

GODALMING TOWN COUNCIL

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2 November 2018

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 8 NOVEMBER 2018 at 7.00pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Cosser – Chairman
Councillor Gray – Vice Chairman
Councillor Poulter
Councillor Hunter
Councillor Walden
Chairman of Policy & Management (*ex officio*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 20 September 2018, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. WORK PROGRAMME

Members to review the committee's work programme, copy attached for the information of Members.

5. STAFF ABSENCES AND TOIL REPORT

In accordance with Standing Order 146 a summary report of staff absences 31 October 2018 is attached for the information of Members. Additionally a summary of outstanding staff TOIL is attached for Members information

6. ENGAGEMENT OF UMBRELLA SERVICE PROVIDER FOR DISCLOSURE AND BARRING SERVICE APPLICATIONS

Prior to Godalming Town Council inheriting the Godalming Museum from Waverley Borough Council (WBC), a risk assessment relating to working with children and vulnerable adults had been conducted by WBC, which identified four positions requiring to be DBS checked. These positions (two staff and two volunteers) are those that support the Museum's schools educational program. As part of WBC, DBS checks were conducted by WBC, however, on transfer of ownership the responsibility now lies with Godalming Town Council (GTC). In order for to be able to exercise its responsibility, it is necessary for GTC to engage an Umbrella Organisation to conduct the required DBS checks on the Council's behalf.

Members to consider the attached information for Godalming Town Council to become compliant to engage Surrey County Council (SCC) as the Umbrella Organisation to carry out DBS applications on behalf of Godalming Town Council.

Members are requested to consider the attached policies which are based on SCC model policies and are required by SCC to be adopted by those wishing to use SCC as an umbrella organisation. If Members agree, they are requested to resolve to recommend the policies detailed within the report for adoption by Full Council.

In addition to those policies required to be adopted by Full Council, Members of the Staffing Committee are also requested to approve the following:

- adherence to the Code of Practice for Disclosure & Barring Service Registered Persons November 2015;
- Declaration of Criminal Record - Action for Equality Form; and
- the reporting any suspected malpractice in relation to the DBS Code of Practice.

Additionally, Members of the Staffing Committee are requested to approve that, if the policies detailed within the report are adopted by Full Council, that:

- Godalming Town Council's Safeguarding Officer to agree on behalf of Godalming Town Council, Surrey County Council's Umbrella Service Agreement; and
- approve the expenditure, from the Staffing Committee's Professional Fees budget, for 2 x Staff Enhanced applications and 2 x volunteer applications at a cost of £145.20.

7. HEALTH & SAFETY RELATED POLICIES

Prior to this review, Godalming Town Council's Health & Safety Statement and Policy, including issues relating to Lone Working, First Aid and Fire Safety were contained in a single policy. In order to separate the individual policies and to correctly allocate, in future, each policy to the appropriate responsible committee, Members are requested to review the attached Health & Safety related policies and, if agreed, approve the indicated responsible committee. Additionally, if agreed, Members are requested to resolve to approve those policies indicated as the responsibility of the Staffing Committee for adoption by Full Council and to agree that those indicated as the responsibility of the Policy & Management Committee be forwarded to the Policy & Management Committee for further consideration.

- Health & Safety Statement – P&M
- Health & Safety Policy – P&M
- First Aid Policy - STAFFING
- Fire Safety Precautions and Emergency Procedures - STAFFING
- Lone Working Policy – STAFFING

8. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

9. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 24 January 2019 at 7.30 pm, or at the conclusion of the preceding Audit Committee, whichever is later.

10. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

11. EXTENDED LEAVE REQUEST

As required by the leave policy, Members to receive a leave request for an extended leave period.

4. STAFFING COMMITTEE – WORK PROGRAMME – 8 NOVEMBER 2018

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW	ACTUAL COMPLETION DATE
Employee Code of Conduct	Reviewed by P&M – to go to Full Council for adoption	6 Jun 2013	1	
Equality & Diversity Statement	Reviewed by P&M – to go to Full Council for adoption	27 Mar 2014	2	
Bullying & Harassment Policy	Reviewed by P&M – to go to Full Council for adoption	31 Mar 2016	3	
Health & Safety Policy	Item on this agenda	31 Mar 2016	4	
Pensions	Review of future pension arrangements. Initial report for next meeting		5	
Outside Works Team Gradings	Report for next meeting		6	

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2018 TO OCTOBER 2018

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE	2017/18	2016/17	2015/16	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours					
Available Working Hours	850.0	857.0	850.0	880.6	917.6	813.0	931.0	6,099.2	9,005.6	10,116.6	10,944.6	9,281.1	8,610.8
Annual Leave Taken	15.7	136.9	78.6	226.6	190.0	104.9	92.3	845.0	873.6	1,056.6	1,132.2	994.6	927.3
Sick Leave Taken	-	16.8	14.8	-	5.0	27.2	-	63.8	106.6	33.3	547.7	404.2	47.3
Other Authorised Absence	-	-	-	-	2.0	-	-	2.0	2.0	17.2	32.8	32.0	12.5
Net working hours	834.3	703.3	756.6	654.0	720.6	680.9	838.7	5,188.4	8,023.4	9,009.5	9,231.9	7,850.3	7,623.7
Net working hours as % of available hours	98%	82%	89%	74%	79%	84%	90%	85%	89%	89%	84%	85%	89%
Sick Leave as a % of Available Hours	0.0%	2.0%	1.7%	0.0%	0.5%	3.3%	0.0%	1.0%	1.2%	0.3%	5.0%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	1%	10%	5%	16%	13%	7%	6%	59%	83%	84%	82%	84%	83%
Notes:													
Annual Leave 2018/19 - Full Year								1266.6	930.2	1051.6	1154.4	992.6	936.5
Annual Leave b/f from 2017/18								168.6	118.6	199.8	181.3	186.4	177.2
Total Annual Leave Available - Full Year								1435.2	1048.8	1251.4	1335.7	1179.0	1113.7

All figures are expressed in hours

GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2018 TO OCTOBER 2018

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	29.7	93.8	104.5	104.7	106.2	78.9	84.1	
Accumulated	83.0	16.1	21.2	8.2	1.3	12.2	3.3	145.1
Taken	19.3	7.2	20.6	6.6	28.6	7.0	21.6	110.9
Closing TOIL Balance	<u>93.8</u>	<u>104.5</u>	<u>104.7</u>	<u>106.2</u>	<u>78.9</u>	<u>84.1</u>	<u>65.8</u>	
Festivals	21.0	-	-	-	1.3	-	-	22.3
Council Meetings	7.2	12.1	5.1	7.2	-	9.2	3.3	43.9
Parish Meetings	29.1	-	-	-	-	-	-	29.1
Other Evening Meetings	6.4	-	4.0	-	-	1.0	-	11.4
Civic Events	13.3	-	10.2	-	-	2.0	-	25.5
Other	6.0	4.0	2.0	1.0	-	-	-	13.0
	<u>83.0</u>	<u>16.1</u>	<u>21.2</u>	<u>8.2</u>	<u>1.3</u>	<u>12.2</u>	<u>3.3</u>	145.1

Notes:

- April - Spring Festival, Town Meetings, Mayors reception, Council evening meetings
- May - Annual Council, Council evening meetings
- June - Civic service, Council evening meetings, Other evening meetings
- July - Council evening meetings
- August - Staycation
- September - Council evening meetings, other evening meetings, Remembrance planning
- October - Council evening meetings

SC 8.11.18
 Agenda Item 5

REPORT ON SURREY COUNTY COUNCIL'S UMBRELLA SERVICE AGREEMENT FOR DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION

Having acquired the Godalming Museum in 2018, Godalming Town Council finds it necessary to carry out DBS applications for museum staff engaging with educational programmes with schools and vulnerable adults. An organisation can register to carry out its own disclosure applications if the number of disclosures required per year is more than three hundred. As the current number of disclosures required for Godalming Museum staff in 2018/2019 stands at four, it is now necessary to source and engage an Umbrella Organisation to carry out DBS applications on behalf of Godalming Town Council. Members are asked to consider the following in order for Godalming Town Council to become compliant to engage the services of an Umbrella Service Provider.

SURREY COUNTY COUNCIL – UMBRELLA SERVICE PROVIDER

The organisation identified as being able to provide this service to Godalming Town Council is Surrey County Council (SCC). SCC as the Umbrella Service Provider, requires Godalming Town Council to agree to the terms found in the SCC Umbrella Service Agreement and abide by the DBS Code of Practice (*both documents attached for the information of Members*).

In order to be compliant for SCC to provide DBS applications for Godalming Town Council's Museum staff and others, as appropriate, in accordance with the SCC Umbrella Service Agreement, Members are required to consider the following policies and, where appropriate, recommend the policies for adoption by Full Council:

- policy statement on the recruitment of ex-offenders;
- policy on the recruitment of ex-offenders; and
- DBS Data Handling Policy – The Secure Storage, Handling, Use, Retention, Disposal of Disclosures and Disclosure Information from the Disclosure and Barring Service and Umbrella Service Provider (Surrey County Council).

Additionally, Members are required to resolve to accept the following:

- adherence to the Code of Practice for Disclosure and Barring Service Registered Persons November 2015;
- for Godalming Town Council's Safeguarding Officer to agree, on behalf of Godalming Town Council, Surrey County Council's Umbrella Service Agreement;
- Declaration of Criminal Record – Action for Equality Form; and
- the reporting of any suspected malpractice in relation to the DBS Code of Practice.

DBS DISCLOSURE APPLICATION COSTS

The cost for providing the DBS Service to GTC online are as follows:

- £50.00 set up fee;
- standard DBS application (Staff) - £36.80 (this includes £9.00 + VAT processing charge);
- enhanced DBS application (Staff) - £54.80 (This includes £9.00 + VAT processing charge); and

- standard or enhanced volunteer DBS application (Volunteers) - £10.80 (NB. there is no fee charged by the DBS applications for volunteers, the cost indicated above is £9.00 + VAT processing charge).

RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Godalming Town Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS application on the basis of a conviction or other information revealed.

Godalming Town Council is committed to the fair treatment of its staff and potential staff regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS application is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs and discussions will indicate that a DBS check will be requested in the event of the individual being offered a position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage. We guarantee that this information is only seen by those who need to see it as part of the recruitment process. Unless the nature of the position allows Godalming Town Council to ask questions about the entire criminal records of applicants, we will only ever ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Godalming Town Council will ensure that appropriate professional support is provided for the recruitment process to identify and assess the relevance and circumstances of offences. We will also ensure that those involved with the recruitment process are provided with guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured conversation takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Check aware of the existence of the DBS Code of Practice and make a copy available on request.

We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing any conditional offer of a position or role.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

RECRUITMENT OF EX-OFFENDERS POLICY

1. As an organisation assessing applicants' suitability for positions, which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, using criminal record checks processed through the Disclosure & Barring Service (DBS), Godalming Town Council complies fully with the Home Office Revised Code of Practice for Disclosure and Barring Service Registered Persons November 2015 pursuant to section 122 (2) of the Police Act 1997 (available at www.gov.uk/government/publications/dbs-code-of-practice and undertakes to treat all applicants for positions fairly.
2. Godalming Town Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. Godalming Town Council can only ask an individual to provide details of convictions and cautions that Godalming Town Council is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. Godalming Town Council can only ask an individual about convictions and cautions that are not protected.
5. Godalming Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
6. This policy will be made available to all DBS applicants at the start of the recruitment process.
7. Godalming Town Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
8. Godalming Town Council selects all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. Godalming Town Council will ensure that appropriate professional support is provided for the recruitment process to identify and assess the relevance and circumstances of offences.
11. Godalming Town Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
12. At interview, or in a separate discussion, Godalming Town Council ensures that an open and measured conversation takes place on the subject of any offences or other matter that might

be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

13. Godalming Town Council makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.
14. Godalming Town Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

DBS DATA HANDLING POLICY

THE SECURE STORAGE, HANDLING, USE, RETENTION, DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION FROM THE DISCLOSURE AND BARRING SERVICE AND UMBRELLA SERVICE PROVIDER (SURREY COUNTY COUNCIL)

1. GENERAL PRINCIPLES

As an organisation using the Disclosure & Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, Godalming Town Council complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request and published on the Council's website.

2. STORAGE AND ACCESS

Certificate information is to be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

3. HANDLING

In accordance with Section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. Godalming Town Council will maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. USAGE

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

5. RETENTION

Once a recruitment (or other relevant) decision has been made, Godalming Town Council does not keep certificate information for any longer than is necessary. Retention of certificates is in accordance with Godalming Town Council's Document Retention Policy, which states that information relation to employment applications will be retained as follows:

- duration of employment for successful applicant; and
- 1 month after vacancy filled.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than the stated periods, Godalming Town Council will consult Surrey County Council as the umbrella service provider for the Town Council and will give full consideration to the data protection and human rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

6. DISPOSAL

Once the retention period has elapsed, Godalming Town Council will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

Godalming Town Council will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.



Home Office

Revised Code of Practice for Disclosure and Barring Service Registered Persons

November 2015

Revised Code of Practice for Disclosure and Barring Service Registered Persons

Presented to Parliament pursuant to section 122 (2) of the
Police Act 1997

November 2015



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Contents

Introduction	3
Who does this Code apply to?	3
Disclosure Offences: Sections 123 and 124 of the Police Act 1997	3
What happens if the Code is breached?	4
The Obligations	5
Registration Details	5
Application Process	5
Identity Verification	5
Data Handling	6
Suitability Policy	6
Payment of Fees	7
Eligibility	7
Compliance Requests	8
Glossary	9

Revised Code of Practice for Disclosure and Barring Service Registered Persons

Introduction

The Disclosure and Barring Service (DBS) was established in December 2012 under Part V of the Protection of Freedoms Act (POFA)¹ to undertake disclosure and barring functions. There are specific legal requirements around these checks. Disclosure functions are set out in Part V of the Police Act 1997,² which requires Registered Bodies to adhere to this Code of Practice.

Who does this Code apply to?

The Code of Practice applies to all Registered Bodies with the Disclosure and Barring Service (DBS) under section 120 of the Police Act 1997 (Registered Bodies) and recipients of Update Service information under section 116A of the Police Act 1997. This includes those Registered Bodies that provide an umbrella function to non registered organisations. The Code refers to any information exchanged between DBS and the Registered Body.

The Code of Practice does not apply to other third parties. The DBS will seek to ensure compliance with the Code through the full range of DBS assurance management processes.

All applicants for a DBS check should be made aware of this Code of Practice and provided with a copy on request.

Disclosure Offences: Sections 123 and 124 of the Police Act 1997³

Although certificates are now provided directly to the applicant, registered bodies will receive personal information related to applications and, where registered bodies are also employers, voluntary sector organisations or licensing authorities, will receive disclosure information when certificates are provided to them by their employees or applicants for posts, including volunteers.

Recipients of disclosure information, through electronic means or via the applicant's copy of the disclosure, must note that it is an offence to disclose information contained within a DBS Certificate to any person who is not a member, officer or employee of the Registered Body or their client, unless a relevant legal exception applies. Furthermore, it is also an offence to:

1. Disclose information to any member, officer or employee where it is not related to that employee's duties
2. Knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Certificate

¹ <http://www.legislation.gov.uk/ukpga/2012/9/part/5/enacted>

² <http://www.legislation.gov.uk/ukpga/1997/50/part/V>

³ <http://www.legislation.gov.uk/ukpga/1997/50/section/124>

Registered Bodies and those in receipt of Update Service information believed to have committed an offence will be liable to prosecution, suspension or de-registration.

What happens if the Code is breached?

The Police Act 1997 (Criminal Records) (Registration) Regulations 2006⁴ sets out Conditions of Registration. Regulation 7(h) is for compliance with the Code of Practice issued under section 122 of the Act.

Failure to comply with Conditions of Registration can result in the suspension or cancellation of registration. This follows a set legislative process with clear timescales.

Failure to comply with requirements set out in the Data Protection Act may also result in enforcement action from the Information Commissioner's Office (ICO).

⁴ <http://www.legislation.gov.uk/uksi/2006/750/contents/made>

The Obligations

Registration Details

The Police Act 1997 (Criminal Records) (Registration) Regulations 2006⁵ sets out the obligations a Registered Body must meet in order to retain its registration.

Registered Bodies must:

1. Provide up-to-date information to the DBS in respect of their registration information and counter signatories in line with current procedures.
2. Maintain all accounts, online or otherwise, for all DBS products and delete when no longer required.
3. Ensure any electronic system used complies with specifications set out in the above regulations.

Application Process

Registered Bodies must:

1. Submit applications for a DBS product in the format determined by DBS.
2. Ensure that applications for a DBS product are completed accurately and that all data fields determined by DBS as mandatory are completed in full.
3. Ensure that any application submitted electronically complies with DBS specifications as stipulated in line with current requirements.
4. Ensure that, where evidence checkers complete any part of the administration of the application process, sufficient training has been provided to enable same degree of accuracy required by DBS of the counter signatory.

Identity Verification

Registered Bodies must:

1. Verify the identity of the applicant prior to the submission of an application for a DBS product by following the current guidelines issued by DBS.⁶
2. Ensure that any person undertaking identity verification checks on their behalf follows the current guidelines issued by DBS.
3. Make sure lead or counter signatories do not validate their own applications for any DBS products.

⁵ <http://www.legislation.gov.uk/uksi/2006/750/contents/made>

⁶ <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Data Handling

Failure to comply with DPA requirements could result in enforcement action from the ICO.

In line with the Data Protection Act 1998 Registered Bodies and those in receipt of Update Service information must:

1. Have a written policy on the secure handling of information provided by DBS, electronically or otherwise, and make it available to individuals at the point of requesting them to complete a DBS application form or asking consent to use their information to access any service DBS provides.
2. Handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data protection Act 1998.
3. Handle all DBS related information provided to them by their employee or potential employee in line with the obligations under Data Protection Act 1998.
4. Ensure that a result received as part of an application submitted electronically is not reproduced in such a way that it infers that it is a certificate issued by DBS.
5. Ensure any third parties are aware of the Data Protection Principles and provide them with guidance on secure handling and storage of information. For Data Protection purposes, information passed to a Registered Body by DBS remains the responsibility of the Registered Body even if passed to a third party.
6. Ensure business continuity and disaster recovery measures are in place and comply with Data Protection requirements.
7. Must comply with security requirements under principle 7 of the Data Protection Act.⁷

Suitability Policy

Registered Bodies and those in receipt of Update Service information must:

1. Have a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.
2. Ensure that all applicants for relevant positions or employment are notified in advance of the requirement for a Disclosure.
3. Notify all potential applicants of the potential effect of a criminal record history on the recruitment and selection process and any recruitment decision.
4. Discuss the content of the Disclosure with the applicant before withdrawing any offer of employment.

⁷ <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>

Payment of Fees

Registered Bodies must:

1. Pay all registration fees in line with time periods set out in current procedures.
2. Pay all fees relating to DBS products in line with time periods set out in current procedures.
3. Pay all fees related to criminal records check applications submitted after any decision by the DBS to suspend registration or deregister the organisation.
4. Correctly apply the Police Act definition of a volunteer to each criminal records check application to assert eligibility that no fee should be charged for that application.
5. Publish all fees, in relevant documentation, associated with the processing of criminal records check applications when you do so on behalf of others.
6. Notify the DBS in writing of any change to the fees associated with the processing of Criminal records check applications when you do so on behalf of others.

Eligibility

Eligibility for DBS checks is set out in the following legislation:

- Standard checks – to be eligible for a standard level DBS certificate, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.⁸
- Enhanced checks – to be eligible for an enhanced level DBS certificate, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) regulations.⁹
- Enhanced checks with children's and/or adults' barred list check(s) – to be eligible to request a check of the barred lists, the position must be eligible for an enhanced level DBS certificate and be specifically listed in the Police Act 1997 (Criminal Records) regulations as being eligible to check the appropriate barred list(s).

Registered Bodies must:

1. Use all reasonable endeavours to ensure that they only submit Criminal Records check applications in accordance with the legislative provisions which provide eligibility criteria for relevant positions or employment.
2. Ensure that before allowing a DBS check application to be submitted they have assessed the role to be eligible under current legislation, correctly applied the right level of check, and correctly requested the appropriate barring list information.
3. Ensure they are legally entitled to request any DBS product being applied for.

⁸ <http://www.legislation.gov.uk/uksi/1975/1023/contents/made>

⁹ The various Police Act 1997 (Criminal Records) regulations can be found by searching on <http://www.legislation.gov.uk>

Compliance Requests

Registered Bodies and those in receipt of Update Service Information must co-operate in full and in line with the timescales in current procedures,¹⁰ when DBS enquiries are made in relation to:

1. Ongoing compliance of Registered Bodies and those in receipt of Update Service information with the obligations under this Code.
2. Implementing the suspension or de-registration of a Registered Body where non-compliance is established in line with current procedures.

¹⁰ Available at <http://www.gov.uk/DBS>

Glossary

Registered Body – employer or company registered with the DBS for the purposes of processing and submitting applications for DBS products.

Umbrella function – Registered Bodies processing and submitting applications for DBS products from employers not eligible to register with the DBS.

DBS Product – Any level of check available from DBS.

Client – Company or individual engaging umbrella functions from a registered body.

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Surrey County Council Umbrella Service Agreement

In order to attain/continue the use of Surrey County Council (SCC) as an Umbrella body for DBS Disclosure Applications, an organisation must agree to the following terms and abide by the attached DBS Code of Practice. This Code will be enforced by SCC. Sections 1 – 4 of the introduction are definitions as used in the Code of Practice.

Introduction –

The Code of Practice is published under section 122 of the Police Act 1997 (“the Act”) in connection with the use of information provided to registered persons (“Disclosure Information”) under Part V of that Act.

1. Umbrella Bodies

- An Umbrella Body is one, which has registered with the DBS on the basis that it will countersign applications on behalf of others who are not registered (“Client Organisations”).
- Umbrella Bodies must take reasonable steps to ensure that those to whom they pass Disclosure information observe the Code of Practice.

2. Disclosure information is information –

- Contained in criminal record certificates under section 113 of the Act (which are referred to in this Code as “Standard Disclosures”, or
- Contained in enhanced criminal record certificates under section 115 of the Act (referred to in this Code as “Enhanced Disclosures”, or
- Provided by the police under section 115(8) of the Act.

3. Recipients of Disclosure information – Unless indicated otherwise, the Code of Practice applies to all:

- Registered persons.
- Those countersigning Disclosure Applications on behalf of registered persons, and
- Organisations using the services of an Umbrella body (“Client Organisations”)

4. Client Organisation – this should be read as including any person at whose request a registered person has countersigned an application, including:

- Voluntary organisations and others engaging, or using the services of, volunteers, and
- Regulatory and licensing bodies.

Obligations of the Code –

By signing this document are agreeing to abide by the Code of Practice.

1. Fair use of Disclosure information

The Client Organisation shall:

- Observe guidance issued or supported by the DBS and Umbrella Body on the use of Disclosure information – and, in particular, the Client Organisation shall not unfairly discriminate against the subject of Disclosure information on the basis of conviction or other details revealed.

In the interest of the proper use of Disclosure information and for the reassurance of persons who are the subject of Disclosure information, the Client Organisation shall –

- Have a written policy on the recruitment of ex-offenders, so that a copy can be given to all applicants for positions where a Disclosure will be requested.

In order that persons who are, or may be, the subject of Disclosure information are made aware of the use of such information, the Client Organisation shall -

- Ensure that application forms for positions where Disclosures will be requested contain a statement that a Disclosure will be requested in the event of a successful application, so that applicants are aware of the situation;
- Include in application forms or accompanying material a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position, in order to reassure applicants that Disclosure information will not be used unfairly;
- Discuss any matters revealed in Disclosure information with the person seeking the position before withdrawing an offer of employment;
- Make every subject of a Disclosure aware of the existence of this Code of Practice, and make a copy available on request; and
- In order to assist staff to make appropriate use of Disclosure information in reaching decisions, make available guidance in relation to the employment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.

Identity Verification

It is the responsibility of the Client Organisation to satisfy themselves of the identity of the individual seeking Disclosure and ensure anyone undertaking this role is suitably trained to do so. SCC cannot be held liable if the unregistered body does not undertake sufficient steps to verify individual identities thereby invalidating the DBS checking process. Information on [identity checking](#) can be found on the [DBS Website](#)

2. Handling of Disclosure Information

The Client Organisation:

- Must ensure that Disclosure information is not passed to persons not authorised to receive it under section 124 of the Act. Under section 124, unauthorised disclosure is an offence;
- Must ensure that Disclosures and the information they contain are available only to those who need to have access in the course of their duties;
- Must securely store Disclosures and the information that they contain;
- Should retain neither Disclosures nor a record of the Disclosure information contained within them for longer than is required for the particular purpose. In general this should be no longer than six months after the date on which the recruitment or other relevant decisions have been taken, or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period should only be exceeded in very exceptional circumstances and requested through the Client Organisation.
- Have a written security policy covering the correct handling and safe-keeping of Disclosure information. Please see the DBS website for a [sample policy](#) that can be used or adapted.
- Electronic data is stored in the online DBS system, which requires a unique username and password and has a full audit trail of activity by every user. Access to the system and disclosure information is governed by the DBS Safer Staffing Team Manager who ensures, through secure logins, that only those required to access any information held in the system, are authorised to do so as part of their professional duties. The Client Organisation must ensure that the integrity of any logins issued to them is maintained and login information is not shared between individuals.

3. Assurance

The Client Organisation shall:

- Cooperate with requests from the Umbrella Body to undertake assurance checks as to the proper use and safekeeping of Disclosure information and to ensure that you are fully complying with the terms of your contract and the DBS Code of Practice.
- Provide evidence of their policies Recruitment of Ex-Offenders and The Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information, on request.
- Report to the Umbrella Body any suspected malpractice in relation to this Code of Practice or any suspected offences in relation for the misuse of Disclosures.

4. Failure to comply with the Code of Practice

The Umbrella Body is entitled to refuse to issue a Disclosure or cease the offer of acting as an Umbrella Body to a given organisation if it believes that a registered organisation or any individual representing said organisation has failed to comply with the Code of Practice.

I agree to be the Registered Person and to abide by the terms of the Criminal Record Bureau Code of Practice as specified above, and in the accompanying documentation. I confirm that our organisation has in place and will abide by our policy statements on (a) Recruitment of Ex-Offenders and (b) The Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information.

Signatory:

Print Name:.....

Organisation Name:

Date:.....



DECLARATION OF CRIMINAL RECORD
 (Disclosure and Barring Service Checks)
Action for Equality

Name: _____

Post Applied For: _____

Godalming Town Council values equality in employment and the services it provides. Our enclosed Recruitment of Ex-offenders Policy Statement document outlines the Council's commitment.

Our workforce is built on open and fair employment practices. Our employees are valued throughout their working lives with us.

We welcome applicants from all sections of the community and appoint on the basis of merit. We believe in open and fair employment practices.

We work within the provisions of the 1974 Rehabilitation of Offenders Act that enables some criminal convictions to become "spent", or ignored, after a period of time has elapsed from the date of the conviction. Certain posts are exempt from the Act i.e. where we can ask for an individual's convictions spent or otherwise to be declared. This is usually because of the sensitive nature of the post. Should you require further information on whether a conviction is "spent" or not this is available from the National Association for the Care and Resettlement of Offenders (NACRO).

Before completing this form, please read the following notes carefully.

Due to the nature of the post you have applied for, you need to declare all criminal convictions, reprimands, final warnings, cautions or other non-conviction information, even those which might have been considered 'spent' under the Rehabilitation of Offenders Act 1974.

Please return this completed form with your offer letter acceptance form

Have you ever been convicted of a criminal offence or been given a formal reprimand, final warning or caution by the police?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide details:

Date of Offence	Nature of Offence	Sentence/Nature of Police Sanction

Is there any other non-conviction information (eg. Pending prosecutions) which may have a bearing on your suitability for this post?

Is yes, please provide details:

I certify that, to the best of my knowledge, the information I have given on this form is true and accurate. I am fully aware that failure to disclose any convictions or bind overs may result in an offer of appointment being withdrawn or dismissal after appointment.

Signed _____

Date _____

Name: _____

Post Applied For: _____

Enclosed: Godalming Town Council's Recruitment of Ex-offenders Policy Statement

SAFETY POLICY STATEMENT

Godalming Town Council believes in providing a high quality service to its employees, visitors, contractors and users of its premises. Health and safety is an integral part of the Council's activity.

It is the policy of this Council to encourage all employees to be, not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that:-

- Each employee is given such comprehensible relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- The Town Clerk and Facilities Supervisor assess risks and introduce preventative and protective measures, so far as is reasonably practicable, or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that it is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.
- Adequate facilities and arrangements are maintained to enable staff to raise issues of health and safety.
- Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
- Procedures are devised that ensure the affective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures

Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in other documents.

The Town Clerk will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Signed: _____ (Town Clerk) Date
 _____ (Mayor) Date

GODALMING TOWN COUNCIL HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

1. Elected Members' Obligations

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- (a) the implementation of the safety policy; and
- (b) regular monitoring and review of health and safety practices, procedures and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Town Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

2. The Town Clerk

The responsibility for fulfilling the safety policy of the Council rests with the Town Clerk. The Town Clerk will ensure that the policy is carried out through responsible delegation of duties to the Facilities Supervisor - as defined below.

The Town Clerk is responsible for ensuring that:-

- (i) Staff are aware of their obligations and carry them out in accordance with the Safety Policy;
- (ii) effective reporting and communication exists within the organisation and with the users of the Council's premises; and
- (iii) unresolved problems of health and safety are brought to the attention of the Council.

N.B. In the absence of the Town Clerk, the Facilities Supervisor will be responsible for the implementation of this policy.

3. The Facilities Supervisor

The Facilities Supervisor will ensure that the Health and Safety Policy is implemented within all the Town Council's premises and on all Town Council land (and Joint Burial Committee land and buildings).

The Facilities Supervisor shall:-

- (1) ensure that programmed risk assessments are undertaken for work activities in the Town Council's premises. Where significant risks are identified the Facilities Supervisor is to ensure that safe systems of work or other control strategies are put into place in order to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum. These procedures shall be monitored and reviewed periodically;
- (2) advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Policy;
- (3) ensure that, where a problem cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- (4) ensure all work undertaken by Contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
 - (a) undertaking suitable and sufficient risk assessment before work commences;
 - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
 - (c) co-ordinating exchange of information between any contractors, Council staff and any others who may be affected by any Council contract;
 - (d) providing contractors with the latest edition of GTC Safety Rules for Contractors and ensuring compliance with those requirements;
- (5) ensure that all those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- (6) keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are reported to the Town Clerk;
- (7) consistently set a good personal example;

4. Godalming Town Council Employees

All Town Council employees shall:

- (1) take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by their acts and omissions at work;
- (2) co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- (3) attend as necessary health and safety training as directed by the Council, utilise or follow such training and use any personal protective clothing or other safety equipment provided to them, as necessary;

- (4) report any hazard or defect involving equipment, systems, procedures or buildings through the Facilities Supervisor to the Town Clerk;
- (5) report any accident or aggressive incident in accordance with established procedures.

5. Responsible Finance Officer

Responsible for notifying the Council with regards to insurance inspections and claims investigations.

6. Other Health & Safety Policies and Procedure Documents

Godalming Town Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for GTC's elected members and staff to follow.

Included as part of this policy document are the policy and arrangements for first aid, fire safety and lone working.



Supporting Our Community

FIRST AID POLICY

ORGANISATION AND ARRANGEMENTS

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide first aid support and facilities for their employees. Godalming Town Council considers a high standard of first aid service to be a vital component in maintaining high standards of health and safety at work and has, therefore, adopted the following First Aid Policy.

DEFINITIONS

First Aid is defined in the Health and Safety (First Aid) Regulations 1981 as a case where a person will need help from a medical practitioner or nurse in the event of serious injury or illness; where such help is not available, a First Aider will provide treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained. It also covers treatment of minor injuries and minor illness, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

These regulations apply only to employees although some First Aid provision is made for users of the Council's community buildings.

By agreement with Waverley Borough Council the First Aid procedure for the Town Council offices, at the Municipal Buildings, Godalming, is that of Waverley Borough Council, whose building the Town Council shares. The procedures for the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Old Town Hall (the Pepperpot) are attached as an annexe to this document.

The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. First Aid Boxes are provided at all of the Council's premises. In the case of lone workers - if they sustain a minor injury, they might be able to use a first aid box or telephone for help.

FIRST AID ORGANISATION

1. Overall responsibility for fulfilling the first aid policy of the Council rests with the Town Clerk.
2. The person dealing with a first aid incident must inform the Town Clerk or Facilities Supervisor as soon as possible.
3. If an accident involves a member of staff, the Town Clerk or Facilities Supervisor, will inform the next of kin.
4. The Town Clerk will enter into an agreement with Waverley Borough Council for the provision of first aid services within the Town Council offices during office hours.
5. The Support Services Officer will make appropriate arrangements to ensure at least three members of staff have undertaken work place first aid training, including at least one member of the museum staff.
6. The Town Clerk will delegate the procurement of first aid equipment and medical supplies for the Town Council offices and all Town Council premises to the Facilities Supervisor.

7. The Facilities Supervisor shall be responsible for ensuring that the First Aid Boxes at the Town Council offices and the Community Buildings are regularly restocked as necessary.
8. The most senior member of staff present at the time of any accident is to ensure that the Accident Book is completed

MUNICIPAL BUILDINGS, GODALMING

In addition to providing its own first aid trained staff, Godalming Town Council also has access by agreement with Waverley Borough Council, to the Waverley's procedures to enable first aid treatment to be administered to staff who are injured or feel unwell during office hours. To summon first aid, dial 01483 523000 (Waverley's internal emergency number) and tell the receptionist what is wrong and where you are. The receptionist will arrange for a First Aider to attend to you very quickly.

A First Aid room is provided in The Burys and is located on the first floor in the Civic Suite corridor, adjacent to the vending machines.

Please note that the first aid room has a combination lock and can therefore only be accessed with a First Aider.

GODALMING MUSEUM

Godalming Town Council will ensure that at least one member of the museum's employed staff have attended a work place first aid training course.

N.B. An ambulance is required to be summoned in all cases where a casualty loses consciousness for any period.



Supporting Our Community

FIRE SAFETY PRECAUTIONS & EMERGENCY PROCEDURES **MUNICIPAL BUILDINGS**

Fire in any building is a potential killer. It is important that all staff are familiar with the fire precautions for the areas that they find themselves in while you are at work. The Town Clerk should ensure that all new employees are made aware of the fire precautions and procedures in the Town Council offices on the first day of their employment.

Staff should be aware of the alternative means of escape. If a member of staff is hosting visitors – at a Committee or other meeting, they are to ensure that the fire evacuation information is given out before the meeting commences.

Sounding the Alarm

The alarm will be raised, normally by the continuous ringing of a loud bell. On hearing the alarm, staff are to leave the building immediately. Staff and any visitors are to make their way to the evacuation muster point at the Burys Field via Bridge Street and Wiggins Yard and are to await the instructions of the designated Fire Marshal or the Fire Brigade before returning to the Council Offices.

Fire Evacuation Wardens

The RFO is the Town Council office Fire Evacuation Warden (in the absence of the RFO this role will be undertaken by the Support Services Executive). The Fire Evacuation Warden will ensure the Town Council offices and Council Chamber are empty and report this to the person in charge at the assembly area. Staff are to obey the instructions of Fire Wardens when the fire alarm sounds.

Discovering a Fire

If you discover a fire you should **raise the alarm at once**. There are manual call points (alarm buttons covered by a glass window, also known as “break glasses”) by the front door to the Town Council offices and by the window on the upstairs landing. To raise the alarm break the glass (carefully), this will activate the fire alarm. The Waverley switchboard has the responsibility to summon the fire brigade once the alarm sounds. If safe to do so close all doors and windows and leave the building by the nearest safe route. Once outside, tell the person responsible where the fire you discovered is located.

Fire Extinguishers

Suitable fire extinguishers are located in the Town Council office at the top and at the foot of the staircase. Fire extinguishers are only to be used for small fires, for example a small fire in a waste bin. If you have not used a fire extinguisher before, the time to learn is **not** when there is a fire.

Good Housekeeping

If you see or become aware of any blocked fire exits, potential sources of a fire or anything else which you think may compromise safety in the event of a fire it is your duty to report it, normally to the Facilities Supervisor. If the situation is not resolved quickly, contact Waverley’s Safety and Emergency Planning Adviser on 01483 523480.

BOMB THREAT CALL – MUNICIPAL BUILDINGS

IN THE EVENT THAT YOU RECEIVE A BOMB THREAT CALL PLEASE ASK THE FOLLOWING QUESTIONS AND KEEP THE CALLER TALKING AS LONG AS POSSIBLE

WHERE IS THE BOMB ?

WHAT TIME WILL IT GO OFF ?

WHAT DOES IT LOOK LIKE ?

WHY ARE YOU DOING THIS ?

WHO ARE YOU ?

AT THE END OF THE CALL IMMEDIATELY RING THE EMERGENCY NUMBER 01483 523000 AND REPORT THE INCIDENT. THEN NOTIFY THE TOWN CLERK OR FACILITIES SUPERVISOR

WRITE DOWN THE EXACT WORDS OF THE MESSAGE.
RECORD ANYTHING THAT WAS SPECIFIC ABOUT THE CALLER - e.g.

Calm or excited

Male or female

Accent or odd language use

Old or young sounding

Background noise or music

If you come across a suspect package, parcel or bag etc - please **RING THE EMERGENCY NUMBER 01483 523000 TO REPORT THE PACKAGE. THEN NOTIFY THE TOWN CLERK OR FACILITIES SUPERVISOR - DO NOT ATTEMPT TO OPEN IT YOURSELF.**

TERRORIST ACTION BY POST - MUNICIPAL BUILDINGS

Waverley's internal emergency contact number is 01483 523000

The Threat is Minimal

Terrorist (or other criminal) action intent on causing harm using the postal system is extremely rare and the Town Council is not considered to be an especially vulnerable target. Although there have been incidents in the UK since September 2001, which have been proven criminal hoaxes. Any incident, however, for the sake of the safety of staff, must be treated seriously.

What to do if you Receive a Suspicious Communication Through the Post

The key advice is:

Your suspicions may be aroused particularly through a combination of the following conditions:

- the means of delivery is unexpected;
- the source of the communication is unknown to you or the source cannot be surmised;
- the addressing of the package is unusual;
- the package is discoloured/stained and/or gives off an unidentifiable smell;
- the package has excessive postage;
- there is excessive binding around the package; etc.

Contact **01483 523000** immediately if you receive a letter, package, parcel etc. that appears suspicious.

Having contacted 01483 523000, if practicable, place the suspect article in a bag or container that can be sealed.

Wait for further instructions. The emergency services will be contacted immediately and their advice will be passed on as soon as practicable. Regardless, you will be kept informed of progress.

What to do if People have been Potentially Contaminated

If a package is leaking, has been opened and is found to contain a suspicious substance and people have been potentially contaminated by a powder or a liquid, again contact 01483 523000 and, if practicable, place the suspect article in a bag or container that can be sealed.

Close doors and windows and evacuate the immediate area in which the article has been handled. For staff within the Council Offices, Godalming (other staff locations - see note below), you will be advised almost immediately on making the call to 01483 523000 you will be advised almost immediately where you should assemble, but please note that it is critically important that all staff who have come into contact with the suspicious article should go to the evacuation area and remain in that area until otherwise advised, following receipt of advice from the emergency services.

Put some form of sign on the outside of the door into the evacuated area to ensure that other staff do not inadvertently enter what may be a contaminated area.

Others in adjacent areas may be asked to move from their office accommodation and are to comply immediately with any instruction to leave.

REMEMBER - if you receive a suspicious letter, package, parcel etc., please contact 01483 523000 immediately

LONE WORKING POLICY & PROCEDURES

INTRODUCTION

All Town Council staff are at some point lone workers. Staff working at outside locations such as the Wilfrid Noyce Centre, Broadwater Park Community Centre, Pepperpot & Godalming Museum or the Cemeteries may be lone workers by virtue of their isolation. Staff based at the Town Council offices may find themselves the only member of staff in the office from time to time. Several hazards present themselves to staff working alone, ranging from personal accident or a transport breakdown to personal attack.

It is not possible to anticipate every eventuality, therefore this document is only intended as a guide for staff to help them devise safe systems of working for lone working.

A Lone Working Risk Assessment will establish the way in which the Council applies health and safety controls and responsibilities for lone workers, either operating on Council premises or working alone away from the Council. This policy also forms part of the general Health & Safety Policy.

It is recognised that often it is necessary for staff to work alone, and sometimes away from their normal place of work, carrying out site visits, inspections and the like.

The Council as a responsible employer is concerned to take steps to increase the support and protection of its staff whilst working alone and/or away from the office. A Lone Working Risk Assessment will cover any concerns and ways for staff to protect themselves when lone working.

These guidelines attempt to balance the Council's need to carry on its business without causing its staff to be vulnerable to assault or other forms of aggression.

It is expected that through adoption of the following guidelines, the likelihood of incidents can be reduced to a minimum. Regardless, arrangements for support for employees are in place should they be required.

LEGISLATION

The primary requirement of the Health and Safety at Work etc. Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and Safety at Work Regulations 1999 (MHSWR), which stresses the requirements for risk assessments. These 1999 regulations also include further responsibilities for young workers and new or expectant mothers. The same regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved. Lone working is also considered in various other forms of health and safety legislation, depending upon the operations in question.

There is no general legal prohibition on working alone but sometimes the law requires that at least two people must be involved in some types of work and specifies the safe system of work to be followed.

The **Management of Health and Safety at Work Regulations 1999** requires employers to assess the risks to health and safety involved with activities at work. This will need to include lone workers.

DEFINING TERMS

The term *lone working* within the meaning of this policy, applies to persons operating singularly, as given by the following examples:-

- 1 Staff working alone in the Council offices both within and outside *normal working hours*.
- 2 Staff working alone in other Council buildings both within and outside *normal working hours*.
- 3 Staff travelling between the Town Council office and other Council (or Joint Burial Committee) premises or the Town Council's bank.

This policy does not specifically pertain to staff working from home.

A POLICY FOR SAFEGUARDING STAFF

The Town Clerk will endeavour to avoid lone working situations whenever possible. When such working is required The Town Clerk will endeavour to ensure, so far as reasonably practicable, that lone workers are not placed at any greater risk than other Council workers.

The Town Clerk will positively identify those workers who may be deemed as *lone workers*, operating as such on either a regular or ad hoc basis, these will include all Town Council employees – in the following circumstances:

Early or late workers:	staff who are either the first to come on to the premises in the morning or the last to leave at night.
Staff left alone in the office	Staff left alone, through holiday, sickness or diary commitments of other staff.
Staff in isolated locations:	e.g. the Community Centres.

The Town Clerk will ensure that risk assessments for lone workers are undertaken and endeavour to eliminate, so far as is as reasonably practicable, risks or hazards in such operations. Where such hazards remain, efforts will be made to minimise the risks to lone workers by safe working systems.

The Town Clerk should encourage lone working staff, so far as possible, that in addition to ensuring details of external appointments are recorded in the online diary system, that staff working, unaccompanied away from either the Town council Offices or Museum, informs a colleague before they leave and provide an expected time of return. Additionally, they are to call in to the office on a regular basis.

Managers should ensure that staff working alone and operating sometimes out-of-doors and in dark areas are supplied with appropriate clothing, communication arrangements and torches.

Lone workers must carry their mobile telephone at all times. The telephone need not be Council supplied but the contact number should be made available to the Support Services Executive or the Facilities Supervisor.

The Town Clerk and/or the Facilities Supervisor are responsible for identifying general safety training needs of lone workers and to give guidance to lone workers to enable them to identify hazards and undertake safe working practises for their own well-being.

Lone workers should make themselves aware of all Council operational safety procedures and otherwise comply with all control and reporting requirements established for their own well-being and in compliance with this policy.

Lone workers should report any new or unrecorded hazards or risks to their manager at the first opportunity, to enable managers to assess and initiate appropriate safe working arrangements and amend risk assessment records as required.

Lone workers are required, as specified under the Health and Safety etc. Act 1974, to take all reasonable safety precautions when undertaking their work function and this requirement is especially important when operating alone.

The Council will operate appropriate management systems to ensure that staff regularly working on their own, are monitored and from time to time have a meeting with their manager or other staff, to ensure that they are able to function alone in a satisfactory manner. The Council will also ensure that the well-being of such lone workers is monitored, including their general health, since normal interactive processes may be otherwise limited.

Employees who operate in a lone worker capacity should inform their manager of any change in their personal circumstances, including health, which might have a bearing on their personal safe working arrangements.

The Town Clerk and/or Facilities Supervisor will exchange health and safety procedural arrangements with any contractual workers and their employing organisation in compliance with the MHSWR and other regulations as so required. Such exchanges of health and safety information are crucially important for lone worker operations.

The Town Clerk and Facilities Supervisor delegate to lone workers, including staff working when the building is closed to the public, responsibilities for health and safety matters that remain by law the obligation of Council managers.

LONE WORKING PROCEDURES & GUIDANCE

GUIDELINES FOR EARLY AND LATE WORKERS:

Any member of staff working outside normal working hours, particularly on their own, is at greater risk either from intruders or from personal accident when there is no help available. The best solution is to avoid such lone working, either by home-working or by planned activity involving two or more people.

If it is unavoidable, sensible precautions should be taken:

The Town Clerk, or delegated officer in his/her absence, should be aware that such work is taking place and ensure that staff know of any special arrangements required on entering or leaving the premises and making it secure. When working alone, outside normal office hours, the front door should be fastened on the "night setting". Any callers outside of office hours should be dealt with via the intercom and on no account should the front door be opened to any visitor (unless by prior arrangement). Visitors expecting to attend Council or Committee meetings should be asked to access the Council Chamber via the Waverley main entrance.

If late working the member of staff should, if possible, make the Waverley security staff aware of their presence.

Staff should understand the availability of first aid, which will be limited in these cases, or other emergency arrangements and how to summon help if required.

Guidelines for Staff Working Alone during Office Hours:

If working alone during office hours then on no account should the front door be opened to anyone without first ascertaining, using the intercom, who the visitor is.

If allowing a visitor into the offices then get up and meet the visitor in the entrance hall (in this way the visitor will be unlikely to know that there is no-one else in the office). In no circumstances should you say that you are alone in the office – if necessary indicate that a matter cannot be progressed without reference to the Town Clerk and that the Town Clerk is busy in an important meeting upstairs.

If any visitor makes you uncomfortable, and appears unwilling to leave – then you must leave the building either via the front door or via the Council Chamber (in these circumstances do not worry about whether or not the Chamber is occupied) and make your way to Waverley Reception and ask if a Waverley member of staff will accompany you back to the office.

Any incidence of an unauthorised person gaining access to the Town Council offices via the Council Chamber should be notified to the Town Clerk as soon as possible – the Town Clerk will inform Waverley.

Guidelines for Staff Making Site Visits

Always tell someone where you are going and what time you expect to return.

If you expect to meet someone then leave details of who you expect to meet, when and where at the office. Electronic Diary should be kept up to date with details of any appointments and contact information of the person(s) they are meeting.

Guidelines for Staff Working at a Base Other Than the Town Council Office

As far as possible keep the Town Clerk and/or Facilities Supervisor informed of the hours that you intend to be working.

Always carry your mobile phone and make sure it is useable.

Keep your electronic diary up to date with details of everyone you intend to meet. If showing a prospective user around a community centre then you must arrange to do so when someone else - another member of staff or another user - is on site.

When locking up a Community Centre at the end of a letting ask the user to stay with you until you have secured the premises.

Note that the Town Council does **not** expect you to take any undue risks. While the security of the Town Council's premises is important it is not more important than your safety - if at any time you feel uncomfortable or at risk either leave or do not enter the premises. If possible call another member of staff and ask for assistance - if necessary call the police.

Training Requirements

Employees and others must be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Staff will be required to follow the safe working procedures and have awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns or training needs to their line manager.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.