

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Phone 01935 382424  
Fax 01935 382429  
E-mail [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

## Policy, Resources and Finance Committee

The Meeting...	<b>Policy, Resources and Finance Committee</b>
The Time...	<b>7.00pm</b>
The Date...	<b>Tuesday 26th July 2016</b>
The Place...	<b>Town House, 19 Union Street, Yeovil</b>

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

Amanda Card  
Town Clerk

20 July 2016

To: All Members of the Policy, Resources and Finance Committee:

Peter Gubbins	Faye Purbrick
Terry Ledlie	Wes Read (Vice-Chairman)
Pauline Lock	David Recardo (Ex-Officio)
Tony Lock (Chairman)	Manny Roper
Sarah Lowery	Darren Shutler (Ex-Officio)
Graham Oakes	Rob Stickland
Evie Potts-Jones	

### **Equality Act 2010**

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

### **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk) This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

**PUBLIC COMMENT (at the Chairman's discretion up to 15 minutes)**

## **A G E N D A**

### **9/114. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and to consider the reasons given.

*LGA 1972 s85(1)*

### **9/115. DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

### **9/116. MINUTES**

To approve as a correct record the Minutes of the meetings held on 10<sup>th</sup> May 2016 and 28<sup>th</sup> June 2016.

### **9/117. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 9/123 to 9/126, under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

### **9/118. APPLICATION FOR GRANT AID**

Applications received from: (Circulated separately)

- a) Golden-Oldies (£408)**
- b) South Somerset Mind (£432)**
- c) Yeovil Men's Shed (£1,000)**
- d) Octagon Theatre – Summer School (£1,000)**

### **9/119. FINANCIAL STATEMENT – APRIL 2016 / MAY 2015**

Members to review Financial Statement for the months of April 2016 and May 2016 attached at pages 3 to 27.

### **9/120. CAPITAL AND REVENUE RESERVES**

Members review statement of Capital & Revenue reserves as at 31st May 2016 attached at page 28.

**9/121. LONE WORKING POLICY**

To approve and adopt the Loan Working Policy for Yeovil Town Council as attached at pages 29 to 32.

**9/122. TRAINING AND DEVELOPMENT POLICY**

To approve and adopt the Training and Development Policy for Yeovil Town Council as attached at pages 33 to 37.

**Public Comment (at the Chairman's discretion up to 15 minutes)**

*The Committee will consider a resolution (see item 9/117) to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

**9/123. YOUTH SERVICES GRANT AGREEMENT (COMMERCIAL IN CONFIDENCE)**

See attached report by the Town Clerk at pages 38 to 40.

**9/124. THE PUBLIC SECTOR DEPOSIT FUND (COMMERCIAL IN CONFIDENCE)**

See attached report by the Town Clerk at pages 41 to 42.

**9/125. YEOVIL SKI LODGE (COMMERCIAL IN CONFIDENCE)**

The Town Clerk will give a verbal update.

**9/126. REGRAIDING OF ADMIN OFFICERS' POST (STAFF IN CONFIDENCE)**

See attached report by the Town Clerk attached at pages 43 to 44.

# YEOVIL TOWN COUNCIL



## LONE WORKING POLICY

### 1. Introduction

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonable practicable from the risks of lone working.

The Council also recognises it has an obligation under Health and Safety at Work (1974) and the Management of Health and Safety at Work Regulations 1999, for health, safety and welfare at work of its employees.

### 2. Scope of Policy

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees.

### 3. Definition of Lone Workers

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all Council's employees, all of whom are required to carry out their duties for all or part of their working day working in isolation. This may be within the office or outside the office.

### 4. Aims of Policy

The aim of the policy is to:

- a) Increase staff awareness of safety issues relating to lone working;
- b) Recognising and reducing risk by ensuring that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable;
- c) Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone;
- d) Ensure that appropriate support is available to staff who have to work alone;
- e) Encourage full reporting and recording of all adverse incidents relating to lone working.

## **5. Responsibilities**

### **5.1 Town Clerk**

The Town Clerk on behalf of the Town Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice;
- Ensuring that there are arrangements for monitoring incidents lined to lone working and that the Council regularly reviews the effectiveness of this policy;
- Ensuring that all staff are aware of the policy;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff are given appropriate information, instruction and training;
- Ensuring that appropriate support is given to staff involved in any incident;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

### **5.2 Employees**

Employees are responsible for

- Taking reasonable care of themselves and others affected by their actions;
- Co-operating by following rules and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

## **6. Risk Assessment**

Risk assessment is essential to good risk management.

Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes out into the community. Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonable practicable.

A lone workers' checklist will be completed (See Appendix 1). This will be used as a

Risk assessments for site based lone workers will include:

- Safe access and exit;
- Risk of violence;

- Safety of equipment for individual use;
- Channels of communication in an emergency;
- Site security;
- Security arrangements i.e. alarm systems and mobile telephones;
- Level and adequacy of on/off site supervision.

Risk assessments for mobile lone works will, additionally, include:

- Travelling between sites;
- Reporting and recording arrangements;
- Communication and traceability;
- Personal safety/security.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

## **7. Mandatory Procedures**

### **7.1 Security of Buildings**

To ensure the security of buildings

- Appropriate steps should be taken to control access to the building, and that emergency exits are accessible;
- Alarm systems must be tested regularly;
- Staff work alone must ensure they are familiar with the exits and alarms;
- There must be access to a telephone and first aid equipment for staff working alone;
- If there is any indication that the building has been broken into, a staff member must not enter alone, but must wait for back up.

### **7.2 Personal Safety**

To ensure personal safety

- Staff must not assume that having a mobile phone and a backup plans sufficient. The first priority is to plan for a reduction of risk;
- Staff should take all reasonable precautions to ensure their own safety;
- Before working alone, assessment of the risks involved should be made in conjunction with the line manager;
- Staff must inform their line manager or other identified person when they will be working alone, giving details of their location and following an agreed plan;
- If a member of staff does not report as expected, an agreed plan should be put into operation, initially to check on then situation and then to respond as appropriate;

- Where staff work alone for extended periods and/or a regular basis, managers must make provision for regular contact, to monitor and to counter the effect of working in isolation.

## **8. Incident Reporting**

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threaten or “unsafe” are reported. This includes incidents of verbal abuse.

## **9. Contacting/Involving the Police**

The Council is committed to protecting the staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in the cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contact the police to report the details of the incident.

## **10. Support for Staff**

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive the appropriate training.

## **11. Immediate Support Following a Violent Incident**

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee received any necessary medical treatment and/or advice. If an incident occurs out of hours the Chair of Policy, Resources and Finance Committee should be contacted.

The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

# YEOVIL TOWN COUNCIL



## TRAINING & DEVELOPMENT POLICY

### 1. Objectives of the Training and Development Policy

The objectives of this policy are to:

- Encourage Members and Officers to undertake appropriate training to ensure that they have the skills, knowledge, experience and resources they need to perform well in their roles.
- Equality of awarding training and development opportunities
- Ensure that all training is evaluated to assess its value
- Recognise that it is essential to develop the abilities of individuals and satisfy not only current needs but future needs of Yeovil Town Council.

### 2. Introduction

This document forms Yeovil Town Council's Training and Development Policy. It sets out:

- The Council's commitment to training and development
- The identification of training needs
- Compulsory training
- Training delivery
- Assistance to study (financial and time)
- Short courses/workshops
- Members training and development
- Evaluation of training
- Links with other policies
- Reporting on progress.

### 3. Commitment to Training

Yeovil Town Council is committed to the ongoing training and development of all Members and employees to enable them to make the most effective contribution to the Council's aims and objectives. Yeovil Town Council recognises that the most important resources are its Members and Officers and its commitment to encouraging all to enhance their knowledge and qualifications through further

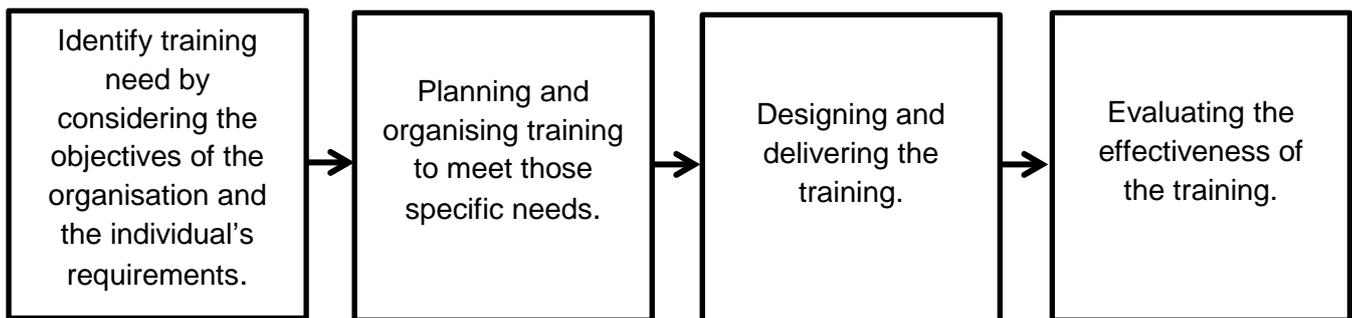
training. Some training is necessary to ensure compliance with legal and statutory requirements.

Training provides the Council with many benefits:

- Improves the quality of the services and facilities that Yeovil Town Council provides
- Enables the organisation to effectively achieve its corporate aims and objectives
- Improves the skill base of employees, producing confident, highly skilled Officers working as part of an effective and efficient team
- Provides resilience
- Demonstrates that employees are valued.

Yeovil Town Council has a dedicated budget to support the training and development of its Members and Officers, which is reviewed on an annual basis.

The process of training and development:



#### **4. Identification of Training Needs**

Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal.

There are a number of additional ways that training needs of both Members and Officers may be recognised:

- Questionnaires (skills audit)
- During interview
- Following confirmation of appointment
- Formal and informal discussion.

Other circumstances may present the need for training:

- Statutory, legislative and Health & Safety requirements
- Service developments and delivery needs
- Personal development and continuous professional development.

## **5. Compulsory Training**

Where statutory or legislative training needs are identified by the Council, it will be mandatory for Officers to attend and the Council will endeavour to accommodate this within normal working hour. Failure to attend may result in disciplinary action.

## **6. Training Delivery**

Learning, training and development opportunities are available in many forms including:

- Formal training courses
- Conferences and network meetings
- Shadowing, coaching and mentoring
- Distance and E-learning
- Guided reading
- On the job training
- Continuous Professional Development
- Work experience and secondment

## **7. Financial Assistance**

It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each requires will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

Other considerations include the following:

- Implication of employee release for training courses on the operational capability of the council
- The most economic and effective means of training
- Provision and availability of training budget.

For approved courses Members and Officers can expect the following to be sponsored:

- The course fee
- Examination fees
- Associated Membership fees

Members and Officers attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons.

Yeovil Town Council operates a Learning Agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave Yeovil Town Council employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. If the employee takes up employment with another Local Authority this agreement may be waived.

## **8. Study Leave**

Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination, up to a maximum of three days

## **9. Short Courses/Workshops/Residential Weekends**

Where attendance is required at a short course, a full day of paid leave will be granted

Members and Officers attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee
- Travelling expenses in accordance with the Council's current policy
- Subsistence in accordance with the Council's current policy.

## **10. Members Training and Development**

Members are responsible for their own personal development and are advised by the clerk after consulting with the Chairman of Policy, Resources and Finance Committee of the range of training opportunities. New Members are particularly encouraged to attend training as part of their induction and existing Members should attend courses as relevant to keep their knowledge up to date.

Training is regularly provided by NALC (National Association of Local Councils), SALC (Somerset Association of Local Councils) and South Somerset District Council. No Member of the Planning Committee is permitted to vote unless they have undertaken the relevant training delivered by South Somerset District Council.

Member training relevant to their role will be paid for by the council and Members must book training through the clerk. If a Member fails to attend training paid for by the council, they will be asked to refund any costs incurred.

For training outside Yeovil Town, Members are entitled to claim mileage, accommodation and subsistence expenses in the normal way.

## **11. Evaluation of Training**

Records of all training undertaken by employees will be kept in the personnel files of each Officer. Records will be maintained all training undertaken by Members.

As part of Yeovil Town Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implication of new legislation, guidance and/or best practice of the ongoing efficiency of the authority.

## **12. Links with other Council Policies**

- Equality of opportunities in all aspects of Member and officer development
- Risk Strategy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded through the authority.

## **13. Reporting on Progress**

A central record of all Member and officer training will be maintained by the Clerk. A report will be made annually to the Policy, Resources and Finance Committee, detailing attendance at training over the year, as well as the inclusion of Member and Officers evaluation of courses attended.

## **14. Conclusion**

The adoption of this training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and Officers.

Yeovil Town Council  
Adopted: Xxth July 2016

To be reviewed: July 2017