



**Lapley, Stretton  
& Wheaton Aston  
Parish Council**

You are here by summoned to attend a meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 1<sup>st</sup> September 2022 at 7.00pm at Lapley and Wheaton Aston Village Hall.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Council Manager (in advance) who will instruct that they are not included in the filming.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be tape-recorded by the Parish Council. The purpose of taping is that recordings act as an aide-memoire to assist the Parish Council Clerk in the compilation of minutes.

Please ensure that all mobile phones are switched to silent during the Parish Council meeting

***We kindly request that all councilors, employees and members of the public planning on attending the meeting take a lateral flow test at least thirty minutes before entering the meeting place. In the event of a positive result please consider the safety of others***

This meeting is subject to change due to the Covid-19 pandemic

Public Forum

- o Democratic thirty minute period/public discussion time: From 7.00pm residents are invited to give their views to the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. (standing order 3 f)  
No member of the public may speak for more than five minutes (standing order 3g)

Please ensure that all mobile phones are switched to silent during the Parish Council meeting.

- |  |                     |
|--|---------------------|
| <b>49.To consider apologies</b>  | <b>-Decision</b>    |
| <b>50.Declaration of Interests</b>   | <b>-Information</b> |
| To declare any interests   |                     |
| <b>51. Approval of minutes</b>   | <b>-Decision</b>    |
| To approve and sign the minutes of the Parish Council meeting held on July 14 <sup>th</sup> 2022           |                     |
| <b>52. To receive a presentation from Officers South Staffordshire Council</b>                             | <b>-information</b> |
| <b>53.To receive report from Parish Council Clerk</b>  | <b>-Information</b> |
| <b>54. To receive report from Staffordshire County Council and update on highways proposal-information</b> |                     |
| <b>55.To receive report from South Staffordshire Council</b>   | <b>-information</b> |
| <b>56.Financial matters</b>  | <b>-decision</b>    |
| To consider financial matters including:   |                     |
| a) To approve the expenditure and income for July 2022   |                     |
| b) To receive the UT reconciliation to 31 <sup>st</sup> July 2022  |                     |
| c) To note payments/decisions made under delegated powers  |                     |

**57. Planning recommendations**

**-decision**

To consider planning matters including

- a) planning application 22/00749/FUL  
planning application 22/00750/LUE  
Planning application 22/00722/FUL  
Planning application 22/00801/FUL

b) Planning applications received after the agenda papers distributed

c) Development naming: Former Wheaton Aston Old Hall- suggested names Old Hall Court, Old Hall Mews

**58. Training**

**-decision**

To confirm training taken and any proposed courses

**59. Stretton Memorial booklet**

**60. Gated alley Broadholes Lane/Pinfold**

**-decision**

To consider if the alley should be reopened following the surcease of legislation for the gating order

**61. NALC Civility and Respect Pledge**

**-decision**

To consider taking the pledge to support civility and respect

<https://www.nalc.gov.uk/our-work/civility-and-respect-project#take-the-pledge>

**62. Policy update**

**-decision**

To review the following updated policies:

- Civility and respect policy (to replace Dignity at Work / Bullying and Harassment Policy)
- Filming, Videoing, Photography, Audio Recording at Council Meetings
- Lone Working Policy
- Lone Worker Risk Assessment
- Open Spaces Policy
- Safeguarding Policy
- Co-option policy & Procedure
- GDPR - Audit

**63. Forward Planning and Maintenance working group**

**-decision**

**To consider the recommendations:**

- Pothole repair at Marston playing fields:£565 plus vat

**64. Allotments update**

**-information**

**65. Christmas tree festival**

**-decision**

To consider the invite to participate

**66. Camp Bestival**

**-decision**

To consider contacting the organisers following this years event

**67. CONFIDENTIAL AGENDA**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest

**68. Assistant clerk vacancy**

To confirm applicant for the role of Assistant clerk

**69. Items for future** - Each councillor may use this opportunity to report on matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

**70. Date of next meeting:** 20<sup>th</sup> October 2022 at 7pm at Lapley and Wheaton Aston Village Hall. This is subject to change due to the ongoing Coronavirus situation

Mrs A Watson Parish Council Clerk  
25.8.22

Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions with due regard to the likely effect of the exercise of those functions and

to do all that is reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of Care into consideration

**Lapley, Stretton and Wheaton Aston Parish Council  
Clerks Report**

**Information**

**Update from Brewood medical practice**

'We are sorry to hear that the work at Wheaton Aston is causing an issue for patients. The work to refurbish the inside has taken longer than first anticipated but we are delighted that it's now approaching completion. I am advised that we are only a couple of weeks away (give or take) and the whole building will be reopened. It was deemed that it was preferable to keep Wheaton Aston open during the refurb and offer medical and pharmacy services to the local community rather than force patients to travel to Brewood.

In other news, the telephone system is due for replacement in the next month. The current system sees such a high volume of call traffic that it has been necessary to upgrade the whole system. We have also taken on four new reception staff. The staff combined with a new telephone system will hopefully alleviate some of the waiting times on the phone. The call volume exceeds 1500 most week days and after bank holidays the call volume can double.

We have had a sweep of staff illness also recently which has had a detrimental impact on appointments. Covid has swept through the practice once again knocking many of the staff off their feet. However, appointments are available and face to face appointments are all back to pre-Covid numbers.

We are using an online triage system called Klinik. The aim of this is to triage faster and more efficiently. The Klinik A.I. technology combined with duty clinicians experience and advice ensures patients are booked appropriately for urgent or routine appointments. It is also possible from the triage forms to signpost patients to other services that could help. It may be that another member of staff can help rather than a GP alone. We are delighted to have a musculoskeletal practitioner, mental health nurse, social prescriber and health care assistants amongst others working at the practice to offer a varied and diverse service to the community.

Up to date surgery information can be found on the News page of our website and we will update our social media with Wheaton Aston news as soon as we have it. The PPG are also supporting us with the broadcast of information and its delivery to Brewood, Wheaton Aston, Coven and beyond'  
Further update (14.7.22)

The timeline for Wheaton Aston looks a bit like this.

- We are finishing off of things like flooring trip hazards etc as we speak
- Reception is completed this week and the move across.
- Pharmacy move - unfortunately entirely dependent on NHS England and their processes - it cannot move until NHSE say yes.
  - So - the surgery and dispensary will be open within a week or two
  - Pharmacy will be a later date

Dr Ahmed emphasises however that patients are able to wait in the waiting room for their appointments etc and apart from aesthetic bits and bobs- patients can come and go as normal.

- £675 has been awarded for SCC community fund for the allotment project
- 8.8.22 confirmed eligibility with financial services scheme
- 10.8.22 emailed received from SAA to opt out of external auditor automatic appointments. Details have been circulated and responses received have been not to opt out. No request for further consideration
- 5 trees at Marston field have ash die back disease and need to be removed
- 11.8.22 Tree monitoring on the Cedar at Lapley Green, the species is in good condition at this time and can now be monitored during the regular surveys

### **Maintenance**

11.7.22 Graffiti at MPF. Police notified

Ash die back survey completed July 22, five trees noted to have the disease and need to be felled

#### **Outstanding items update**

- Allotments- SSC are progressing the landownership with the corporate leadership team
- Birkenshaw Lane update- No update
- Stretton right of way update- No update
- Defib at Marston Field- defib ordered, awaiting an installation date
- Lapley Green registration-. Ssc legal team cannot offer support due to a conflict in interest , SCC advise that they no longer have the capacity to support. Difficulty finding solicitors who can help
- Map board- progressed to production. Will need an onsite visit with officers of ssc and Afeb to determine installation location

### **Consultations**

Speed limit change for Ivetsey Rd/Lapley Rd and Bellhurst Lane :

<http://www.staffordshire.gov.uk/TROStatutoryConsultation>

- Scheme Reference and
- Scheme Location

### **Meetings/Events**

26.7.22 AIA to be completed

17.8.22 Ecology report/SUD report

7.9.22 Clerk- H&S officer SCC

9.9.22 clerk- scribefest

13.9.22 clerk- neighbourhood planning

3.10.22 cler- SPCA course wellbeing

### **Training/CPD/ SPCA Upcoming courses**

#### **Items emailed to councillors**

11.7.22 SSC R Sharratt Locality forum update

11.7.22 SPCA newsbulletin

13.7.22 SSC Enforcement cases June

14.7.22 SSC hot weather advice

15.7.22 ssc round up issue 275

2.8.22 Christmas tree festival invite

2.8.22 WMI plg notes

2.8.22 spca bulletin 1.8.22

2.8.22 SSC planning application 22/00720/FUL

2.8.22 spca news bulletin 25.7.22

8.8.22 SSC Street scene update

8.8.22 SPCA news bulletin

10.8.22 SCC road closure details affecting Lapley Road [https://api-gb.one.network/downloads/tm/1118/4288807-lapley-lane-stretton\\_130490593\\_3475150\\_e7085935e4.pdf](https://api-gb.one.network/downloads/tm/1118/4288807-lapley-lane-stretton_130490593_3475150_e7085935e4.pdf)

10.8.22 SAA- external auditor update

11.8.22 SC planning application 22/00749/FUL

15.8.22 spca news bulletin

15.8.22 SSC news round up  
 17.8.22 ssc planning g application 22/00750/LUE  
 24.8.22 SPCA newsbulletin

24.8.22 Planning application 22/00722/FUL  
 24.8.22 SCC proposed speed limit changes ivestey rd/bellhurst lane and Lapley rd  
 27.6.22 SPCA news bulletin

**Use of devolved powers**

13.6.22	phone line	5.99
29.6.22	amazon storage boxes	32.99
12.7.22	replacement bug houses	64.47
12.7.22	Facemasks	18.39
13.7.22	graffiti spray	17.45

4.8.22 £65 approved for weed spray at WA green  
 New pegs required for grass matting

**Response to planning comments:**

Application 22/00720/FUL

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list

**Start of year 01/04/22**

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
82		£1,291.99	120/1/1	14/07/22	Ditton Services - monthly charges	
83	bacsnp	£79.25	190	14/07/22	Npower Limited - cctv costs	£79.25
84	ddee	£32.12	100/10	14/07/22	EE - monthly chsrged	£32.12
85	ddico	£35.00	150/5	14/07/22	Information Commissioner's Office - annual charge	£35.00
86	fxcard	£18.39	170	14/07/22	Amazon - face maks	£70.12
87	frx card	£64.47	170	14/07/22	Amazon - buig houses replacement	£64.47
88	fxcard	£32.99	170	14/07/22	Amazon - storage	£70.12
89	fxcard	£5.99	170	14/07/22	Amazon - phione line	£70.12
91		£32.84		14/07/22	Mrs Amy Watson - expenses zoom mileage	
1		£14.39	100/6/1		zoom	
2		£18.45	100/18/1		mielage	
92	bacsmcs	£103.80	100/19/1	14/07/22	Microshade Business Consultants Ltd - monthky chrg	
		£103.80				
93	bacsssc	£279.60	100/2	14/07/22	South Staffordshire District Council - rent	£279.60
94	bacsmb	£17.55	100/18/1	14/07/22	Mr. Malcolm Bissell -	£17.55
95	bacslswavh	£46.00	100/6/1	14/07/22	Lapley & Wheaton Aston Village Hall Management Committee - quarter charges	£46.00
96	dd14.7.22	£6.26	100/10	14/07/22	Mainstream Digital Ltd. - last charges	£6.26
97	bacsbt	£98.32	100/10	14/07/22	BT - first charge	£98.32

98	bacspe	£1,200.00	202	14/07/22	Potters Electrical Ltd - jubilee bunting	£1,200.00
99	nacsbrs	£177.12	100/11/1	14/07/22	Black Rose Solutions Ltd - internal audit	£177.12
100	bacssta	£144.00	202	14/07/22	St. John Ambulance - jubilee cover	£144.00
101	fxcard	£12.75	170	14/07/22	Amazon - graffiti remover	£70.12
108	300085	£230.00	202	15/07/22	reimbursement for jubilee event approved 14/7/22	£230.00
Sub Total		£3,908.44				
		£3,571.40			Confidential	

**Total** £7,479.84

Bank Account Reconciled Statement

**Unity Trust - Current Account**

**1111559/2035784 30-98-00**

Statement Number	19	Bank Statement No.	19
Statement Opening Balance	£69,098.86	Opening Date	01/05/22
Statement Closing Balance	£46,999.91	Closing Date	31/07/22
True/ Cashbook Closing Balance	£46,999.91		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
24/05/22	cost of jubille sign		220.00	0.00	68,878.86
26/05/22	Transfer		360.00	0.00	68,518.86
30/06/22		Ditton Services	1,282.00	0.00	67,236.86
30/06/22	bacs511973439np 66,929.37	Npower Limited		307.49	0.00
30/06/22	dd220516msd	Mainstream Digital Ltd.	163.16	0.00	66,766.21
30/06/22	dd220614mds	Mainstream Digital Ltd.	6.60	0.00	66,759.61
30/06/22	dd220617ee	EE	32.12	0.00	66,727.49
30/06/22	dd220630ut	Untity Trust	28.50	0.00	66,698.99
30/06/22	fo979361057mb	Mr. Malcolm Bissell	18.45	0.00	66,680.54
30/06/22	fp133759783jm	Mrs. Josie Morris		0.00	
30/06/22	fp20273746ms	Microshade Business Consultants Ltd	475.20	0.00	66,130.95
30/06/22	fp215644952ric	Ricoh U K Limited	139.06	0.00	65,991.89
30/06/22	fp220519ad	Mrs. Alexa Davies		0.00	
30/06/22	fp220519aw	Mrs Amy Watson			
30/06/22	fp220519ee	EE	32.12	0.00	64,180.53
30/06/22	fp220519hmr	HMRC	842.65	0.00	63,337.88
30/06/22	fp220519jm	Mrs. Josie Morris			
30/06/22	fp220519jrb	JRB Enterprises Ltd	142.79	0.00	63,120.70
30/06/22	fp220519kd	Mrs Karen Daker			
30/06/22	fp220519mb	Mr. Malcolm Bissell			
30/06/22	fp220519ms	Microshade Business	103.80	0.00	62,374.51

		Consultants Ltd			
30/06/22	fp220519rsr	Radii	250.00	0.00	62,124.51
30/06/22	fp220519spc	Staffordshire Parish Councils' Association	30.00	0.00	62,094.51
30/06/22	fp220519spf	Staffordshire County Council Superannuation Fund			
30/06/22	fp260522sbc	Stafford Borough Council	432.60	0.00	60,828.19
30/06/22	fp27420815kd	Mrs Karen Daker	7.65	0.00	60,820.54
30/06/22	fp319697066spc	Staffordshire Parish Councils' Association	30.00	0.00	60,790.54
30/06/22	fp385106832afe	A F E B Limited	528.00	0.00	60,262.54
30/06/22	fp403064977mb	Mr. Malcolm Bissell	11.70	0.00	60,250.84
30/06/22	fp403494498ssc	South Staffordshire District Council	279.60	0.00	59,971.24
30/06/22	fp423450056pd	Playdale	468.44	0.00	59,502.80
30/06/22	fp564720765kd	Mrs Karen Daker			
30/06/22	fp588098570ssc	South Staffordshire District Council	279.60	0.00	58,940.90
30/06/22	fp6012662299spf	Staffordshire County Council Superannuation Fund			
30/06/22	fp632182642pp	Pink Print	52.80	0.00	58,099.26
30/06/22	fp642333831aw	Mrs Amy Watson	62.99	0.00	58,036.27
30/06/22	fp65085365aw	Mrs Amy Watson			
30/06/22	fp7537902aw	Mrs Amy Watson	51.74	0.00	56,342.77
30/06/22	fp81184418slc	SLCC Enterprises Ltd	270.00	0.00	56,072.77
30/06/22	fp829432686ms	Microshade Business Consultants Ltd	103.80	0.00	55,968.97
30/06/22	fp85442345hmr	HMRC	731.60	0.00	55,237.37
30/06/22	fp921778205mb	Mr. Malcolm Bissell			
30/06/22	fp977108913ds	Ditton Services	1,291.99	0.00	53,706.91
30/06/22	pf448661103ad	Mrs. Alexa Davies			
06/07/22	dr220519ssd	South Staffordshire District Council	0.00	500.00	54,145.16
13/07/22	nacsbrs	Black Rose Solutions Ltd	177.12	0.00	53,968.04
20/07/22	bacs200722ssc	South Staffordshire District Council	0.00	200.00	54,168.04
31/07/22		HM Revenue & Customs Only	75.20	0.00	54,092.84
31/07/22		Staffordshire County Council Superannuation Fund	11.17	0.00	54,081.67

31/07/22		Mrs Amy Watson	14.39	0.00	54,067.28
31/07/22		Staffordshire County Council Superannuation Fund			
31/07/22		HM Revenue & Customs Only	394.15	0.00	52,981.08
31/07/22		HM Revenue & Customs Only	0.20	0.00	52,980.88
31/07/22		HM Revenue & Customs Only	8.20	0.00	52,972.68
31/07/22		HM Revenue & Customs Only	48.00	0.00	52,924.68
31/07/22		HM Revenue & Customs Only	220.31	0.00	52,704.37
31/07/22		Mrs Amy Watson	18.45	0.00	52,685.92
31/07/22		Ditton Services	1,291.99	0.00	51,393.93
31/07/22	300085	Mrs C Sable			
31/07/22	bacs270722ad	Mrs. Alexa Davies			
31/07/22	bacs270722aw	Mrs Amy Watson			
31/07/22	bacs270722jm	Mrs. Josie Morris			
31/07/22	bacs270722mb	Mr. Malcolm Bissell			
31/07/22	bacsbt	BT	98.32	0.00	48,977.42
31/07/22	bacsd27722kd	Mrs Karen Daker			
31/07/22	bacslswavh	Lapley & Wheaton Aston Village Hall Management Committee	46.00	0.00	48,897.49
31/07/22	bacsmb	Mr. Malcolm Bissell	17.55	0.00	48,879.94
31/07/22	bacsmcs	Microshade Business Consultants Ltd	103.80	0.00	48,776.14
31/07/22	bacsnp	Npower Limited	79.25	0.00	48,696.89
31/07/22	bacspe	Potters Electrical Ltd	1,200.00	0.00	47,496.89
31/07/22	bacsssc	South Staffordshire District Council	279.60	0.00	47,217.29
31/07/22	bacssta	St. John Ambulance	144.00	0.00	47,073.29
31/07/22	dd14.7.22	Mainstream Digital Ltd.	6.26	0.00	47,067.03
31/07/22	ddee	EE	32.12	0.00	47,034.91
31/07/22	ddico	Information Commissioner's Office	35.00	0.00	46,999.91

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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Reconciled by Amy Watson

Signed

Clerk / Responsible Financial Officer

Chair

Date

Dear Parish Councillors

As part of our on-going fund-raising Lapley Church Restoration Fund Committee is hosting a Christmas Tree Festival during the first weekend in December – Saturday 3<sup>rd</sup> and Sunday 4<sup>th</sup>.

We are writing to ask if you would like to take part in this venture by bringing and decorating a tree. The Theme is **'The Wonder of Christmas'**.

We would like you to provide your own tree, please, in a secure container. Traditional (real or artificial) trees should ideally be 4ft high and 3ft wide but should yours be of different dimensions please contact us so that an appropriate space can be allocated. Trees could also be made from cardboard, wire, wood, wool, *papier-mâché*, to suggest a few alternatives to the traditional Christmas Tree which you might prefer to use (please let us know if this is the case).

We would also ask that when bringing your decorations you include battery powered lights (complete with extra batteries) as this will eliminate the need for cables to each tree.

If you would like to take part in the Festival, please let us know by 1<sup>st</sup> September (on the tear off strip below **or preferably by email**). We will send you more details later in the year.

Updated policies:

#### **DIGNITY AT WORK POLICY**

##### **Civility and Respect Pledge**

Implemented September 2022

Review: September 2024

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC hereafter) believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

##### **Purpose**

LSWA PC is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying. In support of this objective, LSWA PC has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available NALC & SLCC. We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process. This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly;
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

**Scope** This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at LSWA PC. Should agency staff, or contractors have a complaint connected to their engagement with LSWA PC this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the deputy chair / council's personnel / staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy. It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

**The position on bullying and harassment** All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. LSWA PC will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying.

You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment. We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council. We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic

• Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic Harassment

• Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

**Bullying** What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person. Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
  - Unwelcome sexual advances
  - The offer of rewards for going along with sexual advances e.g. promotion, access to training
  - Threats for rejecting sexual advances
  - Demeaning comments about a person's appearance
  - Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
  - Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
  - Spreading malicious rumours or insulting someone
  - Lewd or suggestive comments or gestures
  - Deliberate exclusion from conversations, work activities or social activities.
  - Withholding information a person needs in order to do their job
  - Practical jokes, initiation ceremonies or inappropriate birthday rituals
  - Physical abuse such as hitting, pushing or jostling
  - Rifling through, hiding or damaging personal property
  - Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
  - Isolation or non-cooperation at work
  - Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
  - The use of obscene gestures
  - Abusing a position of power
- Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them. Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not)

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

**Victimisation** Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload. Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you. Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you. Reporting Concerns What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you.

There are two possible avenues for you, informal or formal.

The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc. What you should do if you witness an incident you believe to be harassment or bullying:

If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so. What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

**Informal resolution** If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s). If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential. In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate. If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases

where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

**Raising a formal complaint** If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
  - The nature of the harassment or bullying,
  - The dates and times the harassment or bullying occurred,
  - The names of any witnesses
- Any action taken by you to resolve the matter informally. The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds. Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially.

When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy. The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied). After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official. Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome.

You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

**The use of the Disciplinary Procedure** If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome. This is a non-contractual policy and procedure which will be reviewed from time to time.

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GUIDANCE FOR

USING THE DIGNITY AT WORK POLICY This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment. This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees. The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice. Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed. The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion. The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list. Notes: Protected Characteristics A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual

orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

**Discrimination** includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic. Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their age, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a disability to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of gender reassignment.
- Pregnancy/Maternity harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on race could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- Gender harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on religion/belief.
- Excluding same sex partners from social events could be both sexual orientation and marriage/civil partnership discrimination, as could not offering the same work-related benefits. A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal. • Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim. • New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

**Legal risks** Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap. A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims. The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome. Culture and behaviour We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community. It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence. It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer. Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies. Scope All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council. Likewise, concerns raised about the behaviour of a contractor

or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation.

To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed. Managers Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

**Bullying and harassment & performance management** The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard. Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way. **Responsibilities** All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others. Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner. During the investigation Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved. Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health. Ensure that you communicate regularly with both parties. The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

**Confidentiality** It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from.

The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern. During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required. **Victimisation** All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal. **False allegations** If an employee makes an allegation that they know to be untrue, or gives

evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc. Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

### **Filming, Videoing, Photography and Audio Recording at Council Meetings Policy**

**Adopted: 7<sup>th</sup> April 2016**

**Latest review: September 2022**

#### **Filming, Videoing, Photography and Audio Recording at Council Meetings**

Lapley, Stretton & Wheaton Aston Parish Council is committed to being open and transparent in the way it conducts its business. The press and members of the public are therefore welcome to film, photograph or record decision making in action at any meeting that is open to the public.

The Council also welcomes the use of social media, such as bloggers, tweeters, Facebook and YouTube users.

This Protocol provides practical information to assist anyone considering filming, videoing, photographing or making audio recordings of meetings.

#### **Before the meeting**

Anyone intending to film or record a meeting should contact the Parish Council Manager for advice and guidance. Reasonable advance notice will enable practical arrangements to be made and any special requirements to be discussed.

Flash photography, additional lighting or large equipment will not be permitted, unless agreed in advance and it can be accommodated without causing disruption to the proceedings. Requests to use equipment of this nature will be subject to consideration of the constraints of the meeting room.

#### **General**

The Chairman of the meeting will be informed of any intention to film and s/he will make an announcement to attendees before the start of the meeting informing attendees that the meeting may be filmed.

Notice of the filming/recording/broadcasting of meetings will be displayed in and outside the place of meeting and meeting agendas will include the following:

“The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Council Manager (in advance) who will instruct that they are not included in the filming.”

Members of the public speaking at, or attending, the meeting (including asking questions or presenting petitions) must not be filmed if they have indicated that they do not wish to be included.

Recording and reporting the council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act part III (1986 as amended), The Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

Filming or recording must be non-intrusive and the Council's Standing Orders provides for the removal of a member of the public from a meeting should that person, having been warned, continue to interrupt proceedings. The Chairman of a meeting may also call any part of the meeting room to be cleared in the event of a general disturbance.

It should be noted that the Chairman of a meeting will have absolute discretion to terminate or suspend any of the above activities if, in his/her opinion, continuing to do so would prejudice the running of the meeting. The circumstances in which termination or suspension might occur could include:

- Public disturbance, disruption or suspension of the meeting.
- The meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures.
- Where it is considered that continued recording/ photography/ filming/webcasting might infringe the rights or privacy of any individual (including staff members), or intimidate them.
- For any other reason which the Chairman considers reasonable in the circumstances.

### **During the meeting**

Filming or recording of Meetings should:

- Not interfere with the effective conduct of the meeting, nor should it be disruptive or distracting. The Chairman has discretion to suspend or stop filming or recording at any time if and to take appropriate action if anyone is, in his/her opinion, doing so in a disruptive manner.
- Not seek to 'overview' sensitive information such as close ups of confidential papers or private notes
- Usually take place from a specified location(s) within the room.
- Not obstruct others from observing and participating in the proceedings.
- Cease immediately if and when the meeting agrees to formally exclude the Press and public due to business of an Exempt or Confidential nature (see 'Exempt or confidential business' below).
- Not be edited in a way that could lead to misinterpretation of the proceedings or the comments made, or that ridicules those being filmed.
- When published or broadcast, recordings should be accompanied by information including when and where the recording was made and the context in which the discussion took place.
- Be overt (i.e. clearly visible to anyone at the meeting).
- Cease, unless continued filming has been explicitly agreed in advance with the Parish Council Manager, when the meeting is formally concluded.

### **Exempt or confidential business**

All meetings of the Full Council are open to the public except in limited circumstances where the Council is legally required, or allowed, to close the meeting to the public. The circumstances where business is 'exempt' or 'confidential' are set out in the Council's Standing Orders.

## **Virtual Meetings**

Since the legislation to allow councils to meet remotely ended, LSWA PC has returned to face to face meetings. Should future legislation make virtual meetings possible this will policy will be update to reflect the situation

**Adopted April 2018**

**Reviewed Sept 2022**

### **1. Introduction**

Lapley, Stretton and Wheaton Aston Parish Council(LSWAPC) recognises that its employee(s) 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 office hours.

Under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, LSWAPC has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employee(s) have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

### **2. Scope of the Policy**

This policy applies to all situations involving lone working arising in connection with the duties and activities of LSWAPC staff.

### **3. Definition**

The Health & Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”. This covers LSWAPC’s employees, the Clerk, the Village Orderly, 2 x litter pickers, volunteer litter pickers, volunteer park risk assessment officer, Councillors and on occasion, the Assistant Clerk, who are required to carry out his or her duties for all or part of his/her/their working day working in isolation.

### **4. Aims**

The aim of this policy is to:

- (a) increase staff awareness of safety issues relating to lone working.
- (b) ensure 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 is 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 Councillors and the Clerk are responsible for:

The Clerk on behalf of the Parish 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 linked to lone working and that the effectiveness of this policy is regularly reviewed.

5.2 Councillors and the Clerk are responsible for:

- ensuring that all staff are aware of the policy;
- taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- identify situations where people work alone and decide whether a system can be adopted to avoid workers carrying out tasks on their own;
- 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 identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;

- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- ensuring that appropriate support is given to staff involved in any incident; and
- providing a mobile phone and other personal safety equipment, if and where this is felt to be desirable.

### 5.3 Employees are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- following guidance 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 and complete an accident form;
- 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;
- always maintain good communication to minimise risk.

## 6. Guidance for Risk Assessments of Lone Working

Risk assessment is essential to good risk management. Assessment will be carried out for and on behalf of all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as any mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or reduce the risk to the lowest level reasonably practicable. A lone workers checklist will be completed (see Lone Worker Risk Assessment). This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working. A risk assessment will be carried out.

Risk assessments for site based lone workers will include:

- is the person fit and suitable to work alone;
- safe access and exit;
- risk of violence;
- are women especially at risk if they work alone;
- safety of equipment for individual use;
- channels of communication in an emergency;
- site security;
- security arrangements, i.e. alarm systems and response to personal alarms;
- level and adequacy of on/off site supervision.

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

- travelling between sites;
- reporting and recording arrangements;
- communication and traceability and personal safety/security.

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

## 7. 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 threatened or “unsafe” (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

## 8. Contacting/Involving the Police

The Council is committed to protecting its 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, staff should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

## **9. 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 appropriate training.

## **10. 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 receives any necessary medical treatment and/or advice. If an incident occurs out of hours, the Council's Chair 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.

## **11. Lone Working for the Clerk**

Where the items above relate directly to the Clerk as a staff member the appropriate controls will be exercised by the Council or, in an emergency, the Chair of the Council.

## **12. Good Practice for Lone Workers**

- During their working hours, all staff leaving the workplace should leave written details of where they are going and their estimated time of arrival back, for homeworkers details should be left with a family member or friend.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office/home environment.
- If the visit is assessed to have a sufficient risk, arrangements should be made with a
- Colleague, family member, friend or councillor to check that a lone worker has returned to their base on completion of the visit. If possible delay the visit until staff can be accompanied.
- Telephone contact between the lone worker and a colleague/councillor/family member/friend may also be advisable. Staff should avoid being left on their own with a client in their workplace, or leaving a colleague/councillor in this situation.
- Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries – to be reported if used.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Staff should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.
- Before making home visits, the lone worker must have full knowledge of the hazards and risks to which he or she may be exposed to and apply control measures to eliminate or reduce the potential risks.
- Having collected all the relevant information, you then need to plan your contact:
- Trust your intuition and always think of your personal safety;
- What is the best time of the day to visit? Assess the situation. Are you familiar with the property locations? Consider the weather/visibility/seasons – will you be driving in the dark?
- Where is the most appropriate place to see this person?
- Do you need to take a colleague or councillor with you?
- If another company is involved, can a joint visit be arranged?
- Ensure that someone knows where you are at all times and do not make last minute/unplanned visits.
- Do you have a personal panic alarm (if applicable) or mobile (if applicable) –
- check it is charged.
- Know where you are travelling to. Check your route to avoid stopping and
- asking strangers for directions.
- Be informed of adverse weather and only conduct your role when you have determined that it is safe to do so
- Park near street lighting or lit areas whenever possible.

- Reverse into parking spaces to ensure a quick getaway.
- Keep all doors locked whilst driving and keep valuables out of sight.
- If you do not intend to return to the office after your visit let someone know.

### 13. Exemptions

Employees and volunteers are exempt from working alone in certain situations:

- Young persons under instruction in a fixed base (example work experience, helping with council tasks etc.)
- Where activities and work with substances/machinery could be hazardous to health.

This policy will be reviewed bi-annually by LSWAPC to ensure that it is relevant to working practice.

### LONE WORKING RISK ASSESSMENT

Title of Activity: Lapley, Stretton and Wheaton Aston Parish Council

Location(s) of Work: FF028 Staffordshire Business Hub, South Staffordshire District Council Offices, Wolverhampton Road, Codsall, WV8 1PX. At home and in the community.

Brief Description of Work: Normal activities, associated with the running of the Parish Council.

HAZARD IDENTIFICATION: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required.

Specific hazards should be assessed on a separate risk assessment form and cross referenced with this document.

Specific assessments are available for hazardous substances, display screen equipment, manual handling operations and fieldwork.

#### HAZARD(s) RISK

L / M / H

**CONTROL MEASURES** (i.e. alternative work methods/mechanical aids/engineering controls, etc.)

#### Workplace/Process

##### 1. Slips and trips

**L** - Ensure, during departmental self-inspections, that any such hazards, e.g. torn carpets, trailing cables etc. receive prompt remedial attention. Do not work alone out of normal hours if your mobility is temporarily impaired (e.g. leg injury) For work in the community ensure surroundings are a safe environment.

##### 2. Fire or other emergency

**M** - Ensure that you receive appropriate fire safety training and that you are familiar with emergency procedures for your area. Note that special provisions will be in place for mobility impaired persons.

3. Electrical accident **L** - Ensure that PAT tested items (kettles, desk lamps etc) have been labelled "Pass" and that all electrical cables etc. are regularly visually inspected for damage. Do not interfere **with plugs, cables etc, when any item is connected to the power supply.**

#### Equipment:

1. Work with any potentially hazardous items of equipment or materials **M** - Ensure that any work which involves such items or material is done during normal building occupancy. Operate a "buddy" system - always being accompanied by a colleague/friend/family member- where this is not practicable

2. Manual handling of loads **M** - Do not attempt to lift or move any load single handed which is likely to put you at all at risk of injury. Re- schedule work to time when assistance is available. Alternatively, use lifting/moving aids where this can safely facilitate single person operation.

#### Violence:

1. Intruder in building **L** Ensure that you know how to contact promptly, should you know or suspect that an intruder is present in your building. Do not confront the intruder, lock your door and await the arrival of the police.

If working in the community only work in a situation that you feel comfortable in. If you witness suspicious behaviour always call for assistance and never approach.

2. Safe routes home after work **M** -Plan out how you will get to your car/public transport/home after leaving your workplace, taking account of potential personal safety issues e.g. well lit routes etc.

#### Individual:

1. Personal medical conditions etc. **H**- Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.

#### Work Pattern:

2. Log in/out procedures **L** - When lone working is unavoidable, contact a member of staff, building reception or Councillor ( as deemed appropriate by the individual worker) to initiate a check-in/check-out system to log your presence in the building. When home working ensure that a family member/friend is aware of your whereabouts and return time.

**Other:**

Persons at Risk: Identify all those who may be at risk.

Office Staff X

Councillors X

Maintenance staff X

Public X

Contractors X

Visitors X

Others X

All employees have been briefed on lone working procedures via the Lone worker policy.

**Supervision:**

Is suitable supervision in place? (identify all necessary supervisory measures).

Periodic site visits to lone workers

Regular contact (telephone, correspondence etc.)

Automatic warning devices e.g. motion sensors, etc. (as required)

Manual warning devices e.g. panic alarms, etc. (as required)

Additional Information: Identify any additional information relevant to the lone working; activity, including emergency procedures, first aid provision, etc.

Location of First Aid Boxes: In office- medical room, for those working based from home- at their discretion.

The risk posed by the ongoing Covid 19 pandemic is varied due to time of year, circumstances, government implementations such as social distancing and the vaccination programme. All employees, contractors and members of LSWA PC should assess their own personal risk, follow government guidelines and any that have been set but their own physician

## **OPEN SPACES POLICY**

Adopted Sept 2017

Latest review Sept 2022

**POLICY STATEMENT:**

It is the Policy of Lapley, Stretton and Wheaton Aston Parish Council (LSWAPC) to protect all open space owned by the Parish Council and ensure a safe and well managed environment for all users

**KEY PRINCIPLES**

LSWAPC:

- recognises that the provision of open space and their design and layout are important for play and recreation and are important in contributing to the quality of the environment
- will build into the Council's Risk Assessment procedures clear processes for the management of Parish Council owned Open Spaces, including play equipment and trees
- provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and the Council's contractors
- provide such information, training and supervision, as they need for this purpose.
- give a high level of commitment to health and safety and will comply with all statutory requirements.

**WHO DOES THE POLICY APPLY TO:**

The Policy applies to all users of Parish Council owned Open Spaces, employees and Councillors of Lapley, Stretton and Wheaton Aston Parish Council and Council contractors

**REVIEW OF THE POLICY:**

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Open Spaces Policy will be reviewed bi-annually.

## **1. AREAS OF OPEN RECREATIONAL SPACE**

### **1.1. Open Spaces**

- Marston Road Field Open Space
  - Primrose Open space

### **1.2. Play Areas**

- Marston Road Play Area
- Marston Road Skate Park Area
- Primrose Play Area

### **1.3 Allotment areas**

- • Broadholes Lane Platinum Jubilee Allotments

## **2. PROHIBITIONS ON THE USE OF OPEN SPACES AND PLAY AREAS:**

2.1. LSWAPC seeks to protect the physical environment of the Open Spaces, the wildlife and the public by putting into place, prohibitions on activities, which may cause damage to the Open Spaces and the public

2.2. The following activities are prohibited, unless the permission of LSWAPC has been obtained in writing –

- The removal of any barrier, post, seat or any other item provided for use on the Open Spaces and Play Areas or for the maintenance of them
- The erection of any barrier, post, ride, swing or any other structure
- The removal of any plants, trees or soil from the Open Spaces
- The killing, injuring, taking or disturbing of any animal; and no person shall engage in hunting, shooting or the setting of traps or the laying of snares
- The turning out of or permitting any animal to graze on the Open Spaces
- The erection of a tent or the use of a vehicle, caravan or other structure for the purpose of camping
- The lighting of fires or the disposal of a match or any other thing likely to cause a fire
- The use of fireworks or other pyrotechnic devices
- Engaging in the sport of archery
- The throwing of or the striking of a hard cricket ball with or without a bat
- The playing of golf, including the driving, chipping or pitching of a hard golf ball
- The holding of any event, be it charitable, commercial or private, without seeking the consent of LSWAPC beforehand
- That there be no driving or other use of any motor vehicle, motor cycle or other mechanically propelled vehicle
- The depositing or dumping of litter or other waste materials of any description

## **3. DAMAGE TO OPEN SPACES:**

3.1. Any damage or faults to items on the Open Spaces or any other related issues should be reported as soon as reasonably practicable to the Parish Office at LSWAPC, F7 Staffordshire Business Hub, Wolverhampton Road Codsall, South Staffordshire, WV8 1PE 01902 842556

## **4. PLAY AREAS:**

4.1. LSWAPC seeks to provide Play Areas to a high standard to all children visiting the Play Areas. 4.2. All Parish Council owned Play areas are inspected as follows –

- Twice weekly on Mondays and Fridays – by visual inspection looking at equipment
- October/November of each year – by The Play Inspection Company – operational inspection

4.3. Gates into the Play Areas should be kept shut at all times

4.4. Dogs, with the exception of guide dogs, are not permitted in any of the Play Areas

4.5. The play equipment provided by LSWAPC is suitable for children up to the age of 12 years at Marston Filed Play Area and 8 years at Primrose Play Area. Users and visitors to the Play Areas can obtain more specific information on the various facilities available, by contacting the Parish Office, tel 01902 327091 /07495789051

4.6. The safety of children whilst using and visiting the Play Areas is the responsibility of the child's parent, guardian or carer.

4.7. Any damage or faults with the play equipment, fencing, gates or other items in the Play Areas; or any other related issues should be reported as soon as reasonably practicable to the Parish Office at LSWAPC, F028 Staffordshire Business Hub, Wolverhampton Road Codsall, South Staffordshire, WV8 1PX, 01902 327091/ 07495789051

## **5. OTHER AREAS OF OPEN SPACE – specific areas**

5.1. Broadholes Lane Platinum Jubilee Allotments is currently closed whilst the area is being developed. For more information please contact the office

### **Safeguarding Children and Adults Policy**

#### **Policy Statement**

Everyone has a duty to safeguard children, young people and those adults with care and support needs who are or may be at risk of abuse or neglect (referred to in this policy as 'adults at risk').

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) is committed to ensuring that children and adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

#### **Policy Objective:**

- To protect and promote the welfare of children and adults at risk using or receiving services provided by or commissioned by LSWA PC and to be able to respond where appropriate as a local government organisation.

#### **Definitions:**

##### **Safeguarding**

- Essentially, protecting children and adults at risk from ill-treatment and harm

##### **Abuse:**

- Forms of ill treatment, including neglect. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm.
- The most common types of abuse are physical, emotional, sexual abuse and neglect

##### **Children & Young People**

- Anyone under the age of 18 years.

##### **Adult:** An adult who –

- Has needs for care and support (whether or not the local authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Vulnerable Adult** - The Law Commission Report into Adult Social Care (2011) defined an Adult at Risk as a person who:

- must appear to have health or social care needs, including carers (irrespective of whether or not those needs are being met by services)
- must appear to be at risk of harm
- must appear to be unable to safeguard themselves from harm as a direct result of their health or social care needs.

**Safeguarding** - Safeguarding is defined in "Working Together to Safeguard Children" 2013 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes

**Abuse of Children** - The NSPCC have identified specific forms of abuse which may be perpetrated against a child.

These are defined as:

- Bullying
- Emotional abuse
- Physical abuse
- Child trafficking
- Neglect
- Sexual abuse

**Abuse of an Adult** - The Law Commission's Report into Adult Social Care defines harm as including but not limited to:

- ill treatment (including sexual abuse, exploitation and forms of ill treatment which are not physical)
- the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural)
- self-harm and neglect
- unlawful conduct which adversely affects property, rights or interests (for example, financial abuse).

### **Employees, Parish Councillors and Contractors**

- Anyone working for, or on behalf of LSWA PC, whether paid or voluntary.

### **Taking responsibility for Safeguarding**

Councillors, employees and volunteers may notice something which causes them concern when out and about in the parish. It is not our role to investigate any signs of abuse. However, we do have a responsibility to act if we have any concerns and alert those who can look into those issues.

To take responsibility for safeguarding LSWA PC will:

- Identify someone within the parish council who will take lead responsibility for Safeguarding, ensuring that councillors and employees understand what safeguarding means, what to look out for and how to pass on any concerns
- Follow safe recruitment practices, including application forms, references and induction
- Identify and meet training needs for those councillors and employees who come into contact with children and adults at risk
- Ensure that councillors and employees who come into regular unsupervised contact with children and adults at risk during the course of their duties to undergo appropriate Disclosure & Barring Service (DBS) checks
- Require external organisations working with or on behalf of the council who have contact with children and adults at risk to have a Safeguarding Policy and procedures
- Councillors, employees and volunteers should be concerned by any behaviour, action or inaction which harms a child or adult at risk. If they are unsure whether this needs to be reported as a safeguarding concern they should seek the advice of the person within the Parish Council with lead responsibility.
- The Parish Clerk is the Safeguarding lead. The Safeguarding Lead will ensure that the Parish Council receives reports, excluding details of a confidential nature, on safeguarding issues.

### **Contact information for making a referral regarding a safeguarding concern**

For all child protection issues contact Staffordshire County Council's  
First Response Team based at the MASH on

**0800 1313 126**

**(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday)**

Or via a brief e-mail

[firstr@staffordshire.gov.uk](mailto:firstr@staffordshire.gov.uk)

To make an Adult Protection referral advice should be sought from the

Adult Protection Contact Centre

**0345 604 2719**

**(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday).**

**Outside of office hours**

Any concerns relating to a child or adult at risk of abuse and neglect should be directed to Staffordshire County Council

**Emergency Duty Service on**

**0345 604 2886.**

Alternatively, contact  
Staffordshire Police Central Referral Unit on

**101**

Or dial

**999 in an emergency.**

It is everybody's responsibility to recognise the signs of, and to report, abuse wherever it is seen, suspected or disclosed. Employees, Councillors and all users of parish facilities are responsible for reporting suspicions of abuse and must also respond appropriately to any disclosure and take any immediate action necessary to protect children and adults at risk.

All information relating to safeguarding will be kept securely and only shared on a need-to-know basis.

This policy will be reviewed bi-annually.

Latest review: September 2022

#### **Lapley, Stretton and Wheaton Aston Council**

#### **Policy and procedure for co-opting a new Councillor**

Adopted 16<sup>th</sup> May 2019

Latest review Sept 2022

This procedure is based on NALC Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils.

Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e. The vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the District Returning Officer). Although seeking "expressions of interest" is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, LSWA Parish Council will consider advertising the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone living or working in the parish or within 3 miles of its boundaries who is eligible to stand as a Councillor. All potential candidates will be requested to put their request for consideration by completing an application form (See Appendix A). Applicants should attend at least three Council meetings as members of the public before applying to become a Councillor.

Please note it is a condition of a Councillor that a means of contact by telephone ( the Parish Council office telephone number is acceptable ) and Council e-mail will be public information. A Council email address will be provided. A Declaration of Interests Form must be completed and will be published.

At the next Full Council meeting:

- i. Clerk to confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80;
- ii. Chairman to offer opportunity for debate on the order of priority to offer co-option
- iii. Vote on the acceptability of each candidate for co-option, utilising the 'person specification' criteria set out below and any personal statements requested from and provided by candidates. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (The applicant with the least number of votes casted will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies);
- iv. Vote to select the order in which acceptable candidates (decided by the vote at iii above) should be approached to offer co-option on this occasion.
- v. The Clerk to approach and offer co-option to candidate(s) after the meeting in the order of priority determined by the vote at iii above, if the first choice does not accept the post then the second is to be approached and so on until the ranking list is exhausted.

The Clerk to notify Electoral Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests'

Assuming that the co-option position is filled and all paperwork completed, formally ratify the appointment at the next Full Council meeting.

If no one accepts the vacant post(s), the whole process is to be repeated when new individuals expressing interest are identified.

#### **CO-OPTED COUNCILLOR PERSON SPECIFICATION**

##### Personal Attributes

- Sound knowledge and understanding of local affairs and the local community.
- Forward thinking
- Can bring a new skill, expertise or key local knowledge to the Council.

##### Experience, Skills, Knowledge and Ability

- Ability to listen constructively
- A good team player
- Ability to pick up and run with a variety of projects
- Solid interest in local matters
- Ability and willingness to represent the Council and their community
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.
- Ability to communicate succinctly and clearly.
- Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.
- Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Community Councils, principal authority, charities).
- Ability and willingness to undertake induction training and other relevant training.
- Experience of working or being a member in a local authority or other public body
- Experience of working with voluntary and or local community / interest groups
- Basic knowledge of legal issues relating to Town, Parish and Community Councils or local authorities
- Experience of delivering presentations

##### Circumstances

- Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.

#### **Lapley, Stretton and Wheaton Aston Council**

#### **Policy and procedure for co-opting a new Councillor**

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- Ability and willingness to represent the Council and their community
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.
- Ability to communicate succinctly and clearly.
- Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.
- Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Community Councils, principal authority, charities).
- Ability and willingness to undertake induction training and other relevant training.
- Experience of working or being a member in a local authority or other public body
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