Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect the individual's personal data from loss, misuse, unauthorised access and disclosure.
- 4.6 The Town Council is a public authority and has certain powers and obligations. Most of the personal data held on individuals is processed for compliance with a legal obligation which includes the discharge of the Town 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 Town Council's services. The Town Council will always consider an individual's interests and rights.
- 4.7 The Town Council may process personal data if it is necessary for the performance of a contract with the individual, or to take steps to enter into a contract. An example of this

would be processing the individual's data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

- 4.8 Sometimes the use of an individual's personal data will require specific consent. The Town Council will contact the individual directly to inform them of that requirement and request their consent to that use.

5. THIRD PARTY USE OF PERSONAL DATA

- 5.1 This section provides information about the third parties with whom the Town Council may share an individual's personal data.

- 5.2 These third parties have an obligation to put in place appropriate security measures and it will be responsible to the individual directly for the manner in which they process and protect the individual's personal data. It is likely that the Town Council will need to share some or all of an individual's data with some or all of the following (but only where necessary):

- The data controllers listed above under Section 3 of this Privacy Notice;
- The Town Council's agents, suppliers and contractors. For example, the Town Council may ask a commercial provider to publish or distribute newsletters on its behalf, or to maintain its database software;
- On occasion, other local authorities or not-for-profit bodies with which the Town Council are carrying out joint ventures, e.g. in relation to facilities or events for the community.

6. DATA RETENTION PERIOD

- 6.1 The Town Council will keep some records permanently if it is legally required to do so.

- 6.2 It 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 7 years to support HMRC audits or provide tax information. The Town Council may have legal obligations to retain some data in connection with its 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). The Town Council will retain some personal data for this purpose as long as it believes necessary to be able to pursue a claim. In general, the Town Council will endeavour to keep data only for as long as it needs the information.

- 6.3 The Town Council will delete the individual's information when it is no longer needed.

7. INDIVIDUAL'S RIGHTS

- 7.1 When exercising any of the rights listed below, in order to process the individual's request, the Town Council may need to verify the individual's identity for their security. In such cases the Town Council will need the individual to respond with proof of their identity before any exercise of these rights.

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

- 7.2.1 The right to access personal data the Town Council holds on an individual:

- At any point the individual can contact the Town Council to request the personal data held on them, as well as why that personal data is held, who has access to the personal data and where the Town Council obtained the personal data from. Once the Town Council has received the individual's request, it will respond within one calendar 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, excessive or unreasonable may be subject to an administrative fee.

7.2.2 The right to correct and update the personal data the Town Council holds on an individual:

- If the data held on the individual is out of date, incomplete or incorrect, the individual can inform the Town Council, and the data will be updated.

7.3.3 The right to have personal data erased:

- If an individual feels the Town Council should no longer be using their personal data or that it is unlawfully using their personal data, they can request the data be erased from the records held.
- When the Town Council receives the request to erase the data it will confirm when the personal data has been deleted or the reason why it cannot be deleted (for example because the Town Council needs it to comply with a legal obligation).

7.3.4 The right to object to processing of their personal data or to restrict it to certain purposes only:

- Individuals have the right to request that the Town Council ceases to process their personal data or ask the Town Council to restrict processing. Upon receiving the request, the Town Council will contact the individual directly and confirm how it is able to comply or if it has a legal obligation to continue to process the individual's data.

7.3.5 The right to data portability:

- Individuals have the right to request that the Town Council transfers some of their data to another controller. The Town Council will comply with the individual's request, where it is feasible to do so, within one month of receiving said request.

7.3.6 The right to withdraw consent to the processing at any time for processing of data to which consent was obtained:

- The individual can withdraw their consent easily by telephone, email, or by post (see Contact Details below).

7.3.7 The right to lodge a complaint with the Information Commissioner's Office:

- Individuals can contact the Information Commissioner's Office on:

Telephone: 0303 123 1113

Email: Visit <https://ico.org.uk/global/contact-us/email/>

Correspondence: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

8. 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.

If the Town Council wishes to use an individual’s personal data for a new purpose, not covered by this Privacy Notice, then the Town Council will provide the individual with a new Notice explaining this new proposed use, prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, the Town Council will seek the individual’s prior consent to the new processing.

9. CHANGES TO THIS NOTICE

9.1 The Town Council keeps this Privacy Notice under regular review and will place any updates on its website at www.stotfoldtowncouncil.gov.uk.

9.2 This Notice was last updated in [February 2025].

10. CONTACT DETAILS

10.1 Individuals are requested to contact the Town Council if they have any questions about this Privacy Notice or the personal data the Town Council holds about them, or to exercise any or all of the relevant rights, queries or complaints:

Correspondence: The Data Controller, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG
Email: enquiries@stotfoldtowncouncil.gov.uk
Telephone: 01462 730 064

11. FREEDOM OF INFORMATION REQUESTS

11.1 All requests received under the Freedom of Information Act must be referred to the Town Clerk who will arrange for the request to be satisfied in accordance with the legislation.

Revision History:

Date Adopted	May 2018	
Date reviewed	February 2025	Updated with current legislation.



STOTFOLD TOWN COUNCIL

SUBJECT ACCESS REQUEST PROCEDURE

1. INTRODUCTION

- 1.1 This procedure is to be followed when an individual contacts Stotfold Town Council to request access to their personal information held by the Council. Requests must be completed within one calendar month, so it should be actioned as soon as it is received.

2. RECEIVING A SUBJECT ACCESS REQUEST

- 2.1 A Subject Access Request must be made in writing (letter, email or social media) by the data subject, or a nominated representative.
- 2.2 The request should be made by the data subject, with proof of identity and address to be included in their request. The following documents can be used as proof of identification and address:
- Current UK / EEA Passport
 - UK Photocard Driving Licence (Full or Provisional)
 - Firearms Licence / Shotgun Certificate
 - EEA National Identify Card
 - Full UK Paper Driving Licence
 - Disabled Driver's Pass
 - Financial statement issued by bank, building society or credit card company
 - Utility bill for supply of gas, electric, water or telephone landline
- 2.3 In the case of a request received from a nominated representative, the data subject must provide a written permission document detailing the requestor's name, address, date of birth and contact details, together with a form of identification.
- 2.4 On receipt of a subject access request (SAR) it must be forwarded immediately to the Town Clerk, who is the designated Data Controller for Stotfold Town Council.
- 2.5 The Data Controller will determine if the SAR meets current Data Protection legislation and whether any clarification is required on the search terms for the SAR.
- 2.6 An acknowledgement of the receipt of the SAR should be sent by email or letter to the requestor noting the date of receipt and the due date for the response.
- 2.7 The SAR will be logged by the Data Controller, noting date of receipt, the name of the sender and the date of response.

3 PROCESSING THE REQUEST

- 3.1 The Data Controller will consider the type of information requested and use the data processing map to determine where the records are stored and perform a reasonable search for the requested information.

- 3.2 Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual). If the Town Council does not hold any personal data, the requestor will be informed.
- 3.3 Once all the retrieved documentation has been collated, the Data Controller will screen the documentation to determine whether any of the documents are exempt from disclosure.
- 3.4 Exemptions to disclosure are set out in the Data Protection Act 2018, these are identified on the Information Commissioner's website as follows:
- Crime and taxation: general
 - Crime and taxation: risk assessment
 - Legal professional privilege
 - Functions designed to protect the public
 - Regulatory functions relating to legal services, the health service and children's services
 - Other regulatory functions
 - Judicial appointments, independence and proceedings
 - Journalism, academia, art and literature
 - Research and statistics
 - Archiving in the public interest
 - Health, education and social work data
 - Child abuse data
 - Management information
 - Negotiations with the requester
 - Confidential references
 - Exam scripts and exam marks
 - Other exemptions
- 3.5 In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.
- 3.6 The Data Controller will seek legal advice before applying exemptions.

4 PREPARING A RESPONSE

- 4.1 A response should be sent via email or mail within one calendar month of the receipt of the request.
- 4.2 The deadline to respond to the SAR can be extended by a further two months if the request is complex or a number of requests have been made by the data subject. The extension should be notified in writing to the data subject at the earliest opportunity with an explanation around the circumstances for the extension.
- 4.3 Preparation of the SAR response should include as a minimum the following information:
- a. The purposes of the processing;
 - b. The categories of personal data concerned;
 - c. The recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;

- d. Where possible, the envisage period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- e. The existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f. The right to lodge a complaint with the Information Commissioners Office (“ICO”);
- g. If the data has not been collected from the data subject: the source of such data;
- h. The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

4.4 All SARs should be logged to include the date of receipt, identity of the data subject, summary of the request, indication as to whether the Council can comply, date information is sent to the data subject.

4.5 Templates for the response are set out as follows:

Replying to a subject access request providing the requested personal data

“[name], [address], [date]

Dear [name of data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject]. We are pleased to enclose the personal data you requested.

[Include 4.2 a) to 9h) above]

Copyright in the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Release of part of the personal data, when the remainder is covered by an exemption

“[name], [address], [date]

Dear [name of data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject]. To answer your request, we asked the following areas to search their records for personal data relating to you.

- [list the areas]

I am pleased to enclose [some/most] of the personal data you requested. [if any personal data has been removed] We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that [if there are gaps in the document] parts of the document(s) have been blacked out [OR if there are fewer documents enclosed] I have not enclosed all of the personal data you requested. This is because [explain why it is exempt].

[include 6(a) to (h) above]

Copyright in the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted,

published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[name], [address], [date]

Dear [name of data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject].

I regret that we cannot provide the personal data you requested. This is because [explanation where appropriate].

[examples include where one of the exemptions under the data protection legislation applies. For example, the personal data might include personal data which is ‘legally privileged’ because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your Data Protection Officer will be able to advise if a relevant exemption applies and if the Council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the Council should set out the reason why some of the data has been excluded].

Yours sincerely”

5 FEES FOR RESPONSES

- 5.1 Subject Access Requests (SARs) should be provided free of charge, however, the Town Council is able to charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive.

6 REFUSING A REQUEST

- 6.1 The Town Council will only refuse to provide the information if an exemption or restriction applies (see item 3.3 above), or if the request is manifestly unfounded or excessive.

7 CHANGES TO THIS PROCEDURE

- 7.1 The Town Council will keep this Subject Access Procedure under regular review and will place any updates on its website at www.stotfoldtowncouncil.gov.uk.
- 7.2 This Procedure was last updated in [February 2025].

8. CONTACT DETAILS

- 8.1 Individuals are requested to contact the Town Council if they have any questions about this Privacy Notice or the personal data the Town Council holds about them, or to exercise any or all of the relevant rights, queries or complaints:

Correspondence: The Data Controller, Stotfold Town Council, The Greenacre Centre,
Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG
Email: enquiries@stotfoldtowncouncil.gov.uk
Telephone: 01462 730 064

9. COMPLAINTS

- 9.1 In the event of a complaint regarding the way personal data has been processed by the Town Council, individuals are able to refer their complaint to the Town Council Data Controller at enquiries@stotfoldtowncouncil.gov.uk / Tel: 01462 730 064 or to the ICO at casework@ico.org.uk / Tel: 0303 123 1113.

10. ALIGNMENT WITH OTHER POLICIES OF THE TOWN COUNCIL

This Subject Access Request Procedure should be read in conjunction with the following policies of the Council:

- Privacy Notice
- Privacy Policy
- Information and Data Protection Policy

Revision History

Adopted	May 2018
Reviewed and updated	Amendments to content [February 2025] Addition of risk evaluation matrix
Reviewed and updated	



STOTFOLD TOWN COUNCIL

PUBLICATION SCHEME 2025

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy	FOC See schedule
Contact details for Town Clerk and Council	Website Hard Copy	FOC See schedule
Location of main Council office and accessibility details	Website Hard Copy	FOC See schedule
Staffing structure	Website Hard Copy	FOC See schedule
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website Hard Copy	FOC See schedule
Finalised budget	Website Hard Copy	FOC See schedule
Precept	Website Hard Copy	FOC See schedule
Borrowing Approval letter	Website Hard Copy	FOC See schedule

Information to be published	How the information can be obtained	Cost
Financial Standing Orders and Regulations	Website Hard Copy	FOC See schedule
Grants given and received	Website Hard Copy	FOC See schedule
List of current contracts awarded and value of contract	Website Hard Copy	FOC See schedule
Members' allowances and expenses	Website Hard Copy	FOC See schedule
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	FOC See schedule
Local charters drawn up in accordance with DCLG guidelines	Website Hard Copy	FOC See schedule
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	FOC See schedule
Agendas of meetings (as above)	Website Hard Copy	FOC See schedule
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	FOC See schedule
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	FOC See schedule
Responses to consultation papers	Website Hard Copy	FOC See schedule
Responses to planning applications	Website Hard Copy	FOC See schedule

Class 5 – Our Policies and Procedures (Current written Protocols, Policies and Procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Council business: Procedural Standing Orders Committee and Sub-Committee Terms of Reference Delegated authority in respect of Officers Code of Conduct Policy Statements	Website Hard Copy	FOC See schedule
Policies and Procedures for the provision of services and about the employment of staff: Internal instructions to staff and Policies relating to the delivery of services Equality and Diversity Policy Health and Safety Policy Recruitment Policies (including current vacancies) Policies and Procedures for handling requests for information Complaints Procedures (including those covering requests for information and operating the Publication Scheme)	Website Hard Copy	FOC See schedule
Information Security Policy	Website Hard Copy	FOC See schedule
Records Management Policies (records retention, destruction and archiving)	Website Hard Copy	FOC See schedule
Data Protection Policies	Website Hard Copy	FOC See schedule
Schedule of Charges (for the publication of information)	Website Hard Copy	FOC See schedule
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website Hard Copy	FOC See schedule
Disclosure Log (indicating the information that has been provided in response to requests)	Website Hard Copy	FOC See schedule

Register of Members' Interests	Website Hard Copy	FOC See schedule
Register of Gifts and Hospitality	Website Hard Copy	FOC See schedule
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard Copy	FOC See schedule
Burial grounds and closed churchyards	Website Hard Copy	FOC See schedule
Community Centres and village halls	Website Hard Copy	FOC See schedule
Parks, playing fields and recreational facilities	Website Hard Copy	FOC See schedule
Seating, litter bins, memorials and lighting	Website Hard Copy	FOC See schedule
Bus shelters	Website Hard Copy	FOC See schedule
Public conveniences	Website Hard Copy	FOC See schedule
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	FOC See schedule

Contact details:

Stotfold Town Council
Greenacre Centre
Valerian Way
Stotfold
SG5 4HG
Tel: 01462 730064
Emails: enquiries@stotfoldtowncouncil.gov.uk

SCHEDULE OF CHARGES

Costs relating to Freedom of Information searches are governed by the Freedom of Information Act 2000 ("FOIA"), the Data Protection Act 1998 ("DPA") and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 ("FOIDPAR").

Estimates of Costs:

The FOIDPAR sets out that the Town Council can take into account costs it can reasonably expect to incur carrying out activities related to replying with the request, which are:

- Determining whether it holds the information;
- Locating the information, or a document containing it;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it.

The Town Council will be required to produce a sensible, realistic estimate of costs supported by evidence and in accordance with the FOIDPAR. The estimate should be based on preliminary searches to determine whether the Town Council holds the information on a balance of probabilities, how accessible the information is and taking into account the circumstances of each case.

The Estimates of Cost should include a record of the method of retrieval and search and the scope of information the Town Council expects to utilise in extracting the information for the response.

It is not a statutory requirement to explain to the applicant how the Town Council has calculated the estimate, but the Information Commissioner's Office recommends this as good practice because:

- It enables the applicant to assess how reasonable the estimate is. This may prevent them making a complaint to the ICO, which will avoid further time and cost.
- Providing a suitable breakdown will help you meet your obligations under Section 16 of the FOIDPAR to provide advice and assistance.

In the event the Estimate of Costs exceeds the Appropriate Limit of £450, Section 12 (1)(1) of the FOIA specifies that a public authority is not obligated to comply with a request for information, but it should notify the applicant on its position – i.e. whether it would exceed the appropriate limit to determine if the Town Council holds the information or whether the cost of gathering the information would exceed the limit (listed in Section 12(2)). In line with Section 16 FOIA requirements, if the Town Council refuses a request under Section 12, it will be required to provide the applicant with advice to help it make a new, refined request which doesn't exceed the appropriate limit.

The FOIA Section (12)(4) establishes the rules for aggregating the costs of multiple requests made by one person, or a group of people acting together.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying charge @ 35p per sheet (black & white)	Actual cost: 0.5 pence per page.
	Photocopying charge @ 50p per sheet (colour)	Actual cost: 3.9 pence per page.
	External information retrieval costs	Where applicable, where reasonable, and should be done within the time frame of the response deadline.
	Staff/Contractor's Time	Limited by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 at £25 per hour only. Contractor time – this is dependent on the complexity of the request and will be advised to the requestor in advance
	Postage	Cost of Royal Mail standard 2 nd class varies dependent on weight.
Applicable Limit	£450	In accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004, SI 2004 No 3244.

STOTFOLD TOWN COUNCIL

DISCLOSURE LOG 2024

Date Received	Sector Request From	Request	Response	Date of Response	Type Of Request		
					Data Protection	Freedom of Information	Environmental Information Regulations
8/10/2024	Town Council	Salary Scale Points	Referred requestor to staff structure on website	23/10/2024		✓	
8/10/2024	Public	Wheeled Sports Facility	See attached	24/10/2024		✓	
31/10/2024	Company	Christmas Lights	Referred requestor to minutes of Full Council Meeting held 14/8/2024	25/11/2024		✓	



STOTFOLD TOWN COUNCIL

DATA BREACH POLICY

1. INTRODUCTION

1.1 The Data Protection Act 2018 defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

1.2 Stotfold Town Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets and archive room.

2. CONSEQUENCES OF A PERSONAL DATA BREACH

2.1 A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

3. DUTY TO REPORT A BREACH

3.1 If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and Information Commissioner’s Office (ICO) without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer (DPO) must be informed immediately so they are able to report the breach to the ICO in the 72-hour timeframe.

3.2 If the ICO is not informed within 72 hours, Stotfold Town Council via the DPO must give reasons for the delay when they report the breach.

3.3 When notifying the ICO of a breach, Stotfold Town Council must:

- i Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
- ii Communicate the name and contact details of the DPO;
- iii Describe the likely consequences of the breach;
- iv Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse effects.

3.4 When notifying the individual affected by the breach, Stotfold Town Council must provide the individual with (ii) – (iv) above.

- 3.5 Stotfold Town Council would not need to communicate with an individual if the following applies:
- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
 - It has taken subsequent measures to ensure that the high risks to rights and freedoms of individuals is no longer likely to materialise, or
 - It would involve a disproportionate effort.
- 3.6 However, the ICO must still be informed even if the above measures are in place.

4 DATA PROCESSOR'S DUTY TO INFORM STOTFOLD TOWN COUNCIL

- 4.1 If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Stotfold Town Council without undue delay. It is then Stotfold Town Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

5 RECORDS OF DATA BREACHES

- 5.1 All data breaches must be recorded whether or not they are reported to the individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of data breaches Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring
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6. CHANGES TO THIS POLICY

- 6.1 The Town Council keeps this Privacy Notice under regular review and will place any updates on its website at www.stotfoldtowncouncil.gov.uk.
- 6.2 This Notice was last updated in [February 2025].

7. CONTACT DETAILS

- 7.1 Individuals are requested to contact the Town Council if they have any questions about this Privacy Notice or the personal data the Town Council holds about them, or to exercise any or all of the relevant rights, queries or complaints:

Correspondence: The Data Controller, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG
 Email: enquiries@stotfoldtowncouncil.gov.uk
 Telephone: 01462 730 064

8. COMPLAINTS

- 8.1 In the event of a complaint regarding the way personal data has been processed by the Town Council, individuals are able to refer their complaint to the ICO at casework@ico.org.uk / Tel: 0303 123 1113.

9. FREEDOM OF INFORMATION REQUESTS

- 9.1 All requests received under the Freedom of Information Act must be referred to the Town Clerk who will arrange for the request to be satisfied in accordance with the legislation.

Revision History:

Date Adopted	May 2018	
Date reviewed	February 2025	Updated with current legislation.

STOTFOLD TOWN COUNCIL

COMMITTEE: **GOVERNANCE & RESOURCES**

DATE: **22 JANUARY 2025**

OFFICER RESPONSIBLE: **EMMA PAYNE, TOWN CLERK**

SUBJECT: **NJC PAY AWARD 2024-25**

1. SUMMARY

- 1.1 A nationally awarded pay rise is included in all NJC staff salary contracts. This report outlines that this pay rise was awarded to all Town Council staff backdated to 1 April 2024.

2. RECOMMENDATION

- 2.1 Members are asked to note the report.

3. BACKGROUND

- 3.1 Notification was received on 23 October 2024 that agreement had been reached on this year's pay claim covering the year from 1st April 2024 to 31st March 2025.
- 3.2 For all grades up to SCP 43 the agreed amount is £1,290 per annum. Grades from SCP 44 to 62 are increased by 2.5%. No member of staff is affected by this last increase.

4. FINANCIAL

- 4.1 A 5% salary increase was included in the budget for 2024-25.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Breach of employment contract if not awarded.
Legals	N/A
Resources/Stakeholders	Officers
Contracts/Financials	Budget in place
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

GOVERNANCE & RESOURCES COMMITTEE WORK PROGRAMME 2024-25

Meeting Date	Agenda Item	Description	Responsible Officer
22/01/25	Q2 Income and Expenditure Report	To receive this Committee's income and expenditure report along with any notes on variances.	Town Clerk
	G&R Terms of Reference	To review the Committee's TOR in relation to S106 agreements.	Town Clerk
	Banking Arrangements	To consider maximising the Town Council's investments and resolve to shut down some of the surplus Barclays Bank accounts.	Town Clerk
	Health and Safety Audit	To receive the Health and Safety Audit updated October 2024.	Town Clerk
	Developer Obligations - S106	To consider this item deferred from October 2024.	Town Clerk
	Standing Orders	To review Standing Orders and recommend their adoption by Full Council.	Town Clerk
	Internal Control Statement	To review a proposed Internal Control Statement and recommend its adoption by Full Council. This was a recommendation of IA and includes the following: Anti-Fraud and Corruption Policy, Credit Card & Bad Debt, Credit & Debit Card Information Security Policy.	Town Clerk
	Sexual Harrassment Policy and Risk Assessment	To review a sexual harrassment policy and harassment risk assessment and recommend its adoption by Full Council.	Town Clerk
	Freedom of Information Act	To review all policies relating to this area of operation including Information Publication Scheme, Data Protection Policy, Privacy Notice, Privacy Consent, Subject Access Request, and review the Data Breach Policy.	Town Clerk
	Disclosure Log	To note the disclosure log.	Town Clerk
	NJC Pay Award 2024-25	To confirm the conclusion of the pay negotiations.	Town Clerk
	Confidential - Investigation	To receive quotatons for an HR investigation.	Town Clerk
	Confidential - Staff Recruitment	To consider staff recruitment	Town Clerk
	Bank Reconciliations	To note the bank reconciliations.	Town Clerk
Extra 12/02/2025	Training Plan - 2024 - 2025	To note the Training Plan for staff and Councillors for the 2024 - 25 year and future training commitments.	Town Clerk
	Lone Working Policy	To review a Lone Working Policy and risk assessment and recommend it's adoption by Full Council.	Town Clerk
	Vehicle Driver Policy	To review a Vehicle Driver Policy for the safe management of the Town Council's vehicles and recommend its adoption by Full Council.	Town Clerk
	Driver Handbook	To review a handbook for Council Officers driving Town Council vehicles and recommend its adoption by Full Council.	Town Clerk
	Procurement Policy	To review a Procurement Policy and recommend its adoption by Full Council.	Town Clerk
	Equality and Diversity Policy	To review this Policy and recommend its adoption by Full Council.	Town Clerk
	Meetings Calendar 2025 - 2026	To consider the draft Meetings Calendar 2025 - 2026.	Town Clerk
	Confidential - Medium to Long Term Budget	To consider the Council's medium to long term budget.	Town Clerk
	Q3 Income and Expenditure Report	To review this Committee's Income and Expenditure Report and to note any variances.	Town Clerk
	Insurance Renewal	To agree a specification for renewal of the Town Council's insurance	Town Clerk
	Grant Applications	To consider any grant applications received for Phase 2.	Democratic Services Manager
	Bank Reconciliations	To note the bank reconciliations.	Town Clerk
02/04/25	Policy Review	Emergency Planning, Information Security Asset Inventory, Vexatious Policy	Town Clerk
	Asset Register Review	To consider the Town Council's asset register	Town Clerk
	Customer Care Policy	To consider a new Customer Care Policy,	Town Clerk
	Disability Confident Scheme	To consider the Town Council registering as a Disability Confident Employer	Town Clerk
	Local Council Award Scheme	To consider the Town Council applying for the Local Council Award Scheme	Town Clerk
	Bank Reconciliations	To note the bank reconciliations	Town Clerk

Table of contents

22/1/25 7:00 PM - 8:00 PM

1. - APOLOGIES FOR ABSENCE 4

2. - DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS 4

3. - PUBLIC SECTION 4

4. - MINUTES OF PREVIOUS MEETING 4

Attachments

2024-10-23 - Governance _ Resources - Minutes(1) 5

5. - CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM COMMITTEE MINUTES, FOR INFORMATION 4

6. - REPORTS TO COMMITTEE 4

6.1. - Q2 Income and Expenditure Report 4

Attachments

6.1 G_R Q2 Budget 7

6.1.2 G_R Q2 I_E report 9

6.2. - Developer Contributions S106 4

Attachments

6.2 Developer Obligations - S106 11

6.2.1 TOR Governance _ Resources 2025 13

6.3. - Banking Arrangements 4

Attachments

6.3 Review of Banking Arrangements	15
6.4. - Health and Safety Audit	4

Attachments

6.4 Health and Safety Audit 2024	17
6.4.1 General Risk Assessment (m6008354) (1)	18
6.4.2 H_S Audit	66
6.5. - Councillor and Staff Training 2024-25	68

Attachments

6.5 Training and Development Plan	69
6.5.1 Councillor Training	70
6.5.2 Staff Training	73
6.6. - Sexual Harrassment Policy and Risk Assessment	68

Attachments

6.7 Sexual Harassment Policy and Risk Assessment	77
6.7.1 Sexual Harrassment Policy - Draft January 2025	78
6.7.2 Sexual Harassment Risk Assessment	81
6.7. - Freedom of Information	68

Attachments

6.7 Freedom of Information Report	85
6.7.1 Information and Data Protection Policy - 2025 - DRAFT	88
6.7.2 Privacy Notice - 2025 - DRAFT	95
6.7.3 Subject Access Request Procedure - 2025 - DRAFT	101
6.7.4 Publication Scheme 2024	106
6.7.5 Disclosure Log 2024	112

6.7.6 Data Breach Policy - 2025 - DRAFT	113
6.8. - NJC Pay Award 2024-25	68
<hr/>	
Attachments	
6.10 NJC Pay Award 2024-25	116
6.9. - Bank Reconciliations	68
<hr/>	
7. - WORK PROGRAMME	68
<hr/>	
Attachments	
7 G_R WP Jan 2025	117
8. - MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY	68
<hr/>	
9. - DATE OF NEXT MEETING	68
<hr/>	
10. - CONFIDENTIAL ITEMS	68
<hr/>	
10.1. - HR Investigation	68
<hr/>	
10.2. - Staff Recruitment	68
<hr/>	