



YATE TOWN COUNCIL POLICIES

**LAST ADOPTED AT THE FULL
COUNCIL MEETING HELD ON
23 February 2021**



These Town Council Policies were approved and adopted by Yate Town Council on:

- Version 1 Received Staffing & Governance Sub-Committee, 22.02.16 Approved Full Council, 23.02.16
- Version 2 Received Staffing & Governance Sub-Committee, 31.01.17 Approved Finance and General Purposes Committee, 07.02.17 / Full Council 28.02.17
- Version 3 Received Staffing & Governance Sub Committee 11 March 2019 Approved Full Council 14 May 2019
- Version 4 Received Staffing and Governance Sub Committee 24 February 2020 Approved Full Council 25 February 2020
- Version 5 Received Staffing and Governance Sub Committee 22 February 2021 Approved Full Council 23 February 2021

Yate Town Council reserves the right to amend, update, include or remove any policies according to the needs of the Council's business.

Staffing and Governance Sub-Committee meeting, 23 June 2016, Minute No. 5:

Delegated powers be granted to the Clerk to review and amend any policy when deemed necessary in the context of legal changes or working practice changes. Policies to be referred back to the Staffing and Governance Committee at the Clerk's discretion, when there is an issue of substance for consideration.

Amendments made by the Clerk according to delegated powers.

Date	Policy	Amendments
8.4.21	Flying of UAV/Drones and use of Metal Detectors	Reference to completing a signed search/find agreement
16.4.21	Amendment on contents page	Reference to Staffing policies that apply to wider than staff
24.5.21	Safeguarding Policy	Amendments to wording
8.2.22	Member/Officer Protocol	Minor amendment for clarity – Cllr misconduct to be reported to Monitoring Officer (previously stated to be dealt with following Grievance procedure)
21.2.22	Body Worn Camera	Added to CCTV policy and renamed CCTV and Body Worn Camera Policy

Amendments may be made from time to time by resolution of the Town Council:

Date	Description
22.2.22	Review and amendments to Safeguarding, Equalities, Climate and Planet , Member Officer Protocol, Donations, Acceptance & Ethical Fundraising and Annual Investment Strategy

GENERAL POLICIES	Last Review (year and date)	2019/20	2020/21	2021/22	2022/23
Annual Investment Strategy (<i>Annual review to be approved by resolution at Full Council</i>)	2021/22 22.2.22	Done	Done	Done	Review
Allowances (Members) Guidance Note	2018/19 11.03.19				Review
Business Resilience and Continuity	2019/20 25.02.20	Done			
CCTV & Body Worn Camera	2022/23 21.2.22				Done
Circuses/Activities Involving Animals	2018/19 18.12.18				Review
Complaints Policy	2020/21 22.02.21		Done		
Co-option Policy	2020/21 27.10.20		Done		
Councillor Meetings Policy	2019/20 07.01.20	Done			
Data Protection Policy	2021/22 3.12.21			Done	
Dedicated Items in Open Spaces Policy	2021/22 01.09.21			Done	
Document Management & Archive Policy	2020/21 22.02.21		Done		
Donations Acceptance & Ethical Fundraising Policy (New 2022)	2021/22 22.2.22			Done	
Environmental Policy renamed Climate & Planet Policy	2021/22 22.2.22			Done	
Equalities Policy	2021/22 22.2.22			Done	
Equal Opportunities Policy – Pop Inn Café	2021/22 22.2.22			Done	
Exclusion Policy	2019/20 25.02.20	Done			
Flag Flying Policy & Protocol following Death of a Senior National Figure	2018/19				

	09.01.19				
Flying of UVAs and Drones Policy	2016/17 21.09.20		Done		
Freedom of Information Policy	2018/19 11.03.19				Review
General Fund Reserve Policy	2021/22 10.09.21			Done	
Health & Safety at Work Policy	2018/19 11.03.19				Review
Media & Publicity Policy	2019/20 25.02.20	Done			
Member/Officer Protocol	2021/22 22.2.22			Done	
No Smoking Policy	2019/20 25.02.20	Done			
Planning Responses	2019/20 25.02.20	Done			
Play Policy	2020/21 25.11.21		Done		
Pricing and Letting Policy	2019/20 25.02.20	Done			
Risk Management Policy (Includes Internal Control)	2018/19 11.03.19				Review
Safeguarding Policy	2020/21 22.2.22	Done	Done	Done	Review
Severe Weather Policy	2018/19 08.01.19				Review
Protocol for Town Mayor/Deputy Mayor	2018/19 18.12.18				Review
Volunteers Policy and Agreement	2019/20 07.01.20	Done			

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The following policies can be found within the Yate Town Council Staffing Policy booklet;

IT & Communications Policy (Including Social Media, Press and Media)
Data Protection
Fraud and Corruption Policy
Member Officer Protocol
Training and Development Policy
Whistleblowing

These policies apply to staff, councillors, contractors and volunteers (see each policy for detail).



YATE TOWN COUNCIL
ANNUAL INVESTMENT STRATEGY

1. Introduction

- 1.1 Yate Town Council is committed to responsible investment. It invests temporarily surplus funds held on behalf of the community and aims to do so responsibly, securing the best return for residents and using those investments to positively support sustainable investments in a manner commensurate with the proper levels of security and liquidity. It recognises that its need to work through available investment opportunities means it will not always be able to use the investments as positively as it would hope but will do its best to find appropriate positive investment opportunities.
- 1.2 This strategy complies with the revised requirements set out in the Department of Communities and Local Government guidance on Local Government Investments and Chartered Institute of Public Finances and Accountancy's Treasury Management in Public Services: Code of Practice and Cross-Sectional Guidance Notes and takes account of section 15(1)(a) of the Local Government Act 2003 (Guidance).

2. Investment Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State regulations may specify.
- 2.2 The Council's investment priorities are the security of reserves and liquidity of investments commensurate with proper levels of security and liquidity.
- 2.3 All investments will be made in sterling.
- 2.4 The Department of Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and Yate Town Council will not engage in such activity.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.
- 2.6 When making investments, Yate Town Council will best endeavour to invest ethically. The Council will not knowingly invest in institutions with material links to environmental and socially harmful activities. This is in support of our Climate and Ecological declaration:

Yate Town Council recognises the urgency of the climate and ecological crisis facing the planet. These are not new or isolated concerns; they are entangled in wider issues of justice and equality.

We commit to working for a future in which we have transformed our relationship with the planet, its resources and each other. We see this as a continuing journey of transition towards a different and better future for the planet and its communities.

We commit our Council to ensure every Council decision is taken with due consideration of its impact on the planet. We commit to aiming for net-zero carbon by 2030 and to reduce our impact to as close to zero as possible, as quickly as we can, hoping to get there before 2030.

3. Specified Investments

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Yate Town Council will use Specified Investments in line with the Investment table below.

4. Non-Specified Investments

- 4.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Yate Town Council does not currently hold any Non-Specified Investments.
- 4.2 The limit of funds which can be invested on non-specified investments shall not exceed £45,000 and be subject to Full Town Council approval.

5. Long Term Investments

- 5.1 Long term investments are defined in the Guidance as any investment other than (a) one which is due to be repaid within 12 months of the date on which the investment was made, or (b) one which the local authority may require to be paid within that period.
- 5.2 The Council does not currently hold any long-term investments.
- 5.3 Yate Town Council may wish to consider long term investments.
- 5.4 The limit of funds which can be invested in non-specified long-term investments shall not exceed £45,000 and be subject to Full Town Council approval.

NB: Prior to the town council making any non-specified (which includes long term) investments, the council will have to:

- (a) *set out procedures for determining which categories of such investments may prudently be used;*
- (b) *Identify which category of such investments have so far been identified as prudent for use during the financial year; and*

- (c) *State the upper limits for the amounts which, at any time during the financial year, may be held in each identified category and for the overall amount which may be held in non-specified investments.*

6. Liquidity of Investments

- 6.1 The Responsible Finance Officer (RFO) will determine the maximum periods for which funds may be prudently committed so as not to compromise liquidity.
- 6.2 The Council will maintain liquidity by always having a minimum of three month anticipated operating expenditure plus £30,000 maturing within one month.

7. Credit Ratings

- 7.1 The RFO will endeavour to check the credit ratings of each institution used on a regular basis.
- 7.2 The main selection criteria are based on credit ratings by the three main credit rating agencies: Fitch, Standard & Poor's & Moody's.
- 7.3 Should it be identified that the organisations used by the Council are rated outside the Specified Investments Table, the RFO will take immediate action to enable the Council's funds to be transferred to an alternative organisation offering a rating within the Specified Investments Table (should this be available).

8 Investment Reporting

- 8.1 Investment forecasts for the coming financial year are made when the budget is prepared. On a quarterly basis, or where appropriate, the investment activity is reported to the Finance & Governance Committee.

9. Review and Amendment of Regulations

- 9.1 This strategy will be reviewed annually and approved by Full Council annually in accordance with the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 (regulation 4(1)(b) and Schedule 4) (S.I. 2004/1158).
- 9.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

10. Terms of Reference Delegation to Town Clerk

- 10.1 Delegation be given to the Town Clerk /RFO in consultation with two Members of the council, to be able to act immediately in the event of a significantly enhanced indication of risk attached to a particular bank, to transfer funds to another institution immediately should it be deemed necessary to do so;
- 10.2 Delegated powers granted to the Clerk, RFO in consultation with councillors Chair and Vice-Chair of the Finance and Governance Committee to make appropriate investments on behalf of Yate Town Council;

- 10.3 Delegated powers granted to the Clerk, RFO to make the necessary transfer from investments to Yate Town Council operational bank accounts to enable the smooth running of the council payments.

Specified Investment table

All specified investments listed below must be sterling-denominated and be repayable / redeemable within 12 months. None of these investments are in share or loan capital. This list excludes investments that are not considered acceptable to Yate Town Council. The use of any form of investment shall be made under the direction of the RFO and approved by the Council.

Investment	Fitch	Moody's	Standard & Poor's	Max period
Banks and Building Societies (UK High Street)	F1+ / AA- /	P-1/Aa3/	A-1+/AA-	1 year

In the event that the town council deposits with a bank that is not credit rated (e.g. Triodos), the bank must be one that does not leverage its lending by borrowing on the money market, only lending money entrusted to it by its savers and investors, always lending out less money than it has on deposit. It must also hold a higher proportion of liquid reserves than most banks and already meet the proposed requirements of the Basel 3 regulations for liquidity aftercare. Carrying out very high levels of due diligence, assess its customers on strict financial criteria.



YATE TOWN COUNCIL

MEMBERS' ALLOWANCES POLICY - A GUIDANCE NOTE

1. Chair's Allowance

Yate Town Council will make provision for the Chair annually, to assist in undertaking of duties attached to the post. A reasonable reimbursement of the expenses of an unpaid office is to be made to the Chair and is to be known as the Chair's Expense of Office Allowance. The allowance for expenses of office will be reviewed annually and agreed when setting the budget.

The Chair's Expense of Office Allowance will cover the following possible expenditure incurred when undertaking the duties of Chair:

- Stationery;
- Travel:
 - for public transport costs outside the parish;
 - car mileage (in line with current rate laid down at the time by Yate Town Council);
 - taxi only if approved in advance by the Clerk/Deputy Town Clerk and RFO or no reimbursement will be made for taxi travel.
- Money to support local community groups at fund raising events etc;
- Donations to collections at services attended to a maximum of £20 per event;
- Subsistence (See section 2 overleaf.)
- Chair's personal sundries/civic appearance reasonable to the role;
- Small gifts;
- Flowers for Golden/Diamond Wedding Anniversaries for those who live in the Parish;
- Chair's receptions.

Funding for use of anything political is definitely not allowed.

Supporting vouchers, meaning VAT receipts/invoices must be submitted by the Chair to the finance department for reimbursement/payment. The vouchers/invoices will be retained for a period of six years.

Any unused funds will be placed in the Councils General Reserve at Year End.

2. Members' Allowance

(a) Yate Town Councillors will continue to give their time freely and voluntarily and make a general policy that the Council does not pay participation allowance to Town Council Members.

(b) The Town Council do not pay travelling expenses for Members working within the parish in accordance with the decision of Full Council held on 11 November 2003. However, they continue to pay travelling and subsistence allowances for authorised duties undertaken outside the parish. The level of payment be the same as that received by South Gloucestershire Councillors.

(c) Members may only claim subsistence in situations where:

- They are on 'approved duties' outside Yate;
- Where the absence exceeds four hours;
- Where the member may necessarily incur expenditure;
- Where the expenditure is not met directly by the council.

Fares/Petrol/Parking – will be reimbursed on the production of a receipt. VAT fuel receipts will also be required to enable VAT to be reclaimed.

Where subsistence is claimable members will be reimbursed for their reasonable actual expenditure subject to the production of receipts. Claims cannot be made where a meal or buffet is provided, unless the member has specific dietary requirements which preclude their participating in the arrangements.



YATE TOWN COUNCIL

BUSINESS RESILIENCE AND CONTINUITY POLICY

1. Introduction

Yate Town Council has undertaken a basic resilience analysis and devised a Business Continuity Policy as it is committed to minimising the interruption to the Town Council business during a disruption or emergency.

This document is intended for reference in the event that any of the identified threats to business continuity should occur and will be reviewed and updated periodically or if any new risks are identified or any other changes need to be made.

2. Analysis

Yate Town Council has a total of 10 properties, any of which could be affected by a number of risks including:

- Fire;
- Flooding;
- Severe weather;
- Structural failure;
- Malicious damage;
- Terrorism;
- Burglary;
- Pandemic or unexpected staff shortage;
- Major incident in the town.

Other threats of a less serious nature, which could still have an impact on the business continuity of the Town Council include:

- Suspension or failure of utility and/or communication services i.e. loss of premises, power, telephone, fax, post, internet access systems, mobile telephone network;
- Failure or malicious attack on internal IT systems i.e. the failure of hardware, loss of key data, computer virus;
- Loss of key staff through illness, accident or personal reasons – typically an unplanned absence;
- Inclement weather or other incidents preventing travel to work or travel as part of the performance of normal working functions;
- Availability of vehicles.

Details of the Properties are:

- Armadillo Youth Café;
- Kingsgate Park Depot;
- Parish Hall;
- Poole Court;
- Pop Inn Café;
- Sunnyside Football Pavilion;
- Sunnyside Sports Pavilion (licence in place with Yate & District Bowling Club);
- Yate Heritage Centre;
- YMCA;
- YOSC (consent to use licence in force with YOSC Ltd)

3. Preventative Processes

Because prevention is better than cure, the following steps are taken:

- All key IT equipment is located in secure offices;
- Windows are closed and blinds/shutters closed when offices are unoccupied;
- Doors are locked when offices are unoccupied;
- Building fire prevention and detection systems are regularly tested, serviced and maintained;
- Building alarm systems are regularly tested, serviced and maintained;
- In addition to regular testing of the alarm systems, all plans made are rehearsed including the staff members involved;
- All building plans are kept up to date and reviewed if there is a change in layout;
- Data is regularly backed up and the server and back-up server are located off site;
- Important paper documents, such as contracts and employee information are protected;
- A list of all staff contact details is held by Town Clerk, Deputy Town Clerk and Estates Manager;
- Copies of insurance policies, main suppliers list and asset list is kept off site so they are easy to access should they be needed in an emergency;
- There is some overlap in terms of staff functions so that one member of staff can cover for another where possible in the event of a long-term absence;
- Staff are encouraged to be vigilant and aware of what is happening around them – and to report anything they come across which feels unusual, concerning or suspicious (even if it's unsubstantiated).

4. Immediate Action – Generic Plan

When an incident takes place - whether serious such as the destruction of a building, or less serious, these steps can be easily adapted depending on the situation:

- Town Clerk and Estates Manager (or if not available, the next most senior staff member available) to attend the incident and alert key members of staff (and Councillors if appropriate);
- Agree with key staff the activities needed and implement recovery plan;
- Advise other staff of when and where to report;

- Notify key contacts (suppliers/customers/ hirers);
- Establish the immediate business requirements;
- Maintain a log of all decisions/events/ actions;
- Consider working arrangements for staff;
- Notify insurers;
- Alert IT contact (if necessary).

The Town Clerk (or next most senior staff member in situ) would be responsible for the overseeing of all incident management activities. Tasks such as dealing with the media, releasing official statements, contacting staff families and supporting staff could be delegated to other staff members or agencies, but would remain the ultimate responsibility of the Town Clerk.

Social media, noticeboards and press will be updated to reflect the issues depending on the severity.

5. South Gloucestershire Council – Emergency Support during a Major Incident

South Gloucestershire Council has a legal duty to provide support and assistance when there is a **major peacetime incident**. It is possible that during such an incident, The Town Council would be asked to assist (it has no legal obligation to do so, but clearly it is in the interest of the community to assist where it can).

- **If urgent support is required from South Gloucestershire Council, the emergency 24-hour telephone number is: 01454 868686**
- Some of the examples when South Gloucestershire Council may need to be contacted are:
- To clarify whether Yate Town Council should be involved in the response to an emergency;
- If Yate Town Council is approached directly by the Emergency Services and requested to provide a service e.g. Temporary Accommodation;
- Yate Town Council is aware of events which are not being responded to.

6. What is a Major Incident / Emergency?

‘A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- (a) The initial treatment, rescue and transport of a large number of casualties;*
- (b) The involvement either directly or indirectly of large numbers of people;*
- (c) The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;*
- (d) The need for the large-scale combined resources of two more of the emergency services; and*
- (e) The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.’*

Home Office Publication 'Dealing with Disasters – Third Edition.'

7. Poole Court - Overview

As Poole Court is the location of the Yate Town Council Offices, documents and the primary base for office staff, contingency plans should be considered if for some reason, Poole Court could not be accessed (in the incident of severe fire or structural damage for example).

The most likely scenario would include using the Armadillo as a base in the event of an emergency but obviously any solution would need to be reactive and adapt to the nature and scale of the problem. YOSC could also be considered as an alternative base and may also be appropriate depending on the situation.

7.1 Bookings and Tenants

In the event of Poole Court being out of action for any reason, Yate Town Council has a responsibility to try to find temporary alternative suitable workspace for tenants and suitable accommodation for the Caretaker if they are affected.

Bookings would need to be accommodated at either the Parish Hall or other Yate Town Council properties as possible. The Registration Service would need to be notified as a priority (Tel: 01454 863140) if any wedding ceremonies were booked to take place (Friday and Saturdays only) as they would need to be cancelled/relocated.

Details of regular bookings made are contained on the IT Bookings Package which is retained as part of the regular backup process undertaken, so details of bookers would be available once the back-up was reinstated so they could be contacted as needed.

7.2 Yate Town Council Functions and Operations

The fireproof safes located at Poole Court safeguard essential paperwork and records in the event of a fire.

For office-based functions, Office 365 can be accessed remotely by staff from any Yate Town Council site or any location with an internet connection. It may be necessary to ask office-based staff to work from home, another Yate Town Council site or an agreed location with suitable internet connection. (Eg Library)

All Yate Town Council servers are located off site at the premises of the current IT service provider, Integra.

The Town Clerk, Deputy Town Clerk and Estates Manager have access to an offsite emergency pack containing contact telephone numbers for all staff and Yate Town Councillors, a copy of this policy, a list of key suppliers contact details (including insurers), and a copy of the Yate Town Council Asset List.

The 'Immediate Action – Generic Plan' outlined above should be followed in the instance of an incident.

The functions of the Estates Team should not be majorly impacted by an incident at Poole Court, although it may be necessary to store the vehicles at the Kingsgate Park Depot (or other location as deemed appropriate) in the interim.

7.3 Telephones

A divert can be placed on any of the Poole Court telephone lines to re-route calls to another telephone number. South Gloucestershire Council I.T Department can deal with this request on our behalf (they would contact the telephone line operator, in this case Virgin Media). They can be contacted on: 01454 865050.

It is essential that the Yate Town Council mainline number (01454 866506) be re-directed promptly so any incoming calls and enquiries can be dealt with.

8. Other Key Properties

Other key properties from which important Yate Town Council community service functions are conducted include:

- Armadillo Youth Café;
- The Heritage Centre;
- The Pop Inn Café;
- The Parish Hall;
- YOSC;
- YMCA.

If any of these properties were rendered inaccessible or unsafe to use for any reason, Yate Town Council will try to accommodate these essential community services at another suitable Yate Town Council property on a temporary basis as required if operations and / or budgets allow.

9. Pandemics and widespread endemics

In the event that a widespread contagious disease is reported in the UK, guidance will be sought from:

- (a) the Department of Health and Social Care;
- (b) Public Health England;
- (c) National Joint Council for Local Government Services.
- (d) NHS
- (e) South Gloucestershire Council (HR)

Guidance will be circulated to staff and councillors and notices will be posted on social media and posters displayed on noticeboards as appropriate.

Delegated powers are granted to the Clerk to;

- create a localised emergency plan, specific to the particular issue, containing advice/guidance from the above-named bodies. This may include closing venues, sending staff home if suspected they may have been in contact with the disease, staff working from home, rearranging Council Meetings, and authorising isolation depending on Government advice;

- to arrange for necessary purchases to be made to prevent or reduce the risk or spread of contagious disease i.e. deep clean of venues, additional cleaning products, PPE equipment etc.



YATE TOWN COUNCIL

POLICY WITH REGARD THE USE OF COUNCIL LAND BY CIRCUSES/ACTIVITIES INVOLVING ANIMALS

Yate Town Council will not allow on any Council owned or managed land, rodeos, circuses or travelling menageries which include performing animals.

Yate Town Council will not allow the following practices at show jumping and eventing held on Council owned land or managed land:

- (i) Competitions where obstacles are unreasonably difficult.
- (ii) The use of training or riding methods which cause distress or suffering.
- (iii) The use of drugs to alter the performance of the horse or to enable it to compete.

Any Yate Town Council event where animals are present must ensure that any legislation under the Animal Welfare Act is followed.



Yate Town Council **CCTV & Body Worn Cameras Policy**

CCTV

Yate Town Council has internal and external CCTV cameras at some of its locations. The system is not routinely monitored but is accessed as and when the need arises.

The system operates in accordance with current legislation.

Unless required as part of a criminal investigation, all images are retained for a maximum of 30 days.

Access to images and equipment is controlled and has access limited to the Estates Manager, Service Support Manager and Venue Operations Manager.

The CCTV system has been notified to the Information Commissioner.

Signage that CCTV cameras are in operation are clearly displayed which show a contact point for access to information and complaints.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act/ GDPR

All requests should be made in writing to the Town Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The Council will respond to requests within 15 days of receipt of receiving the written request. The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. insurance investigators).

The data may be used within the Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

Aims and Objectives

- To assist the Council in monitoring and protecting its assets
- To improve the safety and security of staff, residents, visitors and the business community who use the facilities within the areas covered.

Body Worn Cameras

Yate Town Council has the ability to use Body Worn Cameras (BWC) at some of its locations when the need arises..

Unless required as part of a criminal investigation, all images are retained for a maximum of 30 days.

Access to images and equipment is controlled and has access limited to the Town Clerk, Service Support Manager and Venue Operations Manager.

The BWC will only be activated where footage may be needed as evidence for the police.

Use of BWC will be in line with YTC Privacy Policy, Data Protection/GDPR Policy and the code of practice produced by the Surveillance Camera Commissioner and Information Commissioner Policy/best practice. Actions will include:

- BWC is switched on and off at the user's discretion, where footage may be needed as evidence for the police or in other circumstances where risk of harm is deemed to be high;
- Staff must make clear to the public when the camera is being turned on;
- Footage will be uploaded and stored securely, in line with YTC's GDPR policy;
- Footage will be kept no longer than "necessary" (recommended max 30 days);
- Notices of BWC use will be displayed in the Armadillo entrances and will signpost to the YTC privacy policy (website);
- The BWC harness will feature a notice to make the public aware the equipment is in use. Example image for the harness:



RECORDING

AUDIO AND VIDEO

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under the Data Protection Act/ GDPR

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Aims and Objectives

- To assist the Council in monitoring and protecting its assets
- To improve the safety and security of staff, residents, visitors and the business community who use the facilities within the areas covered.



YATE TOWN COUNCIL

COMPLAINTS POLICY

This Complaints Policy applies to complaints about council administration and procedures and may include complaints about how the council has dealt with your concerns.

It is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Town Clerk or the Chair of the Council.

This Complaints Policy does not apply to:

complaints by one council employee against another council employee, or between the council as employer and a council employee. These matters are dealt with under the council's disciplinary and grievance procedures. If your complaint relates to an individual employee, you may be assured that it will be taken seriously and dealt with appropriately.

complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Town Council. If a formal complaint against a councillor is received by the Town Council, it will be referred to the Monitoring Officer of South Gloucestershire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Gloucestershire Council.

Throughout the Policy below where the Town Clerk is referred to it may be the Town Clerk or the nominated staff member.

Before the Meeting

- 1 The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Town Clerk.
- 2 If the complainant does not wish to put the complaint to the Town Clerk, they may be advised to put it to the Chair of the Council.
- 3 The Town Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the Town Council. The complainant will also be advised whether the complaint will be treated as confidential.
- 4 The complainant shall be invited to attend the relevant meeting and bring with them such representatives as they wish.
- 5 Seven clear working days prior to the meeting, the complainant shall provide the Town Council with copies of any documentation or other evidence, which they

wish to refer to at the meeting. The Town Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

- 6 The Town Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and press. Any decision on a complaint shall be announced at the council meeting in public.
- 7 The Chairman to introduce everyone.
- 8 The Chairman to explain the procedure.
- 9 Complainant (or representative) to outline grounds for complaint.
- 10 Members will have the opportunity to ask any questions of the complainant.
- 11 If relevant, Town Clerk to explain the council's position.
- 12 Members will have the opportunity to ask any question of the Town Clerk.
- 13 Town Clerk and complainant to be offered the opportunity of last word (in this order).
- 14 Town Clerk and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- 15 Town Clerk and complainant will return to hear decision, or to be advised when decision will be made.

After the Meeting

- 16 Decision confirmed in writing within seven working days together with details of any action to be taken.



Yate Town Council

Co-option Policy

Introduction

In the event of no election being called to fill a Councillor vacancy for Yate Town Council, the Council will co-opt membership to the Town Council in accordance with legislation as defined in the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, SI 2006/3305 r 8(3) and the Local Government Act 1972 Sch 12, para 3. Due and fair consideration will be also be given to advice and guidance as provided by bodies such as (but not limited to) the National Association for Local Councils (NALC), the Society of Local Council Clerks (SLCC) and Avon Local Councils Association (ALCA).

Yate Town Council will follow a process which is fair, open and transparent and in compliance with the Equality Act 2010.

Qualifying Criteria

Individuals must meet the eligibility criteria in accordance with the LGA 1972, s79 and must be:

- A British subject, or a citizen of the Commonwealth or the European Union AND
- On the 'relevant date'¹ (ie the day on which you are nominated, or if there is a poll on the day of the election) be 18 years of age or over;

ALSO

- Be a local government elector for the Council area for which you want to stand on the 'relevant date' OR
- Have occupied as owner or tenant any land or other premises in the Council area during the whole 12 months preceding that day OR
- Had your principal or only place of work in the Council area during that same period, OR
- Have resided in the Council area during that 12-month period OR
- Have lived within 4.8km (3 miles) of the Council area for the whole of the 12 months preceding the 'relevant date'.

You may be disqualified as a candidate if:

- You are employed by the parish/community council or hold a paid office under the parish/community council (including joint boards or committees).
- You have been declared bankrupt in the last five years and has not repaid your debts.
- You have been convicted of a criminal offence and sentenced to at least three months imprisonment (including any suspended sentence) within the previous five years.

- You are disqualified due to corrupt practices under the Representation of the People Act 1983 or the Audit Commission Act.

Advertising the Co-option:

The Town Council will advertise and promote the vacancy for co-option as follows:

- In Town Council public notice boards;
- On the Town Council website;
- Using a range of social media including Facebook and Twitter;
- Local press.

¹ Relevant Date – for the process of co-option the relevant date is deemed as being the date on which the application is submitted by the applicant

The co-option notice / advert will include the following details:

- the method by which applications can be made;
- the qualifying criteria;
- the closing date for all applications (not less than 4 weeks from the date of advert);
- a contact point to obtain more information (ordinarily this will be the Town Clerk);
- provide details of how to find further information either electronically or in paper format;
- the date of the meeting when the co-option is to be made.

Applying for Co-Option

1. Candidates will be requested to complete a written application form – as per Appendix A (available from the Town Council office and online).
2. The application form requires candidates to complete a signed undertaking confirming that they meet the eligibility requirements as per those detailed on p1. This will form part of the application process and failure to complete this may render the co-option application invalid.
3. Candidates will be made aware that canvassing of Council members and / or providing false information on the application form will disqualify them from standing for the vacancy.
4. Completed applications must be submitted to the Town Clerk by noon on the closing date. Late applications will not be accepted.
5. Following the closing date for applications, all eligible candidate applications will be reviewed by the panel* and a shortlist made. Shortlisted candidates will be invited to attend an interview before a panel *appointed by the Staffing and Governance Sub-Committee. A recommendation to appoint the preferred candidate will be presented to the next meeting of Full Council at which co-option will be considered.

6. The co-option process will be determined in a public session of a Full Council meeting and a specific agenda item will be set aside where the preferred candidate will be made a Councillor by resolution.
7. If the candidate is a relative of a Town Councillor, that Councillor may declare a prejudicial interest and withdraw from the meeting.

If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. (Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the s.79 eligibility criteria and they are not disqualified under s.80._

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8. The Council is not obliged to fill all vacancies, and if it does not, will take steps to advertise for further co-options
 9. Successfully co-opted candidates become Councillors in their own right, with immediate effect (subject to the signing of the declaration of acceptance of office to agree to be bound by the Council's adopted Code of Conduct), and are no different to any other member.
 10. Any application can be considered in the candidate(s) absence at the Full Council meeting, but if successful, members would need to agree for him/her to sign the Declaration of Office either before or at the next meeting of the Full Council before they could act as a councillor.
 11. As soon as practicable following their co-option, any newly co-opted members will be invited to attend an Induction and Training session with the Town Clerk and/or other officers. This should take place where possible before the next Full Council meeting.
 12. The newly co-opted member will also be required to complete a Register of Interests form and submit to the Monitoring Officer at South Gloucestershire Council within 28 days of being co-opted onto the Town Council.

Appendix A – Co-Option Application Form

First Name	
Surname	
Address	
Home Tel No:	
Mobile Tel No:	
Email address:	
<p>Please detail below why you consider you would be the best candidate for this vacancy. Points to cover should include the following:</p> <ul style="list-style-type: none">• Length of residence in the area if appropriate• Membership and involvement in the community or local groups within the town or elsewhere• Particular interests and concerns relating to the town• Do you have any professional or work-related experience which could be utilised for the benefit of the town? <p>If you wish to provide additional written information in support of your application this will be copied to all Councillors and treated in strict confidence. Please continue overleaf or on a separate piece of paper if necessary.</p>	

Please also confirm that you are:

- A British subject, or a citizen of the Commonwealth or the European Union **AND**
- On the 'relevant date'³ (ie the day on which you are nominated, or if there is a poll on the day of the election) be 18 years of age or over

ALSO

- Be a local government elector for the Council area for which you want to stand on the 'relevant date' **OR**
- Have occupied as owner or tenant any land or other premises in the Council area during the whole 12 months preceding that day **OR**
- Had your principal or only place of work in the Council area during that same period, **OR**
- Have resided in the Council area during that 12-month period **OR**
- Have lived within 4.8km (3 miles) of the Council area for the whole of the 12 months preceding the 'relevant date'

You cannot become a councillor if you:

- are subject to bankruptcy order or interim order
- have, within five years before the day of application, been convicted in the United Kingdom of any offence and have had a prison sentence for a period of over three months
- work for the Town Council
- Have been convicted of offences involving corrupt or illegal practices
- Have been convicted for the failure to register or declare disclosable interests under the Localism Act 2011

I confirm that the information as given in this application is true and accurate and that I meet the qualifying criteria to become a Town Councillor. I also understand that canvassing a member of the Town Council regarding this vacancy will render me disqualified for standing for it.

Signed.....

Dated.....

The Council will have due consideration to the Equality Act 2010 and by discretion, may allow applications to be completed by 3rd parties and/or submitted by alternative means.

³ Relevant Date – for the process of co-option the relevant date is deemed as being the

date on which the application is submitted by the applicant

EQUALITIES & MONITORING

Yate Town Council recognises and actively promotes the benefits of a diverse Council and is committed to treating all employees & Councillors with dignity and respect regardless of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief. We therefore welcome applications from all sections of the community.

The information you supply on this form will be separated from your application form prior to any shortlisting decisions being made and will be treated as confidential at all times, and in accordance with the GDPR.

Name:	
-------	--

Gender: Male / Female	
Date of Birth:	
Do you consider yourself to have a Disability	Yes / No
If yes, please state nature of disability	
The Equality Act defines disability as “a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities”.	

Ethnic Group (Please tick one box)

White	British	<input type="checkbox"/>	Mixed	White and Black Caribbean	<input type="checkbox"/>
	Irish	<input type="checkbox"/>		White and Black African	<input type="checkbox"/>
	Any other white background*	<input type="checkbox"/>		White and Asian	<input type="checkbox"/>
				Any other mixed background*	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>	Asian or Asian British	Indian	<input type="checkbox"/>
	African	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>
	Any other Black background*	<input type="checkbox"/>		Bangladeshi	<input type="checkbox"/>
Chinese or Other Ethnic Group	Chinese	<input type="checkbox"/>	* Please specify		
	Other Ethnic Group*	<input type="checkbox"/>			



YATE TOWN COUNCIL

COUNCILLOR MEETINGS POLICY

Yate Town Council does not make a charge for informal private briefings of Council Members.

No charge will be made for the reasonable use of Council premises for Councillor meetings where the business of the Town Council is to be discussed.

A charge will be made for any Political Party meetings.



YATE TOWN COUNCIL

DATA PROTECTION POLICY

Yate Town Council is committed to the protection of personal and sensitive data and will always comply with obligations under applicable data protection law including the GDPR 2018 (GDPR) which covers both electronic data and data held on manual records.

It is the responsibility of each elected member and every employee, worker and volunteer to be aware of their individual and collective responsibilities under the Act and to make sure they comply with its provisions. Deliberate breaches of this policy will be considered as gross misconduct. Individuals, as well as the Town Council, can be prosecuted for breaches under GDPR.

The Town Council will be open about the type and extent of personal data it holds. It will keep the minimum amount of personal information needed to perform its duties; it will hold that information securely, use it only for appropriate purposes and not disclose it without proper authority. The Town Council will undertake regular and ongoing data cleansing activities in line with Principle Five of GDPR and in line with Yate Town Council's Data Management Policy.

DEFINITIONS

'Personal Data' means data which relate to a living individual who can be identified –

- (a) from those data, or
- (b) from those data and other information, which is in the possession of, or is likely to come into the possession of, the data controller,

and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

'Sensitive Data' means personal data consisting of information as to -

- (a) the racial or ethnic origin of the data subject,
- (b) his political opinions,
- (c) his religious beliefs or other beliefs of a similar nature,
- (d) whether he is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),
- (e) his physical or mental health or condition,

- (f) his sexual life,
- (g) the commission or alleged commission by him of any offence, or
- (h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.

‘Processing’ in relation to information or data, means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including –

- (a) organisation, adaptation or alteration of the information or data,
- (b) retrieval, consultation or use of the information or data,
- (c) disclosure of the information or data by transmission, dissemination or otherwise making available, or
- (d) alignment, combination, blocking, erasure or destruction of the information or data.

‘Data Subject’ means an individual who is the subject of personal data.

‘Data Controller’ means a person who (either alone or jointly or in common with other persons) determines the purpose for which and the manner in which any personal data are, or are to be, processed.

‘Data Processor’, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

‘Third Party’, in relation to personal data, means any person other than –

- (a) the data subject,
- (b) the data controller, or
- (c) any data processor or other person authorised to process data for the data controller or processor.

The Rules of Fair Processing – Key Principles

Under the GDPR, the data protection principles set out the main responsibilities for organisations under Article

5. Personal Data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research

purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Further, Article 5(2) requires that the controller shall be responsible for and be able to demonstrate compliance with the principles.

Processing of Personal Data

Consent may be required for the processing of personal data unless processing is necessary for the performance of a contract. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.

If a data subject wishes to revoke or change consent, they must agree a specific agreement on how their data is to be processed with the data processor.

Yate Town Council may store some personal data for direct marketing and fund-raising purposes, data subjects have the right to request an opt-out to these activities, which must be respected.

Sensitive Personal Data

Yate Town Council may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings.

Subject Rights under GDPR

- a) The Right to be Informed

At the point of collection, Yate Town Council will provide individuals with

information including: the purpose for processing individuals' personal data, Yate Town Council's retention periods for that personal data and who it will be shared with. Yate Town Council will review, and where necessary, update your privacy information. Yate Town Council will bring any new uses of an individual's personal data to their attention before processing begins.

b) The Right of Access

Upon receipt of a Subject Access Data Request, Yate Town Council will provide individuals with confirmation that their data is being processed and access to their personal data. Yate Town Council will provide this information at the latest within one month of receipt. Requests will be centralised at Poole Court. Yate Town Council will provide the information in electronic format, with any physical copies made available for viewing at Poole Court.

A person may only request details about themselves and no other person.

c) The Right to Rectification

Yate Town Council will endeavour to ensure that all personal data held in relation to all data subjects is accurate.

Yate Town Council will rectify the data of individuals if it is inaccurate or incomplete. Yate Town Council will further contact any third parties they have shared the data with and inform them of the rectification, and upon request, will inform the data subject of these recipients. Yate Town Council will rectify this information within one month of the need for rectification being recognised.

Where it is not possible to action the rectification request, Yate Town Council will provide a full explanation to the individual and inform them of their right to complain to the supervisory authority.

d) The Right to Erasure (also known as 'the right to be forgotten')

Yate Town Council will not keep data for longer than is necessary in relation to the purpose for which it was originally collected or processed. Yate Town Council retain data in line with their Document Management Policy.

Upon receipt of a Data Erasure Request, Yate Town Council will erase an individual's data when the individual withdraws consent; when the individual objects to the processing and there is no overriding contractual necessity or legal obligation for continuing the processing; and when the personal data has to be erased in order to comply with a legal obligation.

Yate Town Council will not erase data where it contravenes the exercise of the right of freedom of expression or freedom of information; where Yate Town Council is complying with a legal obligation or a public health purpose in the public interest; the exercise or defence of legal claims or the archiving purposes in the public interest, historical research or statistical purposes.

In the event of a Data Erasure Request, Yate Town Council will contact and inform any third party to whom the data subject's personal data has been disclosed. Upon request, Yate Town Council will inform the data subject about any third parties with

whom their data has been shared.

e) The Right to Restrict Processing

Upon a request to restrict the processing of an individual's data, Yate Town Council will cease processing of the data, but will continue to store the data in order to retain information about the individual to ensure that the restriction is respected in future.

f) The Right to Data Portability

Yate Town Council does not process data by electronic means, but can provide an electronic, machine readable copy of an individual's person data upon request. Yate Town Council do not maintain processing systems that are technically compatible with other organisations and do not transmit subject's data directly. Yate Town Council will not provide any personal data that relates to any other data subject other than the individual making the request for data portability.

g) The Right to Object

Yate Town Council do not process personal data based on legitimate interests or the performance of a task in the public interest and require consent for the processing of event updates and direct market which can be removed at any point. Individuals can object to their data being processed for the purposes of historical research and statistics.

Exemptions

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

- National security and the prevention or detection of crime
- The assessment of any tax or duty
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon Yate Town Council, including Safeguarding and prevention of terrorism and radicalisation.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

Data Security

Yate Town Council will take appropriate technical and organisational steps to ensure the security of personal data. All staff will be made aware of this policy and their duties under the Act, including appropriate training and compliance with Yate Town Council's Data Management Policy.

Yate Town Council staff, volunteers and Town Councillors are required to respect the personal data and privacy of others and must ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to all personal data. Staff, workers and volunteers must take security measures to safeguard personal data. This includes technical measures (e.g. password protection of the computer system) and organisational measures (e.g. burglar alarms and door locks). The measures are designed to prevent any unauthorised access to, or disclosure of,

personal data.

An appropriate level of data security must be deployed for the type of data and the data processing being performed. In most cases, personal data must be stored in appropriate systems and be encrypted when transported offsite. Other personal data may be for publication or limited publication within Yate Town Council, therefore having a lower requirement for data security.

External Processors

Yate Town Council must ensure that data processed by external processors, for example, service providers, Cloud services including storage, web sites etc. are compliant with this policy and the relevant legislation.

Secure Destruction

When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

Retention of Data

Yate Town Council may retain data for differing periods of time for different purposes as required by statute or best practices, individual departments and locations incorporate these retention times into the processes and manuals. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data. Yate Town Council may store some data such as registers, photographs, books and works etc. indefinitely in its archive.



DEDICATED ITEMS LOCATED AT YATE TOWN COUNCIL OPEN SPACES

1.

Introduction

Yate Town Council occasionally receives requests from members of the public who wish to provide a bench, tree or other planting located within one of Yate Town Council's open spaces.

2. **Guidelines**

- Trees, shrubs, bulbs and other planting, play equipment and benches can all be dedicated items;
- Plaques are allowed on trees, benches and other associated items as deemed appropriate;
- Plaques to be of a standard size (240 x160 x1.5mm) and design. No additional plaques permitted but replacement plaques can be arranged (eq, 2 names on 1 plaque);
- Ownership of the items to remain the property of Yate Town Council;
- Although replacement items will be provided by Yate Town Council where possible – or the provider will be offered the opportunity to provide a replacement if they prefer, Yate Town Council will not accept responsibility or liability in respect of any damage to or loss of a memorial tree unless this is reasonably shown to be due to the negligence of the Council;
- The scheme to apply to all open spaces within the control of Yate Town Council. However, no further dedicated trees are to be planted at Kingsgate Park except for replacements where a tree dies or is removed for specific reasons;
- Requests for approval of dedicated items is delegated to the Town Clerk;
- Costs for dedicated items to be agreed on a case by case basis based on the cost of the item/s including be spoking, delivery and installation;
- Once planted/installed, a memorial cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Yate Town Council reserve the right to remove immediately in the interest of health and safety until repairs or replacement can take place;
- Dedicated items are not to be surrounded, and objects are not to be attached to any memorial as this may hinder grounds maintenance or raise health and safety issues. Yate Town Council reserves the right to remove any such items;
- A central memorial book and clear record of all dedicated items is kept;
- All memorials are based on a 10-year lease, and can be renewed after this period if wished;
- Requests to time the installation/ planting of dedicated items to coincide with an anniversary will be met where possible. This is subject to the weather permitting and also seasonal considerations. Trees will typically be planted from November to early spring.



YATE TOWN COUNCIL

DOCUMENT MANAGEMENT & ARCHIVE POLICY

1. Introduction

This policy guides the management and timely disposal of correspondence files and other Town Council documents. This policy also guides members of the public as to what documents are readily available for requests under the Freedom of Information Act 2000.

2. Scope

The policy applies to all documents produced by the Town Council and received by the Town Council. Reviewing and disposal of all such documents will take place on an annual basis. Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.

3. Policy

The following documents will be retained for the periods stated and the reasons given:

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
FINANCE		
Scale of fees and charges	6 years	Management
Annual audited accounts	Indefinite	Historical
Till receipts	6 years	VAT
Receipt books	6 years	VAT
All bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations/tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
Sundry debtor invoices	6 years	VAT

VAT records	6 years	VAT
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Salaries/wages records	Indefinitely	Superannuation
Employee Pension related information	Indefinitely	Superannuation
For all Town Council premises and facilities, lettings diaries/copy invoices to hirers.	6 years	VAT.
STATUTORY/LEGAL		
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	Management, The Employers' Liability (Compulsory Insurance) Regulations 1998 (sl. 2753)
Public liability insurance	21 years	Management, Limitation Act 1980 (as amended)
Insurance policies	While valid	Management
Health and safety inspection records	21 years	Management, Limitation Act 1980 (as amended)
Investment records	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowance registers	6 years	Tax, Limitation Act 1980 (as amended)
STAFF/VOLUNTEERS		
Safeguarding Information	10 years (Staff) 25 (referrals)	Safeguarding Policy
Safeguarding Training Records	25 Years	
E-Mails in relation to day to day business	Pertinent emails that are printed/saved and stored on file/server kept in line with relevant file length	As above
Data Stored on YTC Work Mobile Phones	1 year	Internal Audit

Data Stored on YTC Work Laptops	Cleansed every 30 days.	Record Keeping
Emergency Contact Information for Staff and Volunteers	Cleansed once per year, and in line with Exit Policy	Vital Interest in case of Emergency
Recruitment Files Shortlisting & Interview notes	Data destroyed as soon as appointment to the role is confirmed (with the exception of recruited person, the reserve candidate details will be kept for 3 months.) 6 months from interview date	Data Protection
Staff Files for Statutory Officers	Indefinitely	
Staff Files	7 years from date of leaving	
TUPE Records	6 years	
Fit notes	Current year plus 3 years	In line with Absence Management Policy
MISC		
Minute books	Indefinite	Historical
Project Files (redacted) (Historical personal data information)	Indefinitely (Indefinitely - information cannot be used without consent but can be kept for historical reference)	Historical and reference Historical
Visitor Books	Indefinite (Redacted when book is completed if required)	Historical
DBS Checks	Certificates – 6 months DBS records (number, name, type) – 25 years	

At the end of the stated periods, the files will be destroyed securely.

4. General Documentation

Other than those documents stated under point 3, general documentation will be destroyed after 5 years. Any documents of a historical nature will be offered to the County Records Office for safe keeping. (Items of a historical subject matter will be offered to Yate Heritage Centre.) Any documents relating to Town Council land and property will be retained indefinitely by the Town Council to give a complete overview of refurbishments, disposals or acquisitions.

5. Personnel Documents

If an employee or worker leaves the employment of the Town Council, the individual's personnel file will be destroyed after 7 years with the exception of any appointments of Statutory Officers which will be kept indefinitely. *(However personal data that is unlikely to be needed again should be removed from the organisation's records – such as individual's emergency contact details. Previous addresses, death in service beneficiary details).*

If there is likely to be a claim made against the Town Council under employment or other relevant legislation, the personnel file will be archived until such time as any claim has been dealt with or legal advice states that it may be destroyed.

A basic level of information will be permanently retained on all employees, workers and volunteers (Eg, length of time employed, courses attended etc). Volunteer information is deleted at the time of leaving. Casual Workers information is deleted when they have been advised that have been removed for the casual bank (a letter is sent to casual works if they have not been engaged by Yate Town Council within the previous 3 months advising them that they are no longer listed on the casual bank of workers).

The Town Council Safeguarding Policy states: 'Access to the file and records of the alleged abuser (if staff) will be limited to those with specific interest in the issue which will usually be the Staffing and Governance Sub-Committee. Records will be stored securely and destroyed after 10 years, unless there is a good reason for keeping them for a longer time.' Evidence of Safeguarding training is kept for 25 years.

6. Storage of Retained Documents

Retained documents will be stored on Town Council's premises and archived to ensure easy retrieval.

A review of the method of storage will be carried out periodically to ensure items continue to be accessible.

Council minutes are printed on low-acid paper, bound in minute books and stored in fire proof safes in order to maximise preservation.

7. Historical Information

Documents and files kept for historical reasons will periodically be reviewed and offered to the County Records Office for safe keeping. This is to ensure that very old documents are kept in optimum conditions to ensure longevity.

Items of a historical subject matter will be offered to Yate Heritage Centre.

All items that are offer to the County Records Office and/or Yate Heritage Centre will be assessed to ensure that Personal Data is removed or redacted.

8. Use of Historical Data

Once data has been offered and received by the County Records Office and / or Yate Heritage Centre, Yate Town Council will no longer be able to use the information or share it with any third parties.

Once data has been destroyed, including data that has been earmarked for destruction, Yate Town Council will no longer be able to use any duplications of this information, or share it with any third parties.

9. Destruction of Documents

All documents earmarked for disposal will be shredded.



YATE TOWN COUNCIL

DONATIONS ACCEPTANCE AND ETHICAL FUNDRAISING POLICY

1 Introduction

- 1.1 Yate Town Council is committed to ensuring that fundraising activities are carried out in an ethical manner.
- 1.2 This policy applies to the Members, casual, permanent and contract staff and volunteers.

2 Purpose

- 2.1 The purpose of this document is to identify Yate Town Council's position on donations acceptance and fundraising practice and to document the standards expected in raising funds from the community.

3 Policy

- 3.1 Yate Town Council's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves.
- 3.2 Fundraising activities carried out by Yate Town Council will comply with all relevant laws.
- 3.3 Any communications to the public made while carrying out a fundraising activity shall be truthful and non-deceptive.
- 3.4 All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's Standing Orders and Terms of Reference.
- 3.5 All personal information collected by Yate Town Council is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- 3.6 Nobody directly or indirectly employed by or volunteering for Yate Town Council shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- 3.7 No general solicitations shall be undertaken by telephone or door-to-door.

- 3.8 Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Yate Town Council.
- 3.9 Financial contributions will not be accepted from companies, organisations, and individuals where:
- The funds may have been illegally or unethically obtained;
 - Acceptance may damage the reputation of the Town Council
- 3.10 Financial contributions will not be accepted from companies, organisations, and individuals whose activities and practices pose a risk of serious harm to individuals or groups, or whose activities are inconsistent with the Council's aims and Climate and Ecological crisis declaration. These include, but are not limited to:
- Environmentally harmful activities (e.g. pollutions, destruction of habitat, fossil fuels)
 - Socially harmful activities (e.g. tobacco, gambling)
 - Human rights violations
 - The manufacture or sale of arms
- 3.11 Yate Town Council will take all reasonable steps to treat a donor fairly, enabling them to make an informed decision about any donation. This includes considering the needs of any potential donor who may be in a vulnerable circumstance or require additional care and support to make an informed decision.
- 3.12 Yate Town Council will not exploit the credulity, lack of knowledge, apparent need for care and support or vulnerable circumstance of any donor at any point in time.
- 3.13 Before any donations are accepted, all reasonable steps are taken to evaluate any donation through a risk based due diligence approach. This includes examining the risks to the Council, and the donor's credentials in respect of ethical positioning, activities, and practices in relation to the Council's aims and Climate and Ecological crisis declaration.
- Any concerns identified during this process are raised to the RFO to review the potential donation.
- 3.14 Yate Town Council reserves the right to refuse donations, without reason being provided, that do not comply with the Donations Acceptance and Ethical Fundraising policy.



Yate Town Council Climate and Planet Policy (formerly Environmental Policy)

1. Introduction

Every public body must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. (Natural Environment and Rural Communities Act 2006, s.40)

Yate Town Council declared a climate emergency in February 2020 to acknowledge humanity is in a climate crisis and to demonstrate the Town Council's commitment to devising measures that try and stop human-caused global warming.

We are committed to:

- playing our part in tackling environmental damage and improving the quality of the environment;
- “thinking global, acting local,” initially prioritising actions the town council can take to put its own house in order, to play our part in building a movement that transforms our town, which can influence further work with the wider community to reduce the net harm that Yate ~~does~~ contributes to the environment.
- following best practice principles such as those set out in the UN Sustainable Development Goals.

The Town Council will seek to promote the conservative and sustainable use of natural resources, and the reduction in use of unsustainable resources, to minimise the adverse environmental effects of its own activities and take positive action to improve the environment.

Throughout planning and procurement councillors and officers should refer to the Environmental Checklist to make recommendations and decisions that result in the lowest environmental impact possible, where a reduction in environmental impact is not possible, offsetting options should be considered.

The Town Council will promote environmental awareness within the community and work in partnership with the local community to achieve environmental change.

It will pay close attention to local environmental change and act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.

2. Energy/Water Consumption

The Town Council will aim to reduce the amount of energy it uses by:

- ensuring that own premises achieve a high standard of energy/water efficiency. This will involve investment in new technologies and energy saving solutions, monitoring usage, and periodic energy audits;
- promoting the use of energy efficient design standards (as set out in Building Control Regulations) in all new and refurbished buildings and by recommending higher standards wherever possible;
- educating its staff, workers, volunteers, partner organisations and the public on ways to reduce energy/water consumption and the benefits derived from sustainable living;
- investing in cleaner, greener, renewable energy sources and procuring from environmentally-responsible suppliers.

3. Transport

The Town Council will seek to reduce the environmental impact of traffic in the town and will encourage the use and improvement of public transport, together with cycling, pedestrian and disabled facilities by:

- supporting planning policies which, by encouraging mixed land uses and by locating traffic generating activities relative to public transport services, reduce the need to travel;
- lobbying South Gloucestershire Council to provide improved and properly integrated public transport services and travel routes and by promoting improved travel opportunities to residents and visitors to the town;
- encouraging sustainable transport systems - reduced car use, ~~more~~ car sharing opportunities, and use of the public transport system, fuel-efficient vehicles and other modes of transport using renewable and/or non-polluting energy (e.g. cycling);
- -contributing to Joint Parishes Groups to discuss cross-boundary transport issues;
- Supporting the development and delivery of smart energy infrastructure; including advocating for installation of electric vehicle charging points in residential and public spaces.

4. Waste Disposal

The Town Council aims to repair, reduce, reuse and recycle to minimise waste production and will encourage responsible consumption and sustainable waste management by:

- reducing the use of non-renewable resources and by promoting the use of renewable and recycled materials wherever possible;
- informing, educating and working in partnership with the public ~~on~~ to promote the benefits of reduction, re-use and recycling;
- ~~by~~ promoting recycling facilities within the town and providing recycling facilities at Town Council properties and events;

- adopting and promoting environmentally sustainable methods of land management by making provision for the return of organic waste directly to the soil and avoiding the use of chemicals and/or landfill which may harm wildlife or interfere with the healthy functioning of the ecosystem.

5. Purchasing

The Town Council has reviewed procurement processes with a strong focus on the environment and sustainability. Wherever possible and practicable, the Town Council will buy products and services that are compatible with its environmental perspective and will:

- use products that are known to minimise harm to the environment;
- use products that can be repaired, repurposed, or recycled at the end of use or life cycle;
- focus on the “big picture” to purchase better products that offer an extended life cycle, reducing purchase of single use or short life products;
- use recycled products or products made using recycled materials;
- purchase products and services from local suppliers and independent traders;
- purchase products that are manufactured in and/or distributed from the UK;
- encourage employees, volunteers and the public to move away from convenience by working towards the offering of water refill stations at town council sites and implementing refill processes in our hospitality settings;
- opting for environmentally friendly products and purchasing from companies that support BS7750 objectives, where possible.

6. Environmental Information and Education

The Town Council will aim to raise awareness of environmental issues in the town and will encourage a greater sense of responsibility for the environment by:

- being represented on outside bodies through which a wide range of organisations, interests and individuals consider environmental projects and issues;
- raising environmental awareness in the town with exhibitions and displays;
- encouraging the town's schools to continue their vital role in improving awareness of environmental issues;
- encouraging the town's business sector to adopt good environmental practices;
- promoting public understanding and enjoyment of the natural habitats (e.g. Walkway booklets);
- supporting and encouraging local environmental projects, groups and invested individuals;
- protecting and enhancing the diverse landscape character of Yate, safeguarding its key areas of visual or environmental importance;

- protecting and enhancing the character of the built environment;
- in our approach to planning applications, encouraging a more environmentally sustainable and diverse economy, whilst protecting and enhancing the character of the built environment;
- ensuring environmental information is available to the public to help them make positive choices about their lifestyles and the effect of environmental change upon them, in accordance with the Climate Change and Sustainable Energy Act 2006 (*Clause 20 empowers Parish and Town Councils to encourage or promote energy-saving measures through the giving of information, advice and assistance using s137 monies (Local Government Act 1972).*

7. Ecology

The Town Council recognise they have a duty to act on the ecological crisis the world is facing, and with regard to the Natural Environment and Rural Communities Act 2006. The Town Council is committed to achieving sustainable communities and quality of life for all and where possible and practicable, will plan for and undertake natural recovery by:

- following industry good practice including, planning for local nature action;
- expanding its knowledge of local species of plants and animals and the habitats and ecosystems they are part of;
- supporting the improved health of natural environments through reflection, regeneration, and recreation;
- complimenting and enhancing built environments with ecology plans;
- communicating and championing the benefits derived from the natural environment and how these benefits are critical for wellbeing and survival;
- identifying opportunities and nurturing partnerships for nature restoration, maintenance, and protection.



YATE TOWN COUNCIL

Equalities Policy

Introduction

We recognise the contributions that people from different backgrounds have made to our journey as a community, the contributions people make now and the contributions that people from different backgrounds make to understanding that journey and charting our future together,

To secure the benefits of diversity we are building an inclusive organisation that actively recognises the contribution that people from different backgrounds make to all aspects of the council's work and the community

Being truly inclusive is not just about welcoming different contributions. Inclusion also means actively tackling inequalities and advancing greater equality, as well as fostering good relations between different people. Inclusion means removing the barriers – physical, economic or social – that hold people back, so we build a town and a workplace in which everyone feels a part.

Strategic Approach, Principles and Scope

Yate Town Council:

- has legal and moral obligations specified in the Equality Act 2010;
- aims for the ethos of equalities to be integrated into mainstream policy development and service delivery;
- recognises that equality is inseparable from quality service provision and represents good management practice;
- recognises that diverse groups and individuals within the community have a right to have their specific needs recognised and addressed with the resources available;
- expects each individual employee and volunteer to promote the spirit of its Equalities Policy. Each employee, worker and volunteer has a duty, both morally and legally, not to discriminate against other employees, workers or volunteers.

This policy applies to all permanent, temporary and agency employees (including employees within their probation period) as well as to volunteers and councillors.

- **Yate Town Council's Commitment**

We commit to being a learning organisation about equality and inclusion, always ready

to improve our practice and to address new issues as they arise. If we make mistakes, we will put things right and learn from our experiences.

We commit to fulfilling our legal obligations under the Equality Act 2010 and any other subsequent legislation relating to equality but go beyond it recognising and including our whole community, recognising the causes of inequality go well beyond those listed in the equality Act

We look to embed the principles of inclusion in all aspects of our activity, specifically participating in the active process of identifying and eliminating discrimination by changing systems, organisational structures, policies and practices and attitudes, so that power is redistributed and shared equitably

Yate Town Council:

- recognises and acknowledges that levels of discrimination and inequality continue to exist in society and seeks to redress these inequalities via its commitment to civil liberties and human rights;
- Recognises the legacy of inequalities, committing to surfacing and addressing the consequences of historic discrimination and taking positive steps to address them;
- welcomes and celebrates diversity, accepting that the majority view is not always right;
- will develop a shared understanding of the essence of equality, which is to value and treat all human beings humanely, with respect and dignity;
- will strive to build equality of opportunity into its work;
- is committed to ensuring that all service users have equal and independent access to Council services and to creating an environment that is accessible to all as far as possible;
- will encourage user groups and local residents to participate in the development and shaping of services;
- will not discriminate, through its policies, services, employment, contracting and funding practices, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (the protected characteristics) and will ensure that no service user, employee or job applicant will receive less favourable treatment on the grounds of these protected characteristics or on the grounds of economic or social status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable;
- will take all possible steps to eliminate any unfair and unlawful discrimination and take positive action to redress and remedy the effects of past discrimination on these groups and individuals;
- Promote positive images of people from all sections of the community in Council publications;
- Provide clear information about its services in a variety of formats on request;
- opposes all forms of less favourable treatment, unlawful and unfair discrimination (direct or indirect), victimisation or harassment on the grounds of any protected characteristic;

- Act promptly and appropriately if complaints are received about the way services are provided.
- Valuing the difference between individuals and promoting equality and diversity in the workforce;
- fairness, dignity and respect in the workplace;
- providing equal opportunity to all applicants and employees;
- Promoting the recruitment and retention of a more diverse workforce through publicity, improving physical access, workplace support and other reasonable adjustments;
- eliminating unlawful discrimination to employees and customers (when providing services to the community.);
- The Town Council will aim to produce a culture which enables equality to be put into action. The achievement of equality objectives will be integral to the plans of the Town Council;
- Ensure that all employees understand what equality means in the context of customer care and service provision and are equipped to implement good practice.

Principles

Equality principles and practices are integral to policy development, decision-making and resource allocation.

Celebrating diversity by responding to the specific needs of diverse groups and individuals is a key element in the provision of quality services.

The Council recognises that disability is caused by a failure of society to meet the needs of disabled people.

The Council pledges to:

- Encourage mutual respect for all of our residents;
- Recognise and work with every diverse group;
- Give high quality inclusive services and facilities;
- Make sure our employment policies and practices are fair;
- Challenge harassment and discrimination.

Under the Equalities Act 2010, it is unlawful to discriminate against an individual on any of the following grounds, known as 'protected characteristics':

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

Definitions of these characteristics are shown on the attached appendix 1. Types of discrimination are shown on appendix 2.

Equalities Objectives in the Workplace

The Town Council's overall objectives will be to:

- (a) ensure employment policies, practices and access to the Council are fair and equitable;
- (b) develop and support an effective consultation and participation process to enable groups at risk of discrimination and disadvantage to influence the Council's policies and practices;
- (c) integrate equalities into mainstream policy, planning and service delivery and monitor and evaluate progress;
- (d) aim for the workforce to be representative of all sections of the community and our customers, and for each employee to feel respected and able to give their best;
- (e) Recognise, support and empower those responsible for promoting equality in our organisation;
- (f) Listen to and understand the diverse needs of all people to make our information, services and products more accessible and inclusive;
- (g) Address all allegations of discrimination, harassment, bullying and victimisation in an effective and timely manner.

- **Recruitment and Employment ***

** To be read in conjunction with the Recruitment & Selection Policy – Staffing Policy*

Yate Town Council will ensure recruitment and selection, promotion, appraisal and access to training is based on aptitude and ability relevant to job roles. All employees will be helped and encouraged to develop to their potential to ensure talents and resources of the workforce are fully utilised; where appropriate, special training will be provided to progress within the organisation.

The Council is committed to providing a work environment that is free from intimidation, bullying or harassment and promotes dignity and respect to all. This is further defined in the Grievance (Including Bullying and Harassment Procedure) and the Code of Conduct.

All Change Management (including redundancy selection), application of terms and conditions of employment and council policies such as Time off Work and Leave (maternity, adoption, shared parental leave handbooks) and Flexible Working will be operated in non-discriminatory ways.

The Council will ensure disabled applicants and employees are not disadvantaged and in doing so will consider reasonable adjustments. This is further defined in the Recruitment & Selection and Managing Ill Health and Sickness Absence Policy.

Any breach of this policy will be taken seriously and may be subject to the Managing Employee Performance procedure.

- **Service Users Access to the Council**

The Council is committed to ensuring that all service users have equal and independent access to Council Services and to creating an environment which is accessible to all where possible . The Council will;

- (a) collaborate closely with user groups and endeavour to eliminate policies and practices which inhibit equal access to council services;
- (b) whenever practical, monitor the use of services to identify the reasons for the lack of use and to take action to remedy the situation within the resources available;
- (c) seek effective solutions to the improvements of access in existing buildings working in partnership with service users;
- (d) ensure that its publications are non-discriminatory and present a positive image for all sections of the community, welcoming and encouraging diversity.

- **Consultation and Participation**

The Council will encourage and support equality interest groups to express their views as service users on ways in which services can be adapted to meet specific needs.

THE EQUALITY ACT 2010 – PROTECTED CHARACTERISTICS

Age

The Equality Act protects people of all ages. Age is the only protected characteristic that allows the justification of direct discrimination. The Equality Act continues to allow employers to have a default retirement age of 65.

Sex

Both men and woman are protected under the Act.

Sexual Orientation

The Act protects bisexual, gay, heterosexual and lesbian people.

Marriage and Civil Partnerships

The Act protects people who are married or in a civil partnership. Single people are not protected.

Race

'Race' includes colour, nationality, and ethnic or national origins. A racial group can be made up of two or more different racial groups.

'Ethnicity' is where a group has a long-shared history and cultural tradition, come from a common geographical area, descend from a small number of ancestors, have a common language or literature and a common religion.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Religion or belief

Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Gender reassignment

The process of transitioning from one gender to another.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non- work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

TYPES OF DISCRIMINATION

The Equality Act 2010 defines the following different types of discrimination.

Direct Discrimination

This occurs when a person is treated less favourably because of a protected characteristic they have.

Indirect Discrimination

This occurs when a condition, rule, policy or practise that an organisation has in place disadvantages people who share a protected characteristic – even if the condition, rule policy or practise is applied to everyone.

Discrimination arising from Disability

This occurs when a disabled person is treated unfavourably because of something connected with their disability and the unfavourable treatment cannot be justified.

Associative Discrimination

This occurs when a person is treated less favourably than another person because they associate with another person who possesses a protected characteristic.

Victimisation

This occurs when someone is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act.

Perceptive Discrimination

This occurs when a person is treated less favourably than another person because others think they possess a protected characteristic – even if the person does not actually possess the characteristic.

Harassment

This is unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Third Party Harassment

This is when an employee faces unwanted conduct relating to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual by people who are not employees of the organisation.

1. Pop Inn Café

Yate Town Council's Equalities Policy applies overarchingly to the activities of the Pop Inn Café. However, because the Pop Inn Café caters exclusively for those persons aged 50 plus, there are some distinctions.

2. Background

The Pop Inn Café was set up in 2002 to meet an identified need of a community in Yate; that community being those aged 50 plus.

3. Equality

In meeting the needs of that community, the Pop Inn Café Management Committee is committed to ensuring that all volunteers and employees act in line with the town council Equalities Policy

No discrimination will occur on the grounds of age past the age of 50.

All volunteers will be given equal opportunity and access to appropriate training.



YATE TOWN COUNCIL

EXCLUSION POLICY

1. Exclusion from YTC Premises

Yate Town Council, represented by the person in charge at the premises, reserve the right to exclude members of the public at any given time and, if necessary, to exclude them from entering any of the Council premises for a given period of time.

The period of time the exclusion remains in place will be set by the person in charge of the premises or the Town Clerk and will depend on the circumstances.

2. Exclusion from YTC Meetings

Standing Orders outline exclusion of public from meetings as follows:

1.32 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.



YATE TOWN COUNCIL

FLAG FLYING POLICY

The following policy/protocol sets out the parameters for flying a flag at Poole Court and has been based on guidance provided by the Flag Institute and the College of Arms.

1. **Introduction**

Government and local authority buildings in England are encouraged to fly national flags and may do so as they wish, subject to compliance with any local planning requirements.

There is however no legal requirement to fly a flag, but the Union Flag is the national flag by long established custom and practice, rather than statute.

2. **When Flying the Union Flag:**

- The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flag pole;
- The Union Flag must be in good repair and unsoiled. To fly a flag which is in poor repair or dirty does not befit the national emblems.

3. **The Union Flag is flown at Poole Court as follows:**

- The Union Flag be flown at Poole Court in accordance with the schedule shown overleaf taken from the Department for Culture, Media and Sport;
- On designated flag flying days, the flag be flown at Poole Court from 8.00am to sunset.
- Occasions which the Union Flag is to be flown at half-mast include:
 - From the announcement of the death of the Sovereign until the funeral, except on Proclamation Day when flags are flown at full-mast following the proclamation;
 - On special command from Her Majesty and may include:
 - The death of a member or near relative of the Royal Family or the funeral of members of the Royal Family;
 - The funerals of foreign Rulers;
 - The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom;
 - Any other occasions as commanded.

The Department of Culture, Media and Sport will inform Government departments of any occasions when Her Majesty has given a special command. They also publish a notice on their website.

4. Definition of Half-Mast:

- Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the flagpole;
- If more than one flag is flown, they all should be raised at half-mast or not flown at all. Flags of foreign nations should not be flown unless their country is also observing mourning.

Date	Occasion	Flag
09 January	Birthday of the Duchess of Cambridge	Union Jack Flag
20 January	Birthday of the Countess of Wessex	Union Jack Flag
06 February	Her Majesty's Accession	Union Jack Flag
19 February	Birthday of the Duke of York	Union Jack Flag
10 March	Birthday of the Earl of Wessex	Union Jack Flag
Second Monday in March	Commonwealth Day	Union Jack Flag
21 April	Birthday of Her Majesty the Queen	Union Jack Flag
23 April	St George's Day	Union Jack Flag
02 May*	Birthday of Princess Charlotte	Union Jack Flag
09 May	Europe Day	Union Jack Flag
02 June	Coronation Day	Union Jack Flag
10 June	Birthday of the Duke of Edinburgh	Union Jack Flag
Second Saturday in June	Official celebration of Her Majesty's birthday	Union Jack Flag
21 June	Birthday of the Duke of Cambridge	Union Jack Flag
17 July	Birthday of the Duchess of Cornwall	Union Jack Flag

22 July*	Birthday of Prince George of Cambridge	Union Jack Flag
15 August	Birthday of the Princess Royal	Union Jack Flag
Second Sunday in November	Remembrance Day	Union Jack Flag
14 November	Birthday of the Prince of Wales	Union Jack Flag
20 November	Her Majesty's Wedding Day	Union Jack Flag

***These dates are not recognised by the Flag Institute or Department of Culture, Media and Sport and so Yate Town Council can decide whether to fly the Union Jack flag.**

Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office

This protocol (based on the guidance provided by the [National Association of Civic Offices](#) to LAs) provides a procedure to follow for marking the death of the reigning Sovereign, other senior members of the Royal Family and certain national figures or local holders of high office, listed below, to ensure the appropriate response is made by the district in such circumstances and will be implemented by the Chief Executive, or Head of Governance, Legal and Democratic Services, in her absence.

It may also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a terrorist attack or major incident. (Refer also to the Council's Strategic Emergency Plan and Recovery Plan.) This would apply if a National Day of Mourning was announced by 10 Downing Street.

This protocol sets out the action to be take in the event of the

death of: HRH The Queen (State Funeral)
 HRH The Duke of Edinburgh (Ceremonial Royal Funeral)
 HRH The Prince of Wales (Ceremonial Royal Funeral)

All other member of the Royal Family will receive non ceremonial royal

funerals It will be appropriately adjusted in relation to:

- o The Prime Minister
- o Any former Prime Minister
- o The Members of Parliament for the constituencies of which the District of South Gloucestershire forms a part
- o A serving Chair or Leader of the Council
- o A serving member of the Council

PART 1 Implementation of the Protocol on hearing of the death

Action required	Authorised by	Other Notes
<p>South Gloucestershire Council's Protocol will be implemented on the formal announcement of the death of any one of those persons named on pages 1-2 of this document.</p> <p>There will be liaison with the Lord Lieutenant of Gloucestershire's office throughout the process.</p> <p>In the event of the death of the Sovereign, Appendix 4 gives the summary of key actions for the council and timeline.</p> <p>In terms of the death of a local holder of high office or major incident, consideration will take place on the level of the local civic response.</p>	<p>Chief Executive, Leader of Council or by the Head of Governance, Legal and Democratic Services.</p>	<p>Flags to be lowered immediately and books of condolence to be opened on the next working day. (www.royal.gov.uk)</p> <p>Head of Strategic Communications to be advised. Communications to issue press release with relevant details to ensure public are informed.</p> <p>Chief Executive to notify all Councillors and staff by email.</p> <p>Item to be placed on Council's website and intranet.</p>

PART 2 Flag flying

Action required	Implemented by	Other Notes
<p>Immediately at the request of the Leader of Council or Chief Executive, Union flag to be flown and lowered to half-mast.</p>	<p>The Head of Property & Business Services</p> <p>At Badminton Road council offices by the duty caretaker</p> <p>At the Civic Centre, Kingswood by the duty caretaker</p>	<p>All flagpoles at Council buildings to fly Union flag at half-mast to adopt practice to be followed for Government buildings. (Guidance given in Appendix 1.)</p> <p>If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.</p>
<p>Applicable only following the death of the Sovereign:</p> <p>On Proclamation Day (D+1) (day following the death of the Sovereign, when the new Sovereign is proclaimed) flags to be raised to full mast at 11.00am and flown throughout the day at full mast.</p> <p>On the day following Proclamation Day (D+2) they will be returned to half-mast at 1.00pm.</p>	<p>The Head of Property & Business Services</p> <p>At Badminton Road council offices by the duty caretaker</p> <p>At the Civic Centre, Kingswood by the duty caretaker</p>	<p>Flags can be raised to full mast in the vicinity of a proclamation ceremony to mark the start of that ceremony if it takes place after 1pm on D+2/D+3. The flag should return to half mast at the end of the ceremony</p>

<p>On Subsequent Days: Following the death of the Sovereign or other member of the Royal Family identified in the list on pages 1-2, flags will continue to be flown at half-mast until 08.00am on the day following the funeral (D+11).</p> <p>For all others identified in the list on pages 1- 2, flags in South Gloucestershire will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume (see note opposite) until the day of the funeral when they will again fly at half-mast.</p>	<p>The Head of Property & Business Services</p> <p>At Badminton Road council offices by the duty caretaker</p> <p>At the Civic Centre, Kingswood by the duty caretaker</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer.</p> <p>The phrase “Usual local arrangements” should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p>
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<p>The Leader of Council will issue a statement via the Press Office, expressing the sadness of the Council and people of South Gloucestershire at the news of the death of The statement will also appear on the home page of South Gloucestershire Council's Website.</p>	<p>Head of Strategic Communications to have lead responsibility for ensuring the press statement is issued and posted on South Gloucestershire Council's website homepage.</p>	<p>When a decision has been taken on the Chair of Council's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.</p>
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Action required	Implemented by	Other Notes
<p>The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website and provide the link.</p>	<p>Also to liaise with the bigger Town /Parish Councils and sign-post to any books of condolence or events they may organise in their area.</p>	<p>It is not possible for every book of condolence from all such sad occasions to form part of the Royal Archives. However, in a letter of condolence from Leader of the Council reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes in to the Royal Archives its acts as an effective cross reference.</p>
<p>When the Book of Condolence has been closed the Chief Executive will discuss with the Leader of Council arrangements for binding and where the final bound version is to be lodged.</p>		<p>Books of Condolence are essentially a local record of sentiments by local people of the death of a national figure. They should form part of the Authority's archive for future reference on the way in which national events were marked in the area. Loose leaf pages with messages of condolence to be sent for binding at conclusion of period of mourning then placed with Gloucestershire Archives.</p>

PART 4 Events during the period of Mourning

Action required	Implemented by	Other Notes
<p>To review the programme of engagements undertaken by the Chair of Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Chair of Council with the Democratic & Member Services Manager, and discussion with the Chief Executive and others.</p>	<p>Careful thought should be given to all types of events and activities which are held or hosted by the Chair / Deputy Chair. Lunches, dinners and receptions may need to be cancelled or postponed. Visits to Schools by Councillors might be helpful, talking about the events that are unfolding. Decisions to be taken locally with great sensitivity.</p> <p>The National period of mourning is 2 weeks, the Royal Mourning period is 1 month.</p>
<p>Consideration should also be given to working with local faith groups to arrange some sort of Service if appropriate on the eve of the funeral, enabling local people to join together in an act of remembrance.</p>	<p>Potentially identify suitable areas where flowers can be laid – possibly areas where the proclamation is being read. (Liaise with StreetCare.)</p> <p>Strategic Communications team to publicise events to the public as appropriate.</p>	<p>Prayers in local churches, memorial services – likely to be arranged locally.</p> <p>Civic attendance will add to sense of community coming together.</p> <p>Useful to know which Churches are doing what and when and local councillor attendance. Coordination with the Gloucester Diocese may help with this as they have a comprehensive website and would probably issue their own guidelines. Thornbury have a ‘Churches together’ initiative where they do things ecumenically</p>

		across the denominations.
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The public may wish to hold (candlelight) vigils. Need to liaise with Town and Parish Councils on appropriate locations	People to be directed to most appropriate locations	
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PART5 Cancellation of Existing Events - as above, further guidance can also be found in the NACO notes, 5th Edition

PART 6 Proclamation Day – Relevant to the death of the Sovereign only

Action required	Implemented by	Other Notes
<p><u>Nationally</u> Proclamation Day is set to be the day following the death of the Sovereign (D+1). Proclamation to be read out at 11.00 a.m. at St. James' Palace, London (or 2.00 p.m. if on a Sunday - tbc). At 12.00 noon the Proclamation will be read out at the Royal Exchange in the City of London.</p> <p>The next day (D+2), the Proclamation will be read out at 12.00 noon in Edinburgh, Cardiff and in Belfast, and a second reading at 12.30pm in Edinburgh.</p> <p><u>Locally</u> The Proclamation to be read at 12.30pm on the steps of Gloucestershire Shire Hall by High Sheriff in presence of Lord-Lieutenant.</p> <p>The Chair/Vice Chair of South Gloucestershire Council to read the Proclamation at 1.30pm at Kingswood Civic Centre. If Mayors/Chairs of Town/Parish Councils wish to read the Proclamation this should be done at</p>	<p>Notification of the reading of the Proclamation to be given by the Chief Executive to those identified in Appendix 2.</p> <p>Strategic Communications Team to ensure that the public are informed by way of a press release and item on the Council's website</p> <p>Strategic Communications team in liaison with facilities team to arrange access (as appropriate) and setting up of any public address system</p> <p>Chair/Leader to wear black arm bands</p>	<p>Deputy Lieutenants from South Gloucestershire to be invited to attend.</p> <p>Wording of Proclamation to be read out will be available from the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.org.uk)</p> <p>Flags to be at full mast when the Proclamation is read at 12 noon and 12.30pm.</p> <p>Flags to go to half-mast at 1pm and will remain so until the day after the funeral (D+11) can be raised for local proclamation ceremony then returned to half mast</p> <p>Provision should be made for the Deputy Lieutenant to offer words of introduction before the proclamation is read.</p> <p>NB: timings may have to be adjusted, depending on the time of year, etc. A royal funeral will not take place on a</p>

1.30pm (or after) at an appropriate local venue.

Sunday

NB: Check if any Citizenship Ceremonies are taking place at this time. On the death of the Monarch the oath will need to be amended.

All those listed in **Appendix 2** to be invited to be present and advised where the proclamation will be read. Councillors to be advised to wear suitable dark attire.

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<p>Reading of the Proclamation to be publicised.</p> <p>Arrangements to be made for crowd control, media access and liaison with local police, town centre manager and other agencies for the managing of the occasion as necessary.</p>	<p>Facilities Team to manage arrangements and liaise with Strategic Communications team regarding media access</p>	<p>The Safety Advisor Group (SAG) may be able to assist in this process.</p>
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PART 7 Dress Code

Action required	Implemented by	Other Notes
<p>A small stock of black ties, mourning ribbons and black arm bands will be available from the Chief Executive's office for use by the Leader of Council, Chair and Vice-Chair of Council and Chief Executive following the death of a senior figure.</p> <p>Councillors may wish to wear black ties/black ribbons /dark colours when conducting public business.</p>	<p>The stock to be issued and maintained in good order by the Chief Executive's office.</p> <p>Chief Executive to send e-mail to Councillors inviting them to adopt this practice if they would like to do so.</p>	<p>At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out in Appendix 3</p>
<p>On the death of the Sovereign, South Gloucestershire's Chains of office will not be worn by the Chair or Vice Chair of Council.</p> <p>Consideration should be given to badges of office being worn on black neck ribbons/black tie from the day of death until and including the day of the funeral of the Sovereign</p>	<p>Chief Executive to consider with Chair / Vice Chair and Leader of Council.</p>	<p>Black ties / armbands /ribbons will be available for use by the Chair, Vice Chair and Leader during the mourning period.</p> <p>NB: the period of mourning starts on proclamation day. There will be a Royal Mourning Period of 1 month.</p>

PART 8 Timings

In relation to the Proclamation timings, this is covered in Part 6.

See NACO notes 5th Edition for guidance if there is a General Election in progress

PART 9 Social Media and Websites

Action required	Implemented by	Other Notes
The Chair of Council will be expected to give a public response on behalf of the Council in the event of the death of a national figure/following a tragic event	Head of Strategic Communications in liaison with the Chair of Council	Councils are advised to consider in advance what messages they will be posting on social media and what information will appear on websites.
Website could include information on the following: Message of condolence from Chair Details of where flowers could be laid / where the council leaders will lay flowers Flag flying Books of condolence details The Proclamation arrangements Church Services (information to be provided in relation to local area)	Head of Strategic Communications	See NACO guidance notes, 5th Edition

PART10 On the Death of those receiving a Ceremonial Royal Funeral

Action required	Implemented by	Other Notes
Relates to the Duke of Edinburgh and the Prince of Wales		
Flags to be flown at half-mast on announcement of death	The Head of Property & Business Services At Badminton Road council offices by the duty caretaker At the Civic Centre, Kingswood by the duty caretaker	To remain at half-mast until 08.00 on the day following the funeral
Message of condolence to be immediately placed on council's website and link to national condolence book online	Head of Strategic Communications	
Books of Condolence to be opened on the first working day after day of death and close the day after the funeral at 17.00	Head of Property Services via facilities team in liaison with CEO office	Opened at Badminton Road/Kingswood CC
Organisation of local events		Flowers I church services
Consideration of existing events	Chair of Council with the Democratic & Member Services Manager	Whether these should be cancelled/scaled back
Dress Code		Throughout the mourning period, it is recommended civic leaders, Senior officers, Cllrs wear black tie/armbands. Female officers/Cllrs to wear dark clothes.

Social Media	Head of Strategic Communications	Public announcement of condolence, links to details of the ways in which the death is being marked locally.
Marking a Silence	Head of Property & Business Services	To be guided by the Government

PART 11 Ceremonies and Oaths of Allegiance

Action required	Implemented by	Other Notes
Relates to Citizenship Ceremonies. On the death of the Sovereign it will be necessary to amend the Oath immediately so that allegiance is sworn to His Majesty The King	Head of Governance, Legal and Democratic Services	Until a picture of The King is available, ceremonies can take place without one. A picture of the late Sovereign must not be included.

PART 12 Marking a Silence

Action required	Implemented by	Other Notes
<p>The death of a senior national figure/or other member of the Royal Family may be marked by a National Two Minute Silence. Details will be announced by Buckingham Palace.</p> <p>In South Gloucestershire, where Silence is to be kept for a senior member of the Royal Family, the Leader of Council will lead a Public Silence at the council's Badminton Road offices in Yate.</p> <p>The silence will also be observed at. all council offices</p> <p>All those listed in Appendix 2 to be invited to be present. Recommendation that Councillors wear black ties/black ribbons /dark colours. Arm bands/ribbons to be available for Chair/ Vice Chair of Council, Leader of Council and Chief Executive.</p> <p>The Public Observing of the Silence to be publicised.</p> <p>On the death of the Sovereign there will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10 for the Sovereign).</p> <p>Arrangements to be made for crowd control, media access and liaison</p>	<p>Head of Property and Business Services The</p> <p>start and finish of the period of silence to be marked at Badminton Road by the blow of a whistle, and at Kingswood Civic Centre by a ring on the fire alarm.</p> <p>Strategic Communications team to ensure that the public are informed by way of a press release and item on the Council's website</p> <p>Facilities Team/ Strategic Communications team</p>	<p>Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family. (D+8 for other senior royals.)</p> <p>The day of the funeral of the Sovereign is likely to be a National day of mourning where most businesses/contractors will close.</p>

with local police and other agencies.

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PART 13 Letters of Condolence

Action required	Implemented by	Other Notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Leader of the Council / Chair of Council before dispatch.</p> <p>Authorities have been advised that Books of Condolence need to be retained locally so future generations are able to gain easy access to them. It is not feasible for every Book from all such sad occasions to form part of the Royal Archives, hence the request for the letter to act as an effective cross- reference.</p>	<p>Head of Strategic Communications in liaison with the Chief Executive to draft letter of condolence ready for signature</p>	<p>In case of death of a member of the Royal family, letter to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the Sovereign's death, which case the letter should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign.) In each case, other than exceptional local circumstances, one letter of condolence only should be sent on behalf of the Council.</p>

PART 14 Photographs

See also Appendix 3 to this document

The use of photographs is not compulsory and do not have to feature on the website or on the tables with books of condolence. Historic images already in the Council's possession can also be used, particularly if they have a local significance.

Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute.org). but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

On the formal announcement of Death, all flags are to be lowered to half-mast until 0800hrs. on the morning following the Funeral.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half- mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position.

When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half-mast.

All Flags will then be flown at the Mast-head from 1100hrs. on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and until 1300hrs. the following day, i.e., D+2. This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day.

**Those who might be invited to be present at the Reading of the
Proclamation on the accession of a new
Sovereign and at the Public Observance of a Two Minute Silence**

All Members of the Council

Freemen of South Gloucestershire and Honorary

Aldermen Senior Council officers

A representative Deputy Lieutenant

Past Chairs of Council

District Police Commander – Avon & Somerset

Constabulary District Fire Commander – Avon Fire &

Rescue

Deputy Lieutenants from South Gloucestershire

Local Members of Parliament

The High Sheriff will have read the proclamation at County level but that does not prevent a Borough, District or Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Borough, District or Town.

The Reading of the Proclamation to be held in up to 6 areas of South Gloucestershire, Councillors will be advised to attend at their local venue.

In areas where there is an elected Mayor of a Combined Authority, agreement should be reached locally on which ceremony they should be invited to attend.

List of possible suppliers

Binding: Barnard and Westwood, 23 Pakenham Street, London, WC1X 0LB (www.barnardandwestwood.com). The company can bind the loose-leaf pages when the book is closed

Photographs: Free downloadable Press Association images of the Royal Family will be available at www.royal.gov.uk for use by charities and non-profit making organisations (viz Councils). Site also gives details of companies from which a wider range of photographs can be purchased. Framed photographs if required can be purchased from Mike O'Keefe (mike@royalimages.co.uk), Custodian of the Official Royal Image Library of HM The Queen and HRH The Duke of Edinburgh.

Items Held	Where stored	Responsibility	Last Checked
Book of condolence Additional loose leaves pages Black ties (2) Picture Frame x 1 Black Table Cloth	Service Support ,Poole Court	Service Support	Jan 2020

Summary of Key Actions and Time Line

The following table outlines the key required actions to be undertaken following the announcement of the death of the Sovereign, which are set against a nationally recognised timeline. Further detail for each element can be found in the associated section in the full protocol.

D-Day	Formal Announcement of the Death of HM The Queen	Who
a)	Chief Executive receives formal notification from the Lord Lieutenant of Gloucestershire's office	
b)	Notify all Councillors and staff by email	CEO
c)	Flags to be lowered to half-mast	Property Services
d)	Formal statement of condolence released + relevant details to inform the public regarding books of condolence and reading of the proclamation (website and intranet)	Strategic Comms
f)	Review Chair of Council's programme for next two weeks	Chair's office
D+1	Proclamation Day – proclamation of the new Monarch at St James's Palace	
g)	Books of condolence opened at Badminton Road, Yate and Civic Centre, Kingswood	CEO office / Property Services
h)	Flags raised to full mast at 11am	Property Services
D+2	Day following Proclamation Day	
i)	High Sheriff to read the Proclamation at 12.30pm at Shire Hall	
j)	Flags to be lowered to half-mast at 13.00pm	Property Services
k)	Leader / Chair of Council to read the Proclamation at 1.30pm at Kingswood Civic Centre	Strategic Comms
l)	Mayors/Chairs of Town Councils invited to read the Proclamation at 1.30pm or after	
D+9	Eve of the State Funeral	
m)	Memorial service at Gloucester Cathedral – check local arrangements	CEO office
D+10	Day of the State Funeral at Westminster Abbey (if on Sunday = D+11)	
n)	2 Minute public silence observed at 11am (this may be declared a day of national mourning)	Property

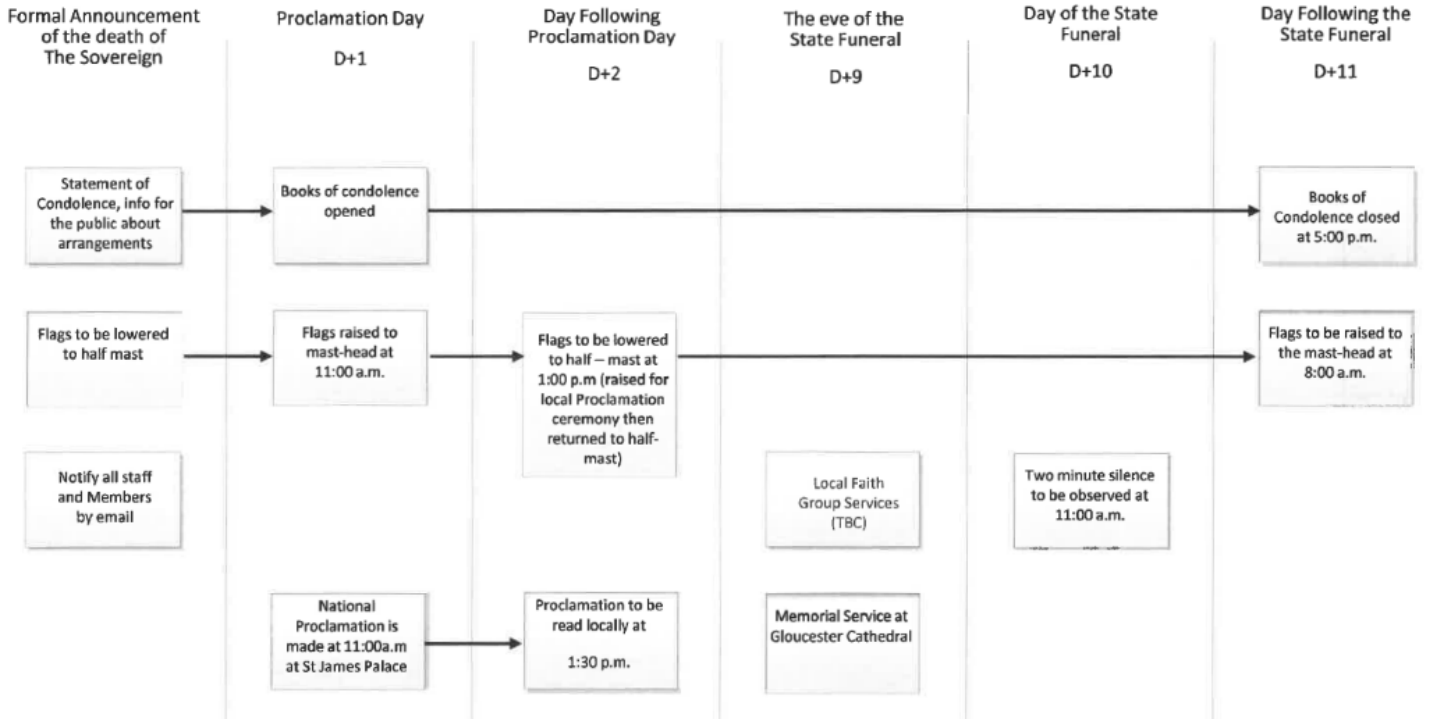
		Service s
D+ 11	Day following State Funeral	
o)	Flags to be raised to full mast at 08.00am	Propert y Service s
p)	Books of Condolence to close at 18.00pm	CEO office / Property Services

Summary of Key Actions and Time Line

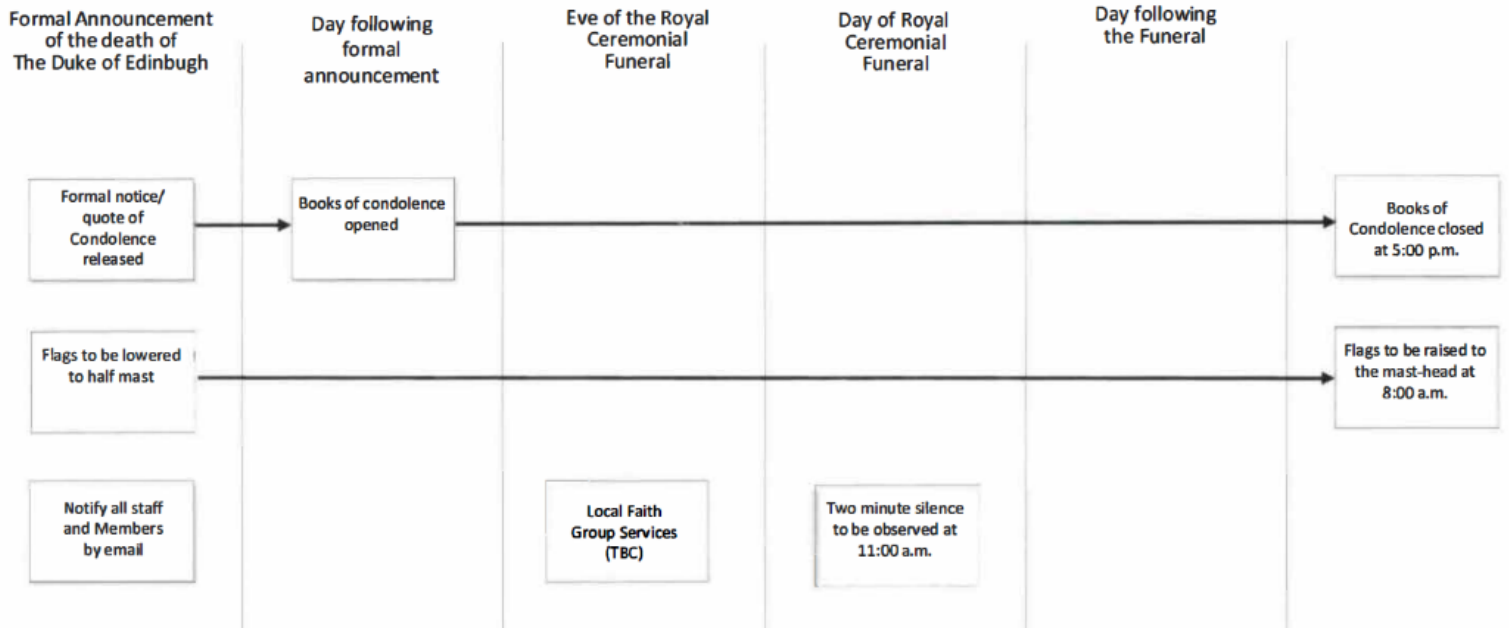
The following table outlines the key required actions to be undertaken following the announcement of the death of HRH The Duke of Edinburgh, which are set against a nationally recognised timeline.

D-Day	Formal Announcement of the Death of HRH The Duke Of Edinburgh	Who
a)	Chief Executive receives formal notification from the Lord Lieutenant of Gloucestershire's office/ Glos CC/ Police Op Link	Phone Call
	Internal 'Gold' Control Group assembled	CEO office
	Chair/Vice Chair/Leader/Cabinet to be advised on the arrangements to be implemented	CEO
b)	Notify all Councillors and staff by email/item on intranet (prepared email statement by comms)	CEO office
c)	Union Flag to be lowered to half-mast (and will remain so until day after funeral)	PW - caretakers
d)	Formal statement of condolence released on first available working day + relevant details to inform the public regarding books of condolence (website and intranet) + link to Royal website	Strategic Comms
e)	Review Chair of Council's programme for next two weeks	Chair's office
f)	Prepare set up for books of condolence - table layout, etc.	CEO office/caretakers
D+1	Day following announcement of passing	
g)	Books of condolence opened at Civic Centre, Kingswood (area under stairs) and Badminton Road, Yate (reception area). 9am- 5pm	CEO office / Caretakers
	Eve of the Royal Ceremonial Funeral	
	Memorial service at Gloucester Cathedral - check local arrangements. (Chair and CEO should attend)	CEO office
	Day of the Royal Ceremonial Funeral	
	2 Minute public silence observed at 11am	Property Services
	Day following Funeral	
	Flags to be raised to full mast at 08.00am	PW - caretakers
	Books of Condolence to close at 17.00pm	CEO office / Care takers

Order of Events and Timings



Order of Events and Timings





YATE TOWN COUNCIL FLYING OF UAVs & DRONES AND USE OF METAL DETECTORS POLICY

Rules and Guidelines

Casual use of unmanned aerial vehicles (UAVs) or drones requires the permission of the landowner. The Town Council is willing to grant permission to residents providing they comply with the following rules and guidelines. These are based on internationally developed rules to ensure the safety and privacy of all residents.

If you wish to use a drone or UAV from Yate Town Council premises or fly over Yate Town Council premises in a manner not permitted by this guidance you will need to seek express permission.

Model aircraft, drones and other UAVs which can be flown without a permit in public areas (providing they comply with the guidance) are:

- Electric-powered, remote-controlled drones capable of vertical take-off and landing;
- Remote-controlled fixed-wing model aircraft with a wingspan under two metres;
- Electric fan jet-powered models, weighing less than 1.5kg.

UAVs that don't meet these criteria cannot be flown on Yate Town Council managed property without express permission.

UAV Code of Conduct

Users of UAVs need to follow relevant Civil Aviation Authority guidance, but in addition, flyers must not use their UAV "recklessly or in a manner which may intimidate, be dangerous, be injurious to or cause a nuisance to any person" or in a manner that invades the privacy of others.

You are not permitted to post to the internet images taken from a drone which you are flying from town council property without the permission of the individuals / owners of properties shown in the images.

In addition, when flying in a Town Council owned or managed space, consent to fly is granted on the condition you:-

Don't:

- Fly a drone over a sports field if it's in use;
- Operate over parked vehicles or roads;
- Operate within of 20 metres of or be flown over other users of the park;
- Fly over or within 50 metres of livestock, sensitive wildlife

habitats such as nesting or roosting birds or lakes;

- Operate within 20 metres of or fly over park buildings and structures, and overhead wires;
- Operate over dry flammable vegetation;
- Fly over adjoining private properties

Do:

- Be courteous of other park users including people walking dogs;
- Keep the UAV in full view at all times (e.g. not operated through binoculars, video monitor or smartphone, unless an observer is present);
- Fly in daylight hours only;
- Cease operation if requested by council staff

Any breaches of the code of conduct could result in the council terminating your permission to fly UAVs on public land.

Commercial Flights

You need express permission from Yate Town Council to fly UAVs over public space or from council properties for commercial purposes, including:

- Film and television productions, including documentaries, TV shows and music videos;
- Commercials;
- Videos for the web;
- Student films

Filming for personal and non-commercial use, such as a wedding video, birthday parties and building inspections, does not require a permit.

Drone shoots by property companies should take off and land on private property.

Complaints about UAVs and UAV Operators

If a drone operator has breached these provisions please phone the Town Council on 01454 866506 with details of the time, date, approximate height and any website evidence or images.

If there is an urgent risk to public safety, contact the police.

2. USE OF METAL DETECTORS

Treasure seekers are not permitted to use metal detectors on land in the control of Yate Town Council.

Use of metal detectors may be approved in limited circumstances ie for archaeological societies or approved contractors. (A signed search and finds agreement to be completed.)



YATE TOWN COUNCIL

FREEDOM OF INFORMATION POLICY

**In accordance with the Freedom of Information Act 2000 and the
Environmental Information Regulations (2004)**

1. Introduction

Yate Town Council welcomes the Freedom of Information Act 2000 and its purpose to promote greater openness by public authorities. Yate Town Council recognises that the Freedom of Information Act 2000 only gives limited availability to documents. Consequently, we will try wherever possible to provide access to information which is excluded from the Act, unless it is:

- (a) covered by the Data Protection Act/GDPR;
- (b) concerns individual employee, worker or volunteer (eg, salaries);
- (c) would adversely affect the interest of the Yate tax payer (such as prejudice the Town Council's position in litigation or would enable contract tenderers to unfairly adjust their bids).

2. Freedom of Information Publication Scheme for Yate Town Council

Under the Freedom of Information Act, it is the duty of every public authority to adopt and maintain a publication scheme.

On 28 October 2008, Yate Town Council adopted the Model Publication Scheme for Local Councils (Appendix 1).

This policy sets out:

- (a) the information held by the Town Council;
- (b) the methods and formats by which information published under the scheme will be made available;
- (c) whether a charge will be made for the provision of information;
- (d) the contact for whom requests should be made.

Information held by a public authority under this scheme can be requested in writing (or verbally requested under the Environmental Information Regulations 2004) when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be Published	How the Information can be Obtained	Charge
<p>Class 1: Who We Are and What We Do</p> <p>(Organisational information, structure, location and contacts. Current information only)</p>		
Councillor contact details	Town Council Website / Noticeboards Hard Copy	Free of charge 10p per side of A4
List showing membership of Committees, Sub-Committees, Working Groups, Project Steering Groups and Reps on Outside Bodies	Town Council Website Hard Copy	Free of charge 10p per side of A4
Town Council Premises contact details and officer list	Town Council Website / Noticeboards Hard Copy	Free of charge 10p per side of A4
Location of Town Council Premises and accessibility details	Town Council Website / Noticeboards Hard Copy	Free of charge 10p per side of A4
Staffing Structure	Town Council Website Hard Copy	Free of charge 10p per side of A4
<p>Class 2: What We Spend and How We Spend It</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and audit. Current and previous financial year as a minimum)</p>		
Accounts for Payment	Town Council Website Hard Copy	Free of charge 10p per side of A4
Annual return form and report by auditor	Town Council Website Hard Copy	Free of charge 10p per side of A4
Annual precept figure	Town Council Website Hard Copy	Free of charge 10p per side of A4
Annual finalised budgets in summary	Town Council Website	Free of

form	Hard Copy	charge 10p per side of A4
Borrowing approval letter	Hard Copy	10p per sheet
Financial Regulations	Town Council Website Hard Copy	Free of charge 10p per side of A4
Grants given and received	Hard Copy	10p per side of A4
List of current contracts awarded and value of contract	Hard Copy	10p per side of A4
Members allowances and expenses	Hard Copy	10p per side of A4
Risk assessments	Hard Copy	10p per side of A4
VAT Return	Hard Copy	10p per side of A4
<p>Class 3: What Our Priorities Are and How We Are Doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous council year as a minimum)</p>		
Community Plan	Town Council Website Hard Copy	Free of charg e 10p per side of A4 sheet
Annual Report to Annual Town Meeting	Town Council Website Hard Copy	Free of charge 10p per side of A4
Town and Parish Charter	South Gloucestershire Council Website Hard Copy	Free of charge 10p per side of A4

<p>Class 4: How We Make Decisions</p> <p>(Decision-making processes and records of decisions. Current and previous council year as a minimum)</p>		
Timetable of meetings (Council, committee/sub-committee, project)	Town Council Website or Hard Copy if not on	Free of charge
steering group, working group and annual town meetings)	website.	10p per side of A4
Agendas of meetings Council, committee meetings and annual town meeting Sub-committees, project steering groups, working groups	Town Council Website or Hard Copy if not on website.	Free of charge 10p per side of A4
Minutes of meetings (excluding information that is properly regarded as private to the meeting) Council, committee meetings and annual town meeting Sub-committees, project steering groups, working groups	Town Council Website or Hard Copy if not on website.	Free of charge 10p per side of A4
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)	Hard Copy	10p per side of A4
Responses to consultation papers	Hard Copy	10p per side of A4
Responses to planning applications	Yate Town Council responses are submitted via the South Gloucestershire Council portal and are therefore available from their website. www.southglos.gov.uk	Free of charge
Bylaws	Hard Copy	10p per side of A4

<p>Class 5: Our Policies and Procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders Terms of reference (including delegated authority in respect of officers) Code of conduct Policies Financial Regulations</p>	<p>Town Council Website Hard Copy</p>	<p>Free of charge 10p per side of A4</p>
<p>Policies and procedures for the provision of services and about the</p>	<p>Town Council Website Hard Copy</p>	<p>Free of charge</p>
<p>employment of staff:</p> <p>Complaints policy Current vacancies Data Protection policy Document Management policy Equal Opportunities policy Freedom of Information policy Health and Safety policy Risk Management policy</p>		<p>10p per side of A4</p>
<p>Class 6: Lists and Registers</p> <p>(Currently maintained lists and registers only)</p>		
<p>Any publicly available register or list</p>	<p>Hard Copy</p>	<p>10p per side of A4</p>
<p>Assets register</p>	<p>Hard Copy</p>	<p>10p per side of A4</p>
<p>Register of members' interests</p>	<p>Hard Copy</p>	<p>10p per side of A4</p>

Class 7: The Services We Offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only)		
Community Centres and Village Halls	Town Council Website Hard Copy	Free of charge 10p per side of A4
Parks, playing fields and recreational facilities	Town Council Website Hard Copy	Free of charge 10p per side of A4
Street furniture (seating, litter bins, dog bins, bus shelters)	Town Council Website Hard Copy	Free of charge 10p per side of A4
Memorials	Hard Copy	10p per side of A4
Lighting	Hard Copy	10p per side of A4
Public conveniences	Hard Copy	10p per side of A4
A summary of services for which the council is entitled to recover a fee,	Hard Copy	10p per side of A4
together with those fees		
Additional Information		
<p>Contact Details:</p> <p>Town Clerk, Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP.</p> <p>Members of the public wishing to inspect information are requested to telephone the Town Council Office to ensure that the information they require is available. The Town Council can be contacted on 01454 866506, at info@yatetowncouncil.gov.uk and is open from Monday to Thursday from 9am – 4.30pm and on Friday from 9am to 4pm.</p>		

In December 2011, the Information Commissioner's Officer issued guidance which confirmed that information concerning the official business of Town Councils' (and other public authorities) held in private email accounts is subject to the Freedom of Information Act 2000.

The Town Council would also release information publicly, if requested, as set

out in the Code of Recommended Practice for Local Authorities on Data Transparency. (Staffing and Governance Meeting, 20 December 2011, Minute No. 11).

3. Exempt Material

Data protection legislation prohibits the publication of certain categories of information:

- ❖ Personal information relating to Councillors (other than required to be declared in Register of Interests)
- ❖ Personal information relating to employees.
- ❖ Tenders and bids from contractors and suppliers.

4. Schedule of Charges

Information can be inspected, by appointment free of charge.

A detailed search of records is subject to a charge of £10 per search.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying at 10p per side of A4(black and white)	Charge for materials, copy charge and staff time.
	Photocopying at 20p per side of A4 (colour)	Charge for materials, copy charge and staff time.
	Postage	Actual cost of Royal Mail charge
	Officer/Member time	Time spent on preparing the information.
	Cost of paper	Included in copy costs

5. Review of Policy

This policy will be reviewed periodically.



Model Publication Scheme



Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations

2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Model Publication
Scheme Version 1.2
20151023



YATE TOWN COUNCIL

GENERAL FUND RESERVE POLICY

The Town Council Policy for the Level of General Fund Reserves is:

- To allow for 3 months of anticipated operating expenditure when setting the budget
- To allocate a further £30,000 to the General Reserve for contingencies.



YATE TOWN COUNCIL

HEALTH & SAFETY AT WORK POLICY

1. **Introduction**

This document outlines the statement of general policy and health & safety arrangements for Yate Town Council.

The Town Council statement of general policy is:

- To provide adequate control of health and safety risks arising from our work activities;
- To provide and maintain safe working environments, vehicles, machinery and equipment;
- To provide steps for managing and reducing health and safety risks in the workplace arising from our work activities to an acceptable level;
- To ensure safe storage and use of substances;
- To engage and consult with employees, workers and volunteers on matters affecting their health and safety;
- To provide clear instructions and information, and adequate training, to ensure employees, workers and volunteers are competent to safely complete their tasks;
- To review this policy as necessary at regular intervals in line with Yate Town Council's rolling programme.

Responsibilities

- 1 Overall and final responsibility for health and safety lies with the Town Council.
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Town Clerk and to Premises Managers.
- 3 Responsibilities for supervising health and safety functions fall to Premises Managers within respective Yate Town Council departments to ensure that the general objectives relating to health and safety are carried out and to monitor safety performance.
- 4 All employees, workers, volunteers and members have a responsibility to:
 - Co-operate on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Have a duty of care for their own health and safety, as well as having a duty of care for the health and safety of colleagues and visitors;
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement);

- Wear the appropriate personnel protective equipment during work tasks, site visits and events organised by the Town Council;
- Ensure own vehicles used for Yate Town Council business or travel to Yate Town Council organised training are adequately insured.

Particular Tasks

This section sets out who is responsible within Yate Town Council for specific tasks.

The Estates Manager in conjunction with the Premises Managers has responsibility for:-

- Risk Assessments;
- First Aid (kits);
- Fire - Fire Instruction/training, Fire Risk Assessment, fire prevention measures and maintenance of those measures, and evacuation procedures;
 - Ensuring the fire risk assessment is undertaken and implemented;
 - Ensuring the escape routes are checked weekly;
 - Ensuring fire extinguishers are checked weekly in house and annually by an appropriate organisation;
 - Ensuring alarms are tested weekly;
 - Ensuring all permanent tenants have at least one designated fire officer (in the event of a role call being made), if relevant.
- Buildings/Vehicles/Machinery/Equipment – Repairs and Maintenance;
- Contractor Appointment;
- Manual handling/lifting instruction;
- Personal Protective Equipment;
- Providing Vehicle Daily Inspection Lists;
- Hazardous Materials (follow Manufacturer’s instructions for storage/disposal);
- COSHH:-
 - Checking that all new substances can be used safely before they are purchased;
 - Identifying all substances that need a COSHH assessment;
 - Ensuring a COSHH data sheet is received from the substance supplier;
 - Undertaking COSHH assessments and ensuring that all actions identified in the assessments are implemented;
 - Ensuring that all relevant employee’s workers and volunteers are informed about the COSHH assessments;
- Electrical Safety including annual PAT testing.
- To check that new plant and equipment meets health and safety standards before it is purchased;
- Identifying all equipment/plant needing maintenance;
- Ensuring effective maintenance procedures are drawn up;
- Ensuring that all identified maintenance is implemented;
- Any problems found with plant/equipment should be reported to the Estates Manager.
- Control of water borne disease including Legionella

The Estates Manager has responsibility for:-

- Safe Driving Procedures (including no smoking, use of mobile phones, seat belts).

The Town Clerk, Estates Manager and Premises Managers have responsibility for:-

- Reporting and investigating all accidents and incidents
- Reporting accidents and incidents to HSE where relevant

The Deputy Town Clerk/RFO has responsibility for:-

- Checking drivers of Yate Town Council vehicles hold valid driving licences;
- Insurance for all Yate Town Council vehicles.

The Deputy Town Clerk/Service Support Manager/Premises Manager have responsibility for: -

- Office/Work environment – reporting of any problems;
- First Aid (Training);
- Working space;
- Chairs;
- Office furniture;
- Eyecare;
- Glare from VDUs;
- Identifying all office equipment/furniture needing maintenance;
- Ensuring effective maintenance procedures are drawn up in the office environment;
- Ensuring that all identified maintenance is implemented;
- To check that new equipment/furniture meets health and safety standards before it is purchased;
- Any problems found with office equipment/furniture to be reported to the Deputy Town Clerk.

The Town Clerk/Finance Assistant have responsibility for: -

Information being given to hirers for lettings administered by Poole

Court. The Venues Operations Officer has responsibility for:-

Information being given to hirers for lettings administered by the Armadillo.

Health and Safety Risk Assessments

The Estates Manager, the Deputy Town Clerk/RFO, the Service Support Manager, Deputy Town Clerk/RFO and Premises Managers will undertake risk assessments respective to their specific areas of responsibility. The findings of the risk assessments will be reported to the Town Clerk. Action required to remove/control risks will be approved by the Town Clerk. The Deputy Town Clerk/RFO, the Estates Manager, the Service Support Manager and Premises Managers will be responsible for ensuring the action required is implemented.

Assessments will be:

- (a) approved by the Town Council;
- (b) reviewed every twelve months on a 4-year rolling programme or when a process changes or an accident or incident occurs.

All risk assessments are available to view in the Poole Court or Armadillo office as appropriate.

Consultation with Employees, Workers, Volunteers

Employees, workers and volunteers are made aware of change in appropriate legislation as and when it is made available. They are also made aware of updated and reassessed risk assessments appertaining to their specific roles and/or environment.

Competency for Task and Training

Induction training is provided for all employees. Appropriate Senior Officer or Premises Manager will arrange to provide job specific training for employees, workers and volunteers.

Training will be identified, arranged and monitored by line

managers. Training records are kept on the HR Toolkit.

Information, Instruction and Supervision

The Health and Safety Law posters are displayed in:

- Poole Court Offices,
- Sunnyside Sports Field Workshop,
- Kingsgate Park depot,
- Pop Inn Café,
- Armadillo
- Heritage Centre.

Health and Safety advice is available from:

- Town Clerk
- Estates Manager
- Deputy Town Clerk/RFO
- Service Support Manager
- Premises Managers

The Premises Managers and Line Managers are responsible for ensuring that Town Council employees, workers and volunteers working at locations under the control of other employees, are given relevant health and safety information.

Mandatory Training

The following training is mandatory to all employees, workers and volunteers depending on job role:

COSHH – renewed every 3 years

Fire Safety Awareness (by external organisation) – renewed every 5 years, in-house annual refresher

Fire Marshall – in-house annual refresher
Manual Handling – renewed every 3-5 years
H&S Awareness – in-house every 5 years

Working at Height (if required) – renewed every 3 years

First Aid (if required) – Full certificate renewed every 3 years, annual refresher
Food Hygiene (if required) – renewed every 3 years

RoSPA Routine Playground Inspection 1 (if required) – renewed every 3 years
RoSPA Operational Play Area Inspection Course Level 2 (if required) – renewed every 3 years

Accidents, First Aid and Work-Related Ill Health

Premises managers are responsible for (RIDDOR) reporting accidents, diseases and dangerous occurrences to the Town Clerk who will report to the enforcing authority.

First aid boxes are kept at Poole Court, Sports Pavilion, Football Pavilion, Parish Hall, Pop Inn Café, maintenance area at Sunnyside Lane, maintenance area at Kingsgate Park, Armadillo and in all Town Council vehicles.

All employee accidents and cases of work-related ill health are recorded in the accident book. The books are kept in Poole Court, the Heritage Centre and The Armadillo. Incidents which involve members of the public on Town Council premises are to be recorded using the incident forms kept at Poole Court, the Heritage Centre and the Armadillo.

Monitoring

The Town Clerk is responsible for the investigation of accidents and work-related causes of sickness absences. The Town Clerk is responsible for acting on investigation findings to prevent a recurrence.

An annual report of health and safety will be presented to the Staffing and Governance Sub-Committee.

Some Key Risk Areas

- Asbestos;
- Chemicals;
- Confined spaces;
- Display screen equipment (VDUs);
- Electricity;
- Excavation;
- Falling objects/collapsing structures;
- Fire and explosion;
- Machinery (including guarding);
- Manual handling;
- Noise;
- Pressure systems;
- Waterborne disease including legionella;
- Radiation;
- Slips, trips and falls;
- Stress;
- Substances hazardous to health (including dust, fumes etc);
- Temperature;
- Transport (including carrying dangerous substances and pedestrian in the workplace);
- Vibration;
- Violence/bullying to employees, workers and volunteers;
- Work equipment;
- Work-related road safety;
- Work-related upper limb disorders;
- Working alone;
- Working at heights;
- Working environment.

Signed.....



YATE TOWN COUNCIL

MEDIA AND PUBLICITY POLICY

1. Overview

This protocol is based upon the premise that Yate Town Council values the role of the media.

Wherever possible, a positive approach will be taken to meet media requests for interviews with Councillors or others – where appropriate.

The Town Clerk has responsibility for co-ordinating the Town Council's media and publicity profile and:

- For nominating staff members to co-ordinate publicity at the Armadillo, Heritage Centre and Pop Inn Café;
- for nominating a staff member to act as a communications point to work in conjunction with the councillor nominated by the Town Council.

Town Council publicity material and communication will not support or promote a political point of view.

2. General Media Enquiries

All media enquiries received by employees or volunteers should be referred to the Town Clerk or, in the absence of the Town Clerk, the Deputy Town Clerk/RFO or the Service Support Manager or nominated staff member.

3. Issue of News Releases on Behalf of the Council

News releases prepared by individual members of staff are to be authorised by the Town Clerk or nominated staff member.

4. Town Council Newsletters

Quarterly Town Council newsletters will be published each year to promote the Town Council and Town Council activities.

5. Website, Social Media and Noticeboards

Yate Town Council has a website and various social media platforms along with numerous noticeboards around the parish and will publicise council activities and events via these sites.

6. Council Meetings

Journalists will be encouraged to attend Town Council meetings to enable them to report accurately on those meetings. Agendas will be sent to the media.

In appropriate cases, news releases will be issued in advance of the meeting to highlight any key items quoting a member of the Town Council.

Where a journalist wishes to find out what was said by individual Councillors during a meeting, the reporter will be referred to the Councillor direct.

If a journalist requires any clarification of proceeding at a meeting, he should be referred to the Town Clerk or Deputy Town Clerk/RFO or Service Support Manager or nominated staff member.

The Town Council has regard to the Openness of Local Government Bodies Regulations 2014 (which state that any member of the public can take photographs, film and audio-record proceedings at council meetings, without prior permission from the council. The legislation also allows for reporting of meetings via social media such as blogging, tweeting and through use of Facebook and YouTube. Councils are required to provide 'reasonable facilities' to facilitate reporting (eg, space to hear and view the meeting).

7. Individual Councillors

It is the prerogative of individual Councillors to make their own statements relating to local issues. Any Councillor making statements to the press has responsibility for making sure it is clear that the views they express are their own.

8. Yate Town Mayor Civic Duties

The Service Support Assistant will deal with all press issues relating to civic duties carried out by the Mayor. Press releases to be authorised by the Town Clerk or Deputy Town Clerk/RFO.



YATE TOWN COUNCIL

MEMBER/OFFICER PROTOCOL

4 Introduction

- 4.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relationship with one another. Given the variety of such relationships, this Protocol does not seek to be either prescription or comprehensive. It simply seeks to offer guidance on some of the issues which most commonly arise.
- 4.2 The Protocol is mainly a written statement of current practice and convention but aims to promote greater clarity and certainty. If this Protocol is followed it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members. It also reflects the principle underlying the Code of Conduct which is to enhance and maintain the integrity of local government.
- 4.3 It is clearly important that there should be a close working relationship between Members and Officers. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officers ability to deal impartially with other Members.
- 4.4 The Council's adopted Code of Conduct for Members provides that a Member must treat others with respect. In line with this, it is important that any dealing between Members and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position.
- 1.5 A Member should not raise matters relating to the conduct or capability of an Officer at a public meeting. An Officer has no means of responding to such criticism in public. If a Member feels they have not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer and fails to resolve it through direct discussion with the Officer, the Member should raise the matter with the Town Clerk. The Town Clerk will then look into the facts and report back to the Member. If the Member continues to feel concern, then the matter will be raised through the Staffing and Governance Sub-Committee. Any action taken against an Officer in respect of a complaint will be accordance with the provisions of the Town Council Disciplinary Procedure.

If the matter relates to conduct of the Town Clerk then the this should be raised with the Chair of Council and progressed, supported by the Deputy Town Clerk)

- 1.6 Where an Officer feels they have not been properly treated with respect, the Officer should raise the matter with the Town Clerk. In these circumstances the Town Clerk will approach the Member concerned and if the matter cannot be resolved to the satisfaction of the employee concerned they must raise this South Gloucestershire Council monitoring officer, who will take the appropriate action referring to the council's Member/Officer Protocol and Members Code of Conduct. (If the matter relates to the Town Clerk then this should be raised with the Chair of Council in the first instance)

Officer Advice to Members and Political Groups

It must be recognised by all Officers and Members that, in discharging their duties and responsibilities, Officers serve the Council as a whole and not exclusively any political group, combination of groups or individual Member of the Council.

There is a recognition of political groups within the Town Council and these groups can give preliminary consideration to matters of Council business in advance of such matters being considered by the relevant Council decision making body. Officers may properly be called upon to support and contribute to such deliberations by political groups, but they must at all times maintain political neutrality. All Officers must, when dealing with political groups and individual Members, treat them in a fair and even-handed manner. Where political groups are given information that has been requested, this shall remain confidential to the political group making the request.

Support provided by Officers can take different forms, ranging from the normal briefing with a Chair prior to a meeting to responding to telephone queries. Such support is available to all Members regardless of political affiliation and will be available to all formalised political groups. When support such as this is given, both Members and Officer should understand that it must not extend beyond providing information and advice in relation to matters of Council business; Officers should not be involved in matters of party-political business.

Support Services to Members and Political Groups

The only basis on which the Council can lawfully provide support services to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaign activity, or for private purposes.

Members Access to Information and to Council Documents

Members are free to approach Officers to ask for information. This right extends to such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a Member of the Council. This

can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of local residents.

As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by common law.

Members have a statutory right to inspect any Council document which contains materials relating to any business which is to be transacted at a Council or other meeting. This right applies irrespective of whether the Member is a member of the body which is meeting and extends not only to reports which are to be submitted to the meeting, but also to any relevant background documents. This right does not, however, automatically apply to background documents relating to certain items which may appear as an exempt item on the agenda for a meeting i.e. information relating to employees or criminal investigations.

The common law right of Members is based on the principle that any Member has a prima facie right to inspect Council documents so far as his/her access to the documents is reasonably necessary to enable the Member to properly perform their duties as a Member of the Council. This principle is commonly referred to as the 'need to know' principle.

The exercise of this common law right depends, therefore, upon an individual Member being able to demonstrate that they have the necessary 'need to know.' In this respect a Member has no right to a 'roving commission' to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the 'need to know.'

Any Council information provided to a Member must only be used by the Member for the purpose for which it was provided i.e. in connection with the proper performance of the Member's duties as a Member of the Council.

Ward Councillors should be consulted and provided with information on all matters to enable them to properly fulfil their role in representing their local residents.

Officer/Chair Relationships

It is important that there should be a close working relationship between the Chair of a meeting and the Officer who report to or interact with that meeting. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other political groups.

In relation to action between meetings, it is important to remember that the Council's decision-making structure only allows for decisions relating to the discharge of any of the Council's function to be taken by a meeting or an Officer. There is no allowance for such decisions to be taken by a Chair or by any other single Member.

At some meetings, a resolution may be passed which authorises the Clerk to take action between meetings in consultation with the Chair or specified

Members. It must be recognised that it is the Officer, rather than the Chair or Members, who takes the action and it is the Officer who is accountable for it.

Finally, it must be remembered that Officers are accountable to the Town Clerk and that, whilst Officers should always seek to assist a Chair (or indeed any Member), they must not, in so doing, go beyond the bounds of their authority.

Correspondence

Official letters on behalf of the Council should normally be sent in the name of the Town Clerk (or appropriate Officer). It may be appropriate in certain circumstances for a letter to be sent in the name of the Mayor, but this should be the exception rather than the norm. Letters which, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

Press Releases

Members must not issue press releases on behalf of the Town Council but may arrange to do so in their own individual or political capacity.

Conclusion

Mutual understanding and openness on these sorts of sensitive issues and basic respect are the greatest safeguard of the integrity of the Council, its Members and Officers.



YATE TOWN COUNCIL

NO SMOKING POLICY

This Policy has been approved by Yate Town Council and applies to all employees, volunteers, councillors and visitors to Yate Town Council premises and properties.

Preamble

1. Yate Town Council is obliged under the Health and Safety at Work Act 1974, the Management of Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Health Act 2006 (in force from 1 July 2007) to provide and maintain a safe working environment for employees without risk to health and accepts that `passive smoking` does present a risk to non-smokers. This policy is therefore designed to:
 - a) Promote the health protection of non-smokers;
 - b) Emphasise the corporate value of a smoke-free atmosphere.
2. This policy extends to the use of cigarettes, and vapour/e cigarettes and any other replacement smoking devices.

Policy Statement

3. It is the policy of Yate Town Council to make adequate and mutually acceptable arrangements for the promotion of better health for all its employees, councillors and visitors by the total restriction of smoking within its properties.

Application of the Policy

4. General

In accordance with the Health Act 2006, Yate Town Council will display specific signage containing the international red 'No Smoking' symbol and the wording 'No Smoking. It is against the law to smoke in these premises' in a prominent position at the entrance of Town Council premises and in business vehicles.

5. Employees

The smoking ban will apply to all employees, councillors and visitors whilst occupying premises (including within the grounds of premises) or vehicles controlled by the Council. This ban also applies to employees, councillors and visitors who are travelling on Council business using their own private vehicles whilst travelling with non-smokers.

Employees, and volunteers who leave the premises in order to smoke must do so only with the express consent of their supervisor.

6. Contractual Obligations

The No Smoking Policy will be regarded as a term in all employees' contracts of employment.

7. Enforcement of Restrictions

Persistent and wilful refusal to comply with the Council's policy may be dealt with under the Managing Employee Performance-Procedure.

8. Review

The No Smoking Policy will be periodically reviewed in line with the Town Council's rolling programme of policy reviews.



YATE TOWN COUNCIL

PROCEDURE FOR RESPONDING TO PLANNING APPLICATIONS

1. Background

South Gloucestershire Council must send details of planning applications to Yate Town Council concerning land in the parish. (Town & Country Planning Act 1990, sch 1, para 8)

2. Planning and Transportation Committee

As a statutory consultee, Yate Town Council has appointed a Planning and Transportation Committee

(a) Quorum

The Yate Town Council Standing Orders specify that:

Except where a higher number is ordered by Council, the quorum of a Committee or Sub-Committee shall be one third of its councillors who are elected councillors (rounded up in the case of odd numbers) or four, whichever is the lower figure, save that no quorum shall be less than three elected Councillors.

3. Comments

The role of the Town Council is not to be a mock planning authority, supplanting the work of the Planning Authority. The role of the Town Council is to be a local voice, a champion of their community, an advocate of the needs of the parish to other authorities and to government.

Members of the public, amenity groups and other local interests are free to comment on planning applications, but parish and town councils have a statutory right to comment on applications if they choose to do so.

Members of Yate Town Council are elected to represent local people and have a statutory role in the planning process to argue the local case, interpret the documents and recognise the developer's intentions.

The comments will collectively represent the views of Yate Town Council and will draw on extensive local knowledge of our members.

4. Type of Comments

Comments will normally fall into one of the below types of responses:

- (i) no objection (neutral)
 - Yate Town Council is neither actively supportive nor against the proposal;
- (ii) objection
 - Yate Town Council considers that the proposals would cause some harm to a matter which is material in the consideration of the application (eg, neighbour amenity, highway safety etc);

If members feel it appropriate, each response could be qualified by a further comment such as: 'the objection would be overcome if the side window was removed from the scheme.'

- (iii) support
 - Yate Town Council considers that the proposal would have a positive impact on a material issue.
- (iv) comment
 - Where Yate Town Council has a comment or concern to raise without making an objection.

5. Deadline for Comments

Comments must be made within the 21-day deadline set by South Gloucestershire Council. In the event that comments are likely to be delayed, the Case Officer will be contacted, and the officer told of the anticipated date of Town Council response.

Other than the Planning and Transportation Committee, the following have delegation to submit planning comments if timing is an issue:

Environment and Community Committee and Finance and Governance Committee:

To consider and submit comments on planning applications and street trading where time prevents consideration by the Planning and Transportation Committee.

Town Clerk:

To submit planning comments if time prevents ratification by a Committee meeting.

Yate Town Council represents local interests and seeks to influence the planning decision, but South Gloucestershire Council decides the final outcome.

The Town Council will seek to phrase the concerns of the community it represents in terms which are most likely to be heard within the planning process, but will include comments that the Town council consider relevant even if the current policy guidance or interpretation does not consider them material, because as advocates for change on behalf of our community the Town Council believe it is right to ensure decision makers are aware of the true impact of proposals upon their community.



YATE TOWN COUNCIL

PLAY POLICY

1. Introduction

This policy has been independently produced by Yate Town Council whilst simultaneously embracing South Gloucestershire Council's Play Policy (last cross-referenced in 2021).

The Town Council acknowledges that it now needs to develop its role as a play provider to reflect recent changes in children's play provision.

Children need and want to take risks when they play. Play provision aims to respond to these needs and wishes by offering children stimulating, challenging environments for exploring and developing their abilities. In doing this, play provision aims to manage the level of risk so that children are not exposed to unacceptable risks of death or serious injury. (Summary Statement of Play Safety Forum)

The main reference for this policy is "The Charter for Children's Play" written by the Children's Play Council¹ and published by the Children's Society. This sets out a vision for play which develops the themes of the United National Convention on the Rights of the Child.

1.1 All Children Have the Right to Play

Article 31 of the 1989 United Nations Convention on the Rights of the Child

- (1) Parties recognise the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.
- (2) Parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural artistic, recreational and leisure activity.

2. What is a Play Policy?

Yate Town Council has recognised the importance of promoting play by producing a Play Policy to support and progress the work of the National Childcare Strategy.

3. Who is this Policy For?

The Children's Play Council operates under the National Children's Bureau.

This policy is for everyone involved in children's play:

- Education
- Art
- Sport
- Leisure
- Recreational activities

4. Aims of the Policy

- To promote the importance of play for all children;
- To recognise that all children have the right to play (as stated in the 1989 United Nations Convention on the Rights of the Child), including older young people.
- To enable all children in Yate to have equal access to good quality play opportunities.

5. What is Play?

Yate Town Council endorses the Children's Play Council definition of play and its benefits.

Play is an essential part of every child's life and vital to their development. It is the way children explore the world around them and develop and practise skills. It is essential for physical, emotional and spiritual growth, for intellectual and educational development, and for acquiring social and behavioural skills. Play is a generic term applied to a wide range of activities and behaviours that are satisfying to the child, creative for the child, and freely chosen by the child. Children play on their own and with others. Their play may be boisterous and energetic or quiet and contemplative, light-hearted or very serious.

6. Benefits of Play

- Play promotes children's development, learning, creativity and independence;
- Play keeps children healthy and active – active children become active adults;
- Play fosters social inclusion. It helps children understand the people and places in their lives, learn about their environment and develop their sense of community;
- Play allows children to find out about themselves, their abilities and their interests;
- Play is therapeutic. It helps children to deal with difficult or painful circumstances, such as emotional stress or medical treatment;

- Play gives children the chance to let off steam and have fun.

7. Play Policy Objectives

Yate Town Council acknowledges that all children have a right to play and that good quality play opportunities are essential for a child's development.

To this end, the Town Council aims to:

- enable all children to have equal access to good quality play opportunities;
- promote the development of inclusive play opportunities which take into account and respond to children's different abilities and needs, their age, gender, cultural and religious backgrounds, social, family, economic and environmental situations;
- plan and develop play opportunities in consultation with children to meet their needs in the local community, and making best use of available resources;
- consider issues for all areas of the town, including new housing developments, environmental and road schemes as well as public facilities such as shopping areas;
- work towards safer communities so that all children are able to play safely outdoors, and older children able to get around safely on their own;
- ensure that all children are respected and valued so that they can play free from racial or other types of discrimination or abuse;
- support the development of play opportunities and services that are safe, stimulating and appropriate for children's ages and stages of development;
- ensure that providers of play opportunities operate to national standards under the Children Act 1989 and recognise good practice with clearly defined policies and procedures;
- ensure that staff and volunteers working with children have appropriate training, knowledge and experience for their duties and responsibilities;
- develop varied play opportunities which challenge and stimulate children's abilities but not threaten their survival or well-being;
- ensure that children and young people have the opportunity to play and take part in a range of activities where they can gain confidence and learn on their own terms;
- support and encourage children's own ideas and decisions about what they do and how they do it;
- ensure children are given opportunities to make choices within play to support their development;

- provide play areas which cater for multiple age-groups.

8. Monitoring and Evaluation

The Town Council will regularly monitor and evaluate the implementation of this policy, along with standards in play opportunities and services.



YATE TOWN COUNCIL

Yate Town Council Lettings & Pricing Policy

Introduction

Yate Town buildings/facilities are community assets available for use by the community.

This document sets out the policy for lettings and the pricing of Yate Town Council premises/facilities and for the pricing of other goods supplied by the council.

Lettings

Lettings are defined as casual lets (not including leases or licences) and are managed by the Town Council staff who follow the guidance in this policy.

Yate Town Council facilities are well used. However, the council will:

- generate as much income to cover the running costs as possible, whilst having regard to the facilities being for community benefit, which may mean the full cost is not recuperated;
- promote use by; groups, individuals and for commercial use (where allowed);
- set different rates for community use as opposed to those bookings used for commercial purposes;
- use booking optimisation of rooms, by honouring charges if moving a hirer into a different room at a more expensive rate;
- encourage block bookings by community groups providing a facility for Yate residents;
- prioritise its bookings on a first-come first-served basis whilst ensuring its facilities are used in the first instance by the Yate community;
- encourage and support users to reduce their carbon footprint;
- ensure facilities are not let to inappropriate groups (where this can be determined).

Allowable Use

Generally, hire will be refused to any individual or group representing an organisation deemed not to be in the public interest, or where there is a realistic threat of disturbance, damage or injury to either the facility itself, other users in the vicinity, Town Council staff or the general public.

Decisions as to whether to accept a booking or not to be made by the Council's finance department.

Pricing

All letting charges will be reviewed annually.

Yate Town Council will instruct a valuation be undertaken by a professional valuer every five years to ensure the pricing structure in place for its facilities is correct and fair (last valuation undertaken 2018, next to be undertaken 2023).

The lettings prices to be set using the valuation and increased annually in line with the September RPI (rounded for ease of use), the revised prices being applied from the first day of the following April.

Price reviews to be undertaken annually and increases to be applied by officers in line with this, with no reference to the council. Price reviews will be referred to Council for

consideration in situations where:

- 1) there is query regarding the prices being charged having been raised that cannot be dealt with by the staff and requires a council decision;
- 2) in a year where a re-valuation is undertaken;
- 3) the charge is for a lease or licence.

Comparisons will be made between the revised charges and the charges made by similar facilities in the area, taking into consideration facility condition and availability, to ensure they are compatible.

Revised charges to be made available to the public by publishing on the town council's website, in line with new charging date, 1st April annually.

Free of Charge use of Town Council Facilities

Yate Town Council does not permit a no charge or reduced charge policy for use of its facilities (other than in line with the Councillor Meeting policy whereby '*Yate Town Council does not charge informal private briefings of Council Members. No charge will be made for the reasonable use of Council premises.*'); however, the council has a grants scheme that considers applications from organisations carrying out work in the Yate community as well as those organisations which rent Yate Town Council properties and deliver a service to the Yate community.

Café Stock

A mark up of approximately 80% – 100% to be applied to the cost of stock for resale. These prices to be considered quarterly with any increases in the cost of stock in the interim being applied.

Fair Trade products will be provided, and single use plastics will not be used where possible.

Other supplies

Other supplies such as photocopies etc will be increased in line with the September RPI; consideration to be given also to other charges being made in the area and adjusted accordingly if necessary.

Leases

Lease valuations will be undertaken by a professional valuer (the valuation to reflect a three-year lease); the cost of which is to be borne by the lessor.

The valuation sum to be applied to the lease for a period of three years, reflecting the valuation undertaken.

Licences

Licences to be made by agreement depending on the type of licence on offer.

Examples of current licences in place, bowling facility, ice cream pitch in Kingsgate Park etc.

Urbie

The Urbie hire charge to be increased in line with the September RPI increase with increase in charges to be applied as from the following April.

Terms & Conditions

All lettings will be subject to Yate Town Council's Hiring Terms & Conditions currently in force.

All Urbie hires will be subject to the Urbie hire Terms & Conditions currently in force.



YATE TOWN COUNCIL

RISK MANAGEMENT POLICY

1. Introduction

1.1 General Risk

Yate Town Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts & Audit Regulations 2015:

‘Responsibility for internal control

3. A relevant authority must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.’

2. Definition

- 2.1** Risk is the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an action or event for which the council may be unprepared.
- 2.2** Risk management is the planned and systematic approach to the identification of risks, evaluating their potential consequences and determining the most effective methods of controlling them and or responding to them. The aim is to reduce the frequency of risk events occurring, wherever possible, and minimise the severity of their consequences if they do occur.
- 2.3** Risk management covers the whole spectrum of risks and not just those associated with finance, health and safety and insurance. It also includes risks associated with public image (reputation), the environment, technology breach and confidentiality.
- 2.4** Risk management is not about being, ‘risk averse’ – it is about being risk aware. Risk is ever present and some amount of risk taking is inevitable if the Council is achieving its objectives.
- 2.5** Risk management is about making the most of opportunities and about achieving objectives once those decisions are made. By being ‘risk aware’, the Council is in a better position to avoid threats and take advantage of opportunities.

3. Policy Statement

- 3.1 Yate Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, workers, volunteers, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its goals and to maximise opportunities to achieve its vision.
- 3.2 Risk management will form part of the Council's management process. The council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focussed approach to managing any risks.
- 3.3 The Council will expect all Councillors, employees, workers and volunteers to understand the nature of any risks and accept responsibility for risks associated with their area of authority, as follows:

Councillors	To review Risk Management policy periodically and to receive selected risk assessments annually, with all risk assessments reviewed on a rolling 4-year programme.
Employees, workers and volunteers	To manage risk effectively in their job.

4. Objectives

The Town Council will:

- Ensure that Risk Management forms an integral part of the council's procedures;
- Manage any risk in accordance with best practice;
- Anticipate and respond to changing social, environmental and legislative requirements;
- Identify risks and the impact of those risks when adopting policies and making operational decisions;
- Positively and actively promote an awareness of risk management for all council services.

These objectives will be achieved by

- Establishing clear roles, responsibilities and reporting lines within the council for risk management;

- Providing opportunities for shared learning on risk management across the council;
- Providing risk management training and awareness sessions;
- Incorporating risk management considerations into the Council's management processes e.g. project management;
- Effective communication with, and the active involvement of employees, workers and volunteers;
- Monitoring arrangements on an on-going basis.

5. Risk Assessments

A risk assessment may be defined as:

“an identification of the hazards present and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.”

(a) What Is A Hazard?

A hazard is anything that has the potential to cause harm and can include articles, substances and methods of work.

(b) What Is A Risk?

A risk means the likelihood of someone being harmed, injured or made ill by the hazard.

When performing a risk assessment, it must be decided whether a hazard is significant and whether existing precautions are sufficient to reduce or eliminate the resulting risks.

5.1 Conducting Risk Assessments

Someone with sufficient training, experience and/or qualifications, as well as awareness of personal limitations, should conduct risk assessments. Someone who is aware of what the work involves should also be consulted when undertaking the assessment process.

All activities and environments under the control of the Council should be assessed.

The objective of conducting risk assessments is to reduce the health and safety risks to which employees, workers, volunteers and others are exposed. Consequently:

- ❖ Employees, workers and volunteers must be provided with information on precautions they need to take.
- ❖ The public must be alerted to hazards through signs and information leaflets.

5.2 Evaluating Risk Levels

Risks should be categorised:

- 1-4 acceptable (no further action but ensure controls are maintained);
- 5-9 adequate (look to improve if possible, at next review);
- 10-16 tolerable (look to improve within specified timescale);
- 17 – 25 unacceptable (make immediate improvements).

The following should be used as a guide: Likelihood x Consequence

5	10	15	20	25	C O N S E Q U E N C E
4	8	12	16	20	
3	6	9	12	15	
2	4	6	8	10	
1	2	3	4	5	

LIKELIHOOD

Likelihood

- 1) Very unlikely
- 2) Unlikely
- 3) Fairly likely
- 4) Likely
- 5) Very likely

Consequence

- 1) Insignificant
- 2) Minor
- 3) Moderate
- 4) Major
- 5) Catastrophic
- 6) This approach has the advantage over the three-point scale (low, Medium, high) of giving a better definition of the risk area.

5.3 Recording Risk Assessments

All risk assessments **must** be recorded, as the Council may be required to prove to both the HSE and a court of law that risk assessments have been carried out.

A risk assessment **must**:

- ❖ Identify all the hazards associated with the operation and evaluate the risks arising from those hazards;
- ❖ Record the significant findings;
- ❖ Identify employees, workers, volunteers and others (visitors/public) who are especially at risk;
- ❖ Evaluate existing controls, stating whether or not they are satisfactory. If not, identify what action needs to be taken;
- ❖ Evaluate the need for information, instruction, training and supervision;
- ❖ Record the probability of an accident occurring as a result of uncontrolled risk;
- ❖ Record any circumstances arising from assessment where serious and imminent danger is evident;
- ❖ Provide an action plan, giving information on implementation of additional controls, in order of priority.

It is important to ensure that all relevant information relating to the risk is retained.

It is also important to show the reasons why a particular course of action was not followed. However, cost should not be specified as a reason, when costs are minimal in comparison to the level of risk.

Should an accident occur, the risk assessment document would be a vital piece of legal evidence, particularly in the event of an insurance claim for compensation. The Council would need to demonstrate that all foreseeable risks were identified and that reasonable steps were undertaken to reduce the risk. As a result, a copy of the original assessment **must** be retained, along with any amendments.

5.4 Further Action

Risk assessments must be updated when there is a change in circumstances or practices. Selected risk assessments are also to be reviewed annually (with all being reviewed on a 4-year rolling programme) and received by the members of the Staffing and Governance Sub-Committee.



YATE TOWN COUNCIL

SAFEGUARDING CHILDREN AND ADULTS AT RISK

1. Introduction

This document sets out Yate Town Council's policy on safeguarding adults at risk and safeguarding children and young people.

2. Designated Persons

The designated persons are responsible for ensuring that proper procedures and policies are in place and are followed regarding safeguarding issues.

The broad areas of responsibility are:

- To act as a source of support, advice and expertise within the designated premises when deciding whether to make a referral by liaising with other agencies;
- To refer cases of suspected abuse or allegations to the relevant investigating agencies;
- To act as the designated person to co-ordinate action within their delegated premises and liaise with other agencies on suspected abuse cases;
- To ensure that all employees, workers, councillors and volunteers know and are alert to signs of possible abuse and know what to do if they have concerns or suspicions.

The designated persons are:-

Armadillo

- Designated Senior Person for Safeguarding: Youth Officer
- And in his/her absence: The Venues Operations Officer

Estates

- Designated Senior Person for Safeguarding: Estates Manager
- And in his/her absence: Estates Supervisor

Heritage Centre

- Designated Senior Person for Safeguarding: Community Heritage Officer
- And in his/her absence: Community Projects Manager

Poole Court

- Designated Senior Person for Safeguarding: Town Clerk
- And in his/her absence: Deputy Town Clerk

Pop Inn Café

- Designated Senior Person for Safeguarding: Venue Operations Officer
- And in his/her absence: Community Projects Manager

Other people with Safeguarding Responsibilities:

All Yate Town Council employees, workers, councillors and volunteers, 3rd party contractors or other organisations working by contract or partnership with the town council.

3. Safeguarding Adults at Risk

3.1 Policy Statement

This policy aims to safeguard adults aged 18 or over who:

- have needs for care and support
- are experiencing, or at risk of, abuse or neglect
- because of care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Anyone can perpetrate abuse or neglect, including:

- spouses/partners
- family members
- neighbours and residents
- friends
- acquaintances
- people who deliberately target and exploit adults they perceive as vulnerable to abuse
- paid staff or professionals and volunteers including the emergency services, social care and charity workers
- colleagues
- strangers/ general public

3.2 Abuse

Local authorities should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered (Care Act Statutory Guidance updated February 2017).

Types of abuse:

- **Physical** – including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;

- **Domestic:** including psychological, physical, sexual, financial, emotional abuse.
- **Spiritual and cultural:** domestic violence, dominance, control or coercion due to spirituality, religious belief or cultural identity. Violence occurs when someone uses an individual's spiritual beliefs to manipulate, dominate or control that person. Cultural violence occurs when an individual is harmed as a result of practices that are part of her or his culture, religion or tradition, including 'honour' based violence, forced marriage, female genital mutilation (FGM).
- **Sexual** – including rape, sexual assault, sexual acts carried out without the consent of the individual or where the individual was pressured into consenting; sexual exploitation (sex or sexual acts in return for gifts or money);
- **Psychological** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
- **Financial or material** – including gambling, illegal lending, theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- **Modern slavery;** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
- **Neglect and acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding of the necessities of life, such as medication, adequate nutrition and heating;
- **Discriminatory abuse** – including racism, sexism, homophobia, that based on a person's impairment or protected characteristic, and other forms of harassment, slurs or similar treatment;
- **Organisational (or institutional) abuse** – can include any of the above and is characterised by repeated instances of poor care, intentional or unintentional behaviours resulting from a lack of knowledge, poor professional practice or an imbalance of power because of the structure, policies, processes and practices within an organisation.
- **Self-neglect;** neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Radicalisation:** the process through which a person comes to be involved in extremist ideologies; spreading or inciting extremist ideas, and the practice of manipulating someone (grooming) for involved in extremist ideologies.
- **Criminal exploitation:** involvement with gangs and criminal activity, stealing, carrying drugs, weapons or money connected with crime, involvement in crime for financial or personal gain (peer or community status). Those targeted can also be groomed, physically abused, psychologically/ emotionally abused, sexually exploited or trafficked.

There can be abuse in any relationship, often occurring where one person is in a more powerful position than the other. The abuser may be more able than the person being abused, or the abused person may be dependent on the abuser in some way.

3.3 Taking Action

If there is immediate risk to an individual and/or if a crime has just been or is being committed call 999 to report the matter to the Police.

Otherwise please see paragraph 7 below which outlines the correct procedure.

4. Safeguarding Children and Young People

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or 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. (Working Together to Safeguard Children 2015)

Safeguarding is everyone's responsibility

“Everyone who works with children – including teachers, GPs, nurses, midwives, health visitors, early year’s professionals, youth workers, police, Accident and Emergency staff, paediatricians, voluntary and community workers and social workers – has a responsibility for keeping them safe.

No single professional can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between professionals and agencies.

Any professionals with concerns about a child’s welfare should make a referral to local authority children’s social care. Professionals should follow up their concerns if they are not satisfied with the local authority children’s social care response.” (Working Together to Safeguard Children 2015)

4.1 Policy Statement

Yate Town Council recognises its duty to promote and safeguard the wellbeing of children and young people and to protect them from harm. We believe that every child and young person has a right to feel safe and protected from any situation or practice which is likely to result in a child or young person being

harmed, either physically or psychologically.

The aim of this policy is to safeguard and promote young people's welfare, safety and health through clear and accessible responsibilities, agreed processes and procedures and guidance.

There are two main aspects to our safeguarding policy:

1. Prevention: establishing safe environments in which young people can socialise and develop; raising young people's awareness and equipping them with the skills to keep them safe;
2. Protection: following agreed procedures, ensuring staff are trained and supported to respond appropriately to child protection concerns, working with external agencies if relevant. Young people's worries and fears will be taken seriously if they seek help from a Council employee, worker, councillor or volunteer. Secrecy cannot be promised if concerns are such that referral must be made to the appropriate agencies in order to safeguard the young person's welfare. (Any internal investigation is carried out separately to any criminal investigation by the Police)

4.2 Abuse

Child abuse can take a range of different forms. A child or young person being mistreated or abused (sometimes called 'Significant Harm') can be defined as physical abuse, emotional abuse, sexual abuse or neglect, child sexual exploitation (CSE), and online abuse. Child abuse can occur at home, or in organisations, schools or groups that the child or young person goes to.

4.3 The Armadillo

The Armadillo seeks to adopt an open and accepting attitude towards children and young people as part of their responsibility for their care. The Armadillo hopes that parents and children and young people will feel free to talk about any concerns and will see the Armadillo as a safe place if there are any difficulties at home.

We recognise that because they have regular contact with some children and young people, the Armadillo staff are well placed to observe the outward signs of abuse. The Armadillo will therefore:

- Establish and maintain an environment where children and young people feel secure, are encouraged to talk and are listened to;
- Ensure children and young people know that there are adults at the Armadillo who they can approach if they are worried;
- Encourage a range of information and advice providers to deliver drop in sessions at the Armadillo to support children and young

people to develop the skills they need to recognise and stay safe from abuse.

The Armadillo staff fully endorse the principles of multi-agency working and will engage specialist advice and guidance in their processes and practice where appropriate.

4.4 Taking Action

If there is immediate risk to an individual and/or if a crime has just been or is being committed call 999 to report the matter to the Police.

If there is NOT an immediate risk of harm, but a crime is suspected call 101 to report the matter to the Police.

Otherwise please see paragraph 7 below which outlines the correct procedure.

5. Recruitment.

Yate Town Council will ensure that all necessary checks are carried out on individuals expected to work with children, young people and adults at risk:

- Completion of an application form including a self-disclosure about criminal records;
- Consent to obtain information to check for convictions for criminal offences against children or adults in accordance with current legislation;
- Receipt of DBS check where required;
- Receipt of two references;
- Verification of qualifications;
- Verification of identity.

The following statement to be included on recruitment literature for roles involving children, young people and/or adults at risk:

Rehabilitation of Offenders Act 1974

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'. However for this job, employers are allowed to ask about these offences, as it includes working with children or vulnerable adults, and will require a check on previous convictions (including those deemed to be spent), plus details of any cautions, reprimands, warnings, bind overs or no case to answer. It is your responsibility to declare all of these.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

5.1 Level and Frequency of Check

A Disclosure and Barring Service (DBS) check will be obtained where the duties/activities (paid or unpaid) involve the individual in a position of trust for the care, supervision or personal needs of children, young people or adults at risk. This will normally apply to situations where the individual has direct contact with relevant individuals or groups on a regular basis but may also apply where there is a higher level of contact over a short period or where the individual will have access to sensitive personal information in written, verbal or electronic format.

It is not expected that everyone who has any contact with children, young people or adults at risk is DBS checked. There needs to be proper consideration given to the level, frequency and context of the activities to be undertaken.

(a) Enhanced DBS Check

An enhanced DBS check will be obtained where Regulated Activity with children, young people or adults at risk is undertaken ie working in a specified place, frequently (once a week or more often of 4 days or more in a 30 day period) with the opportunity for contact with children, young people or adults at risk in unsupervised specified activity. (E.g. for Community Heritage Officer post, Heritage Education Assistant post and posts within the Armadillo.) A subscription will be made to the portable update service if an enhanced DBS check is made for Town Council employees.

The Town Council require that casual Armadillo workers or volunteers have an enhanced DBS check no older than 2 years. The update service will not be subscribed to for casual workers or volunteers.

(b) Basic DBS Check

A basic disclosure from Disclosure Scotland will be obtained for any staff at appointment who fall outside of "Regulated Activity" criteria but are in regular situations where contact with children, young people and vulnerable adults occurs (eg, Estates posts). The update service will not be subscribed to but rechecks made at a frequency appropriate to the role.

(c) Volunteers

DBS checks will not be routinely undertaken for Town Council volunteers (except volunteers of the Armadillo), but risk assessments will be in place to assess whether there is a need to do so.

5.2 Employees

If the Town Council undertakes a DBS check for an employee, during the annual appraisal process, employees who have been DBS checked are to be asked if there have been any changes to their DBS status (in line with Minute No. 4/1e of Staffing and Governance, 20 December 2011).

In accordance with the requirements of the Town Council insurers, records for DBS checked posts will be retained for a period of 25 years in terms of job application, training, results of DBS check, along with risk assessments and records of complaints and suspicions of breaches of the Town Council's Safeguarding Policy.

5.3 Councillors

Basic DBS checks be undertaken for the Chair and Vice-Chair of the Council at the commencement of their term in office as the nature of their roles mean that there is a small chance that they may find themselves in 1 to 1 situations with children, young people or vulnerable adults, but subscription to the update service will not be made.

6. Induction and Training

It is the responsibility of the Designated Senior Person to provide appropriate and timely safeguarding training for all employees, workers, volunteers and councillors based at their assigned premises.

Each employee, worker, Councillor and volunteer is given and has access to Yate Town Council's Safeguarding policy.

7. Disclosures and Concerns – Procedures to Follow for Possible, Alleged or Cases of Abuse

Any person may seek advice and guidance from the Designated Person if there are any doubts about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to investigating agencies. (Any internal investigation is carried out separately to any criminal investigation by the Police)

Written records, using Yate Town Council Safeguarding Report Form dated and attributed, must be made of what is alleged, noticed and recorded, and kept securely and confidentially. Detailed, accurate and secure records will be kept. Individual record retention will be dependent on the outcome of the safeguarding investigation. Advice will be sought from the LADO (Local Authority Designated Officer) for all allegations referred.

Passing on a Concern - Main Procedural Steps

- When a person makes a disclosure, or when concerns are received from other sources, **do not:**
 - investigate;
 - ask leading questions;
 - examine the person or promise confidentiality;
 - delay in reporting
- People making disclosures should be reassured, and if possible, at this stage should be informed what action will be taken next.
- As soon as possible, write a dated and times note using Yate Town Council Safeguarding Report Form of what has been disclosed or noticed, said or done;
- Report, in writing, to the relevant Designated Person; If the alleged abuser is an employee, worker, volunteer, Councillor, or 3rd party organisation delivering services for/ working in partnership with the town council, it should be reported to the Town Clerk, or if it concerns the Town Clerk to the Chair of the Council;
- If this has not already been done, inform the young person/ adult at risk (or the other party who has raised the concern) what action you have taken.

Designated Person - Main Procedural Steps

- Begin a case file which will hold a record of communications and actions in a coherent chronological order to be stored securely.
- If the initial information reveals a cause for concern about a child, young person or adult at risk it should be reported to South Gloucestershire Council (see below). They should also be contacted for advice as needed. Do not delay in reporting or seeking advice.
- Exceptional circumstances: if it is feared that the child, young person or adult at risk might be at immediate risk on leaving the premises, take

advice from the South Gloucestershire Council Report. If a parent arrives to collect their child, the employee, worker, volunteer or responsible adult has no right to restrict/prevent parental access. If there are clear signs of physical risk or threat, South Gloucestershire Council should be updated (via contact details below) and the Police should be contacted immediately.

South Gloucestershire Council Report Details

To report a concern about a **child or young person**:

- South Gloucestershire Access & Response Team (ART) can be accessed for advice or information contact on 01454 866000 Monday to Friday 9-5
- 01454 615165 out of hours and at weekends
- South Gloucestershire Safeguarding Children's Board
Website: www.southglos.gov.uk/safeguarding/children
- South West Child Protection Procedures:
<http://www.proceduresonline.com/swcpp/southglos/index.html>
- If a child or young person is in immediate danger, then please dial 999 and ask for police assistance

To report a concern about an **adult at risk**:

- South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information contact 01454 868007 Monday to Friday 9-5
- 01454 615165 out of hours and at weekends
- South Gloucestershire Safeguarding Adults Board
Website: www.southglos.gov.uk/safeguarding/adults
- If an adult at risk is in immediate danger, then please dial 999 and ask for police assistance

Remember – any internal investigations do not replace any criminal investigation by the Police.

8. Procedure for Allegations Against Employees, Workers, Volunteers and Councillors

If an allegation concerning the conduct of an employee, worker, volunteer or Councillor is received by the Town Clerk or Chair of Council they will inform the Local Authority Designated Officer (LADO) on the same day to seek advice about what action to take and how and when the alleged abuser will be informed of their rights under the Disciplinary Policy whilst the investigation takes place. Details of the person who reported the suspicion of abuse will be kept from the alleged abuser at all times.

All allegations should be reported within one working day to the Town Clerk or Chair of Council.

Any allegation related to staff and/or volunteers working with Children and Young People and Adults must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 866000 (children) or 01454 868007 (adults).

9. External Bookings

The Town Council will ensure that booking forms, agreements and contracts contain the expectation that outside bodies hiring or booking Town Council premises must have appropriate safeguarding policies and procedures in place. This expectation also applies where services, activities or workshops are provided on Town Council premises by another organisation or individual.

Allegations or concerns relating to 3rd party organisations, contractors, or users of Yate Town Council Facilities including tenants and hirers, should also be reported within one working day to the Local Authority Designated Officer.

10. Records and Monitoring

Well-kept records are essential to good safeguarding practice. All employees, workers, councillors and volunteers must have a clear understanding about the need to record and report concerns about young people. The Designated Person for each of the Town Council premises is responsible for such records and for deciding at what point these records should be passed over to other agencies.

Records relating to actual or alleged abuse or neglect are stored apart from young person or staff records. This is to prevent individuals from accidental access to sensitive material by those who do not need to know.

Safeguarding records for children and adults at risk are stored securely, with access confined to Designated Persons.

The Staffing and Governance Sub-Committee receives an annual Safeguarding report.

11. General

The Safeguarding Policy is updated and reviewed in line with the Town Council rolling review programme.



YATE TOWN COUNCIL

SEVERE WEATHER POLICY

1. Introduction

The following working and pay arrangements will apply to employees during periods of severe weather conditions.

2. Policy

Each incident of inclement weather will be judged on the basis of its specific characteristics and the information available at the time.

2a. Inclement Weather

Unless there are wholly exceptional circumstances, employees will be expected to report for work, unless on pre-arranged leave.

Problems experienced by employees in travelling to and from work and the effect on their starting and finishing times will be recognised.

In circumstances where employees experience difficulties in travelling to work during such weather conditions, they should ensure that the Town Clerk/Line Manager is notified and kept informed of the position.

If a member of staff decides it is impractical not to come to work due to general inclement weather (i.e. the day has not been declared as “severe weather” then a day of annual leave or TOIL will need to be taken.)

2b. Severe Weather Conditions

Yate Town Council is mindful of its duty to take all reasonable steps to protect the safety of staff and visitors during severe bad weather. Therefore, where appropriate, Yate Town Council may declare “severe weather conditions “and close the offices/buildings.

Most significant adverse weather conditions are forecast in advance by the Met Office and the Town Council usually has advance warning of severe conditions.

The Town Clerk/Deputy Town Clerk and Estates Manager are responsible for monitoring weather and will declare when the Town Council will close either via email the day before (if appropriate) or will telephone/text as soon as possible on days where the decision is made on the actual day of severe weather conditions (such as sudden overnight snow).

The Town Council website and Facebook page will be updated to reflect the Town Council service.

If “Severe Weather Conditions” are declared, then staff are not expected to travel to work and will be paid and will not be expected to take time off or TOIL.

Those staff that have laptops issued to them can work from home.



TOWN MAYOR AND DEPUTY MAYOR PROTOCOL

1. The Town Mayor and Deputy Mayor are elected Members of the Town Council and legally, are Town Councillors bound by any national legislation enacted from time to time and any related local code.
2. The Mayor and Deputy Mayor have no additional powers other than those attributed to a Town Councillor.
3. The Mayor, once elected, shall hold Office for one year.
4. The Mayor will preside over Full Council meetings, dates for which are set out in the Town Council Calendar of Meetings
5. The Mayor will meet, where possible, with the Town Clerk prior to Full Council meetings to discuss the Agenda.
6. The Mayor should observe the strictest neutrality and impartiality at all times, but is entitled to use a first vote, plus a casting vote when available in any manner he/she may choose.
7. The Mayor may designate a Consort as appropriate.
8. There is no official recognition in law of the Mayor's Consort; however, it is appropriate for the spouse/partner to accompany his/her partner. The Consort is however not an Officer of the Town Council and cannot act in the place of the Mayor. Only the Deputy Town Mayor deputises for the Town Mayor.
9. It will be the Mayor's prerogative to select a charity of his/her own choosing. Any funds raised for this charity shall belong to the named charity and not to an individual. It will not be part of the Town Council's balance sheet and any bank account opened shall be operated with the signatures of the Town Mayor and Town Clerk.
10. The Mayor shall be known as the Town Mayor of Yate and be regarded as the first citizen of the Town.

ENGAGEMENTS

11. The Mayor receives invitations to engagements throughout the year and attends these wearing the Chain of Office. Robes are reserved for civic occasions and for other appropriate events, to be agreed at the time of invitation.
12. All engagements should be directed through the Town Council office and will be dealt with by the Town Council Service Support Assistant.
13. Town Council staff will not be responsible for, nor should respond to any correspondence of a personal nature addressed to the Mayor or any matters relating to 'ward' business but will respond to mail regarding official Mayoral engagements.
14. The Mayor should not receive any official mail at his/her own home. If this should happen, any mail received should be taken to the Town Council Office.
15. The Town Council Office will keep the Mayor's Diary of official engagements and keep the Mayor updated with new events.
16. The Mayor will make an appointment at a mutually convenient time to meet with the Service Support staff to discuss engagements, on a regular basis
17. The Mayor will be expected to write personal notes of thank you for those engagements he/she has attended and will be provided with headed paper for this use only. The mail will be posted from the Town Council Office at the cost of the Town Council. It is inappropriate for the Mayor to use this headed paper for any other correspondence.
18. The Mayor or Deputy Mayor should not normally accept engagements outside Yate unless they are of a civic nature. The Town Clerk should be consulted in case of doubt.
19. The Mayor may not wear the Chain of Office/Robes at any engagement outside Yate without the express permission of the Chair of that Parish, Town or District.
20. If the Mayor is unable to accept an invitation, the Town Council Office will consult the inviting organisation to ask if they would wish the Deputy Mayor to attend on his/her behalf.

CIVIC

21. The Mayor should only wear the Chain of Office/Robes when undertaking official duties as Mayor.
22. The Town Council shall keep a list of events where it is appropriate for the Mayor to wear the Robes.

23. Order of precedence at official events can cause difficulty. Therefore, the following guide should be used: -

- Royal Family
- Lord Lieutenant
- Town Mayor (order reversed if the Town Mayor is not hosting)
- Chair of Unitary Authority
- Member of Parliament
- Police Superintendent
- Visiting County/District Chairs
- Visiting Town Mayors

24. The Mayor may use Town Council premises to host meetings with organisations of the Town and to host civic receptions and such usage will be reported to the Finance and Governance Committee.

GENERAL

25. The Town Council shall be responsible for the insurance of the Mayor's Chain of office and robes. However, it is the responsibility of the Mayor to ensure they comply with home security and other requirements set out within the Town Council's insurance policy.

26. The Mayor shall receive an annual mayoral allowance as specified in the budget for the year, which will be paid into the Chair's Expenses of Office Accounts on appointment and will be administered in accordance with the Town Council's Guidance Note for the Payment of Members' Allowances.

27. The Town Council has a budget for approved Civic Events and Entertainment.

28. The Town Council will meet the cost of the official Christmas Card sent by the Mayor on behalf of the Town Council to a maximum sum fixed annually.

29. The Mayor will agree to the Town Council taking a photograph for civic use. The Town Council will meet the cost of this photograph.

30. The Mayor, upon election, is appointed President of Yate and District Twinning Association.

31. The Mayor may receive gifts during his/her year (which must be declared). These gifts may be of a personal nature in which case may be retained by the Mayor, but others that are obviously for the Town must be handed to the Town Council.

32. The Mayor should inform the office as early as possible of any dates he/she is not free to undertake engagements.

33. The Town Council should be informed of any special circumstances which may affect the Mayor (i.e. fear of heights, allergic reactions to certain foods, dietary needs or disabilities).

34. Matters regarding protocol or of a general concern to the Mayor can be discussed with the Town Clerk.
35. The press and local radio frequently invite the Town Mayor to comment on Town Council matters or generally on an issue of local interest. To help the Mayor keep abreast of current activities, the Mayor and Deputy are ex-officio members of all Committees to which they are not appointed in their own right. Where they may be unsure of the position of relevant Council policy, it is respectfully suggested that the Mayor consult the relevant Committee Chair before commenting.

*At the Finance and General Purposes Committee Meeting held on 7 September 2005, it was **NOTED** that robes must not be worn outside of the Parish and permission must be sought to wear the Chain of Office at functions outside of the Parish. This protocol also applies to Chairs/Mayors visiting Yate Parish.*

This protocol is taken from 'Civic Ceremonial: A Handbook of Practice and Procedure' by G.N Waldram M.V.O (Shaw and Sons, p.89)



VOLUNTEERS POLICY

This policy sets out the principles for volunteering with Yate Town Council and it outlines what volunteers can expect from the council as well as how volunteers are expected to behave when volunteering.

This policy is designed to reflect current legislative provisions in respect of volunteers and is non-contractual and applies to all unpaid volunteers.

Definition of a Volunteer

A volunteer is a person who donates their time, skills and experience without receiving any form of compensation from Yate Town Council.

A volunteer is not an employee of Yate Town Council and there is no legally binding contractual relationship between the council and the volunteer.

Why Does Yate Town Council Involve Volunteers?

Volunteers allow the council to expand and improve its services to local communities. Local volunteers have the opportunity of putting their time, skills and experience to good use and to contribute to the community in which they live.

Volunteering offers people the opportunity to gain experience and the opportunity to 'try something new' as well as meeting like-minded people.

The Volunteering Relationship

Yate Town Council's commitment to volunteers.

We will:-

- Allocate a contact person who will liaise with a volunteer about their volunteering, arrange an induction, training tailored to the volunteering opportunity and provide support throughout a volunteering placement;
- Explain the standards expected and encourage and support volunteers to achieve and maintain them;
- provide any necessary equipment for volunteers to complete their roles;
- explain the accident and incident reporting procedure;
- make sure that there are no barriers which would make it difficult for a volunteer to undertake the agreed activity;
- be flexible in relation to volunteering hours, recognising the need for holiday time and other commitments;
- pay travel expenses should a volunteer be requested by the council to attend training or a function outside the parish of Yate. Fuel travel expenses will be paid in line with the Approved Mileage Allowance Payments (AMAPs) rate in operation at the time or reimbursement for bus or train travel, whichever is the cheapest;

- reimburse car parking fees incurred when visiting non-Council premises whilst on Council business. The Council will not be liable for any parking fines or road traffic penalties incurred by volunteers regardless of circumstances.

In return, the council asks the following of volunteers:

- To attend the induction or ongoing training which it is felt is necessary for volunteers to perform in an informed and safe way;
- To read, understand and adhere to relevant council policies and procedures;
- To treat any information obtained when undertaking volunteering duties as confidential and not disclose it to any third party;
- To attend meetings with the contact person when able to do so;
- To notify the contact person of any health issues in order that reasonable adjustments may be considered;
- To report any accidents or incidents, whether it concerns themselves or another person;
- To review personal insurance policies so that appropriate insurance is in place for a volunteer to volunteer;
- To understand what a volunteer must do if they are driving on behalf of the council;
- To let the nominated contact person, know if they are likely to incur out of pocket expenses in order that a relevant claim may be raised to reimburse the volunteer in an appropriate timeframe;
- To maintain and uphold the good name and reputation of the council;
- To represent the council positively/appropriately at all times;
- To treat all members, officers, service users and members of the public with respect and dignity;
- To tell the local contact person if the volunteer wishes to end the volunteering relationship, in case alternative arrangements need to be made;
- If a volunteer is claiming state benefits, to make sure the relevant agencies are aware of the volunteering placement.

References and other checks

Depending on the nature of the volunteering opportunity, a volunteer may be required to provide the names of two referees who have agreed to provide a reference on behalf of the volunteer.

Depending on the nature of the volunteering opportunity, the council may need to understand specific health issues in order to assess whether reasonable adjustments can be made.

An enhanced disclosure and barring service (DBS) check will always be required where the volunteering opportunity involves contact with children or vulnerable adults deemed to be regulated activity.

Any necessary references and other checks will need to be completed before the volunteer is able to commence any volunteering activity with the council.

Insurance

Volunteers are covered by the council's insurance policy, whilst engaged in volunteering roles that have been approved and authorised by Yate Town

Council. Further information is can be provided upon request. There are some exceptions as to what is covered.

Health and safety

The council is committed to providing a safe and healthy environment for all volunteers and has a health and safety policy in place.

Volunteers will be made aware of this policy during their induction and must be familiar with it before undertaking any volunteering activity.

Volunteers must report any accidents, incidents or other dangerous circumstances immediately using the appropriate process.

Complaints

Should you wish to make a complaint about your volunteering placement you should put this in writing to your local contact who will investigate the complaint and respond accordingly.

Equal opportunities

Managers will make any necessary adjustments to ensure that all volunteers are treated equally.

Other policies

There are a number of other Town Council policies you should make yourself familiar with when volunteering. Further information will be provided by your local contact person.

Young Volunteers

A young person (between the age of 14 & 18) can be considered as a volunteer, however certain additional processes must be followed:

- Parental or Carers consent to be sought;
- Details of the nature of the volunteering to be given to the volunteer and the guardian including task descriptions, where the work will take place and how it is supervised;
- Volunteering under age 18 should not be undertaken before 7am or after 7pm on any day or for more than two hours on any school day or Sunday and must have 2 consecutive weeks free from volunteering during the school holidays;
- Poole Court will obtain references and permits (permits are necessary where the volunteer is under 16);
- The Town Council insurers will be advised if a volunteer is under 16 years of age;
- a DBS check will be required if there is regular contact with children, young people or vulnerable adults, even if the volunteer themselves is a young person.



VOLUNTEER AGREEMENT

This Volunteer Agreement describes the arrangement between Yate Town Council and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Name

.....

..... Address

.....

.....

.....

..... Telephone

.....

..... Email

.....

.....
Emergency Contact Name and Contact Details

.....

.....

...

.....

.....

...

.....

Your role as a volunteer at [***state premises***] is [***state nature and components of the volunteering role***] and starts on [***date***].

This volunteering role is designed to [***state how the volunteering role benefits the organisation***].

Your main point of contact at Yate Town Council is:

.....

..... **What you can**

expect from Yate Town Council;

Induction and training

- To provide a thorough induction on the work of Yate Town Council, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

Supervision, support and flexibility

- To explain the standards, we expect for our services and to encourage and support you to achieve and maintain them;
 - To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
-
- To provide any necessary equipment for you to complete your role;
 - To be flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.

Expenses

- To pay travel expenses should you be requested by the council to attend training or a function outside the parish of Yate then fuel travel expenses will be paid in line with the AMAPs rate in operation at the time or reimbursement for bus or train travel, whichever is the cheapest;
- To reimburse car parking fees incurred when visiting non-Council premises whilst on Council business. The Council will not be liable for any parking fines or road traffic penalties incurred by volunteers regardless of circumstances.

Health and Safety

- To provide adequate training and feedback in support of our health and safety policy;
- To carry out any necessary risk assessments and provide any special equipment as required (including Personal Protective Equipment).

Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issue.

Training

- To arrange required training.

Part 2: the volunteer

What we expect from you as a volunteer:

- To help Yate Town Council fulfil its aims and purpose to [**describe role/function/services which the volunteer will be helpingwith**];
- To perform your volunteering role to the best of your ability;
- To follow the organisation’s policies and procedures, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and when this is not possible, to give reasonable notice so other arrangements can be made;
- To be respectful towards staff, other volunteers and members of the public;
- To be aware that you may on occasion be required to work alone unsupervised or within a group;
- To return any equipment issued to you by Yate Town Council when requested;
- To allow photographs, taken whilst you are performing your volunteering role to be used for publicity purposes;
- To provide referees as agreed who may be contacted, and to agree to a Disclosure and Barring check being carried out where necessary;
- To adhere to Yate Town Council’s Safeguarding Children and Vulnerable Adults Policy at all times;
- To consider and arrange car sharing should more than one volunteer be asked to attend either training or an event;
- To complete and submit a volunteer’s expense claim sheet to the Town Council along with a receipt representing fuel or transport used for your journey to claim expenses;
- To ensure that the insurance covering your vehicle is adequate if used on council business. The cover must be sufficient to permit the volunteer to drive the vehicle for business purposes. Volunteers should contact the Motor Insurers for any advice;
- To undertake required training as directed by Yate Town Council.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Approx. number of hours per week:

Days & times I would like to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please specify time (if applicable)							

Any other specific requirement to be discussed with you and your point of contact at Yate Town Council documented below.

