The aim of this document is to create a one-stop information point for all staff to access the information needed during employment.

This document, along with the Contract of Employment, gives the details of the terms and conditions of employment and outlines what can be expected from the Council as an employer. In return the Council expects a high degree of commitment, dedication and loyalty from all employees to ensure the objectives of the Council and the needs of the citizens of Barry are met.

The Handbook - Policies and Procedures will be regularly reviewed and updated in line with changes to legislation and the objectives of the Council and the community.
## Contents

ATTENDANCE AT WORK ........................................................................................................ 7

Annual Leave Policy ............................................................................................................ 7

Annual Leave Procedure .................................................................................................... 7

Sickness Absence Policy ..................................................................................................... 9

Sickness Absence Procedures ............................................................................................ 10

Reporting Sickness Absence ............................................................................................. 10

Certification and Medical Certificates .............................................................................. 10

Accidents and Injuries ....................................................................................................... 11

Work related ill health or injury ......................................................................................... 11

Contact with infectious diseases ....................................................................................... 11

Monitoring sickness absence levels .................................................................................. 11

Return to work .................................................................................................................. 11

Frequent and /or persistent short-term sickness absence .............................................. 13

Formal sickness review stages ......................................................................................... 13

Pregnancy .......................................................................................................................... 16

Disability ............................................................................................................................. 16

Long term sickness absence ............................................................................................. 16

Sickness immediately prior to or during annual leave .................................................... 19

Sick pay entitlement .......................................................................................................... 20

Special Leave Policy ......................................................................................................... 21

Statutory Maternity Leave Procedure .............................................................................. 23

Ordinary Paternity Leave Procedure .............................................................................. 25

Parental Leave Procedure ................................................................................................ 27

Time off for dependants procedure ................................................................................. 29

Time Off In Lieu Policy ....................................................................................................... 30
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Parental Leave Policy</td>
<td>33</td>
</tr>
<tr>
<td>COMMUNICATIONS AND SOCIAL MEDIA</td>
<td>40</td>
</tr>
<tr>
<td>Information, Communications and Technology Procedure</td>
<td>40</td>
</tr>
<tr>
<td>Use of Council telephone system</td>
<td>42</td>
</tr>
<tr>
<td>Use of e-mail</td>
<td>42</td>
</tr>
<tr>
<td>Use of the internet</td>
<td>43</td>
</tr>
<tr>
<td>Use of social media sites</td>
<td>43</td>
</tr>
<tr>
<td>Media policy</td>
<td>44</td>
</tr>
<tr>
<td>Bring your own device policy</td>
<td>48</td>
</tr>
<tr>
<td>CONCERNS AND COMPLAINTS POLICIES</td>
<td>55</td>
</tr>
<tr>
<td>Concerns and Complaints</td>
<td>55</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>63</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>63</td>
</tr>
<tr>
<td>Whistle Blowing Policy</td>
<td>65</td>
</tr>
<tr>
<td>Whistle Blowing Procedures</td>
<td>65</td>
</tr>
<tr>
<td>FINANCIAL POLICY</td>
<td>67</td>
</tr>
<tr>
<td>Investment Strategy</td>
<td>67</td>
</tr>
<tr>
<td>Cash Handling Policy</td>
<td>69</td>
</tr>
<tr>
<td>HEALTH &amp; SAFETY AND WELLBEING</td>
<td>71</td>
</tr>
<tr>
<td>Introduction</td>
<td>71</td>
</tr>
<tr>
<td>Policy statement</td>
<td>72</td>
</tr>
<tr>
<td>Policy Aims</td>
<td>72</td>
</tr>
<tr>
<td>Objectives</td>
<td>72</td>
</tr>
<tr>
<td>Organisational Arrangements, responsibilities and accountabilities</td>
<td>73</td>
</tr>
<tr>
<td>Health and Safety Performance</td>
<td>76</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>94</td>
</tr>
<tr>
<td>Equipment</td>
<td>100</td>
</tr>
</tbody>
</table>
Promoting Wellbeing of Staff and Managing Stress
Menopause and Work
Alcohol and Substance Misuse Policy
Alcohol and Substance Misuse Procedure
Domestic Abuse Workplace Policy
Smoke Free Policy
Smoke Free Procedures
Safeguarding Policy
Safeguarding Procedures
REGULATORY
Anti-fraud, Bribery and Corruption Policy
Anti-fraud, Bribery and Corruption Procedures
Gifts and Hospitality Policy
Data Protection Policy
Equal Opportunities Policy
Equal Opportunities – Accessibility Guidelines
Protocol for Councillors and Staff Procedure
Environmental Policy
Freedom of the Town Protocol
Anti-Harassment and Bullying Policy
Anti-Harassment and Bullying Procedures
WORKFORCE PLANNING
Agile Working Policy
Capability Policy
Capability Procedure
Disciplinary Policy
Disciplinary Procedures
Honorarium Payments Policy ................................................................. 182
Lone Working Policy ........................................................................... 184
Pay Policy Statement .......................................................................... 187
Recruitment and Selection Policy ....................................................... 188
Recruitment and Selection Process ..................................................... 189
Redundancy Policy ............................................................................... 193
Training and Development Policy ....................................................... 198
Training and Development Procedures .............................................. 198
Working Time Policy ........................................................................... 202
ATTENDANCE AT WORK

Annual Leave Policy

Barry Town Council recognises the legal requirement for all employees to take annual leave. It also recognises the importance of leave for employees as it forms a vital part of ensuring that a high degree of commitment, dedication and loyalty is shown enabling the Council to meet its objectives.

Current legislation entitles all full time employees to 28 days annual leave, which may or may not include all statutory public holidays. In addition the Council grant additional non-statutory days leave following some of the statutory Bank Holidays. Leave for Part-time staff will be allocated on a pro-rata basis. It is also the policy of Barry Town Council to recognise long service and career progression and therefore after 5 years continuous service full time employees will be granted an additional 5 days annual leave. This will be awarded pro rata during the leave year in which an employee achieves their 5 years continuous service. Additionally when an employee reaches a role which carries Spinal Column Points of 29 or higher they will receive an additional 2 days annual leave.

Date reviewed and adopted by the Council  July 2017
Date for Next Review  July 2020

Annual Leave Procedure

The annual leave year is 1 April to 31 March. All staff are expected to take their full leave entitlement during the holiday year. In exceptional circumstances employees may carry forward a maximum of 5 days leave into the next holiday year provided that the statutory minimum of 28 days has already been taken. Any holiday entitlement carried forward must be taken by 30 April that year. Part time employees, or those joining the Council during a leave year, will be entitled to annual leave on a pro-rata basis.

Annual Leave Entitlement

New Starter (below SO1) – 21 days to be increased to 26 after 5 year’s service
New Starter (SO1 & above) – 23 days to be increased to 28 after 5 year’s service

Unless otherwise stated in contracts, in addition to the above entitlement all staff who are normally contracted to work on a day which falls on a statutory public holiday and non-statutory holiday agreed by Council will receive the additional holidays set out below; part-time employees being pro-rata’d:

New Year’s Day
Good Friday
Easter Monday plus one additional day
May Day
Spring Bank Holiday (Whitsun at the end of May) plus one additional day
Summer Bank Holiday (at the end of August) plus one additional day
Christmas Day
Boxing Day plus one additional day

**Sickness immediately prior to or during annual leave**
If an employee is ill during a period of pre-arranged annual leave it is permissible to treat the days of incapacity as sickness absence instead of annual leave, subject to the provision of a medical certificate which covers the full period of sickness. Please note this will not be the case for non-certificated absence. This will enable the Council to arrange alternative leave dates, subject to the demands of the business.

If an employee falls ill whilst on annual leave travelling abroad, they must produce acceptable documentation signed by an accredited medical practitioner, together with the employee’s name and contact details. This should also state whether the employee is fit to travel. If declared unfit to travel, the certificate must give an indication of the date the employee is likely to travel, if this is after the last authorised day of leave. When employees return to the UK, they are required to submit a Fit Note by their UK Doctor in order to return to work.

Employees will continue to accrue annual leave (excluding bank holidays) at their normal rate whilst on sick leave in accordance with legislation.

Where, as a direct result of long term sickness absence, employees have been prevented from taking their holiday entitlement, it may be possible for an employee to carry forward/be paid (dependent on the amount of annual leave) the statutory element of their remaining annual leave entitlement into the next annual leave year; management reserves the right to specify when that leave must be taken.

**Leaving employment during the year**
- If you leave your employment with the Council you can take the statutory entitlement you have accrued up to the time you leave during your notice period provided you have given the notice period required under the terms of your Contract of Employment
- If you do not take the statutory holiday entitlement you have accrued you have the right to be paid for the accrual
- If you have taken more leave than your accrual entitlement you will be expected to reimburse the Council by deduction from your final salary payment.

**Date reviewed and adopted by the Council**  July 2017
**Date for Next Review**  July 2020
Sickness Absence Policy

Barry Town Council recognises that its employees form a vital part in ensuring its commitment to the people of Barry is met. To this end it will encourage and develop initiatives to promote the health and wellbeing of all employees.

The aim of Barry Town Council’s Sickness Absence Policy is to minimise absence levels across the organisation, whilst providing support to those absent, with the primary aim of assisting a return to work at the earliest opportunity.

The policy will inform Barry Town Council employees of their own responsibilities in relation to sickness absence, and the relevant reporting mechanisms.

Barry Town Council will seek to ensure that the reasons for sickness absence are understood in each case and investigated where necessary.

Whilst there is a collective responsibility to minimise sickness absence all such absence will be monitored and dealt with fairly and effectively in accordance with the National Joint Council for Local Government Services National Agreement on Pay & Conditions of Service.

The UK’s largest annual survey of sickness absence rates and costs shows that sickness absence was an average of 2.8% of working time per annum, or 6.5 days per employee, during 2014.

Barry Town Council aims to significantly reduce its levels of absence from 8% (2017) to 3% per area over a two year period.

**Date reviewed and adopted by the Council**  July 2017
**Date for Next Review**  July 2020
Sickness Absence Procedures

Reporting Sickness Absence

If you are away from work because of illness you **MUST** telephone your line manager within 15 minutes of your usual start time. If your line manager is not available you must speak to the Deputy Chief Officer or the Chief Officer and if they are unavailable, another Senior Manager. If you are unable to make the call, in exceptional circumstances, you may ask someone to make it on your behalf. You must however make direct contact with your line manager as soon as possible thereafter. You can expect your line manager to make enquiries with you about work matters during the telephone call. Text messages, emails or indirect methods of communication are not acceptable.

The call should include:-

- Name
- Nature of illness
- Likely duration of absence
- Work commitments that need to be covered during absence

If you are employed to work outside of normal office hours and you need to contact your line manager out of hours you will have been provided with a telephone number to call. However, if you are aware that you will not be well enough to attend work prior to that date you should make every effort to contact the main office or your line manager during working hours the previous day.

This process must be repeated on the third working day of absence

Certification and Medical Certificates

You must complete a sickness self-certification form for every period of sickness absence unless covered by a fit note. Self-certification can only be made for periods of absence covering up to 7 calendar days.

A doctor’s or hospital fit note is required if the absence is more than 7 calendar days (regardless of whether these are working days. i.e. including Saturday and Sunday). The certificate should be forwarded immediately after your 7th day of absence and will be required chronologically for all subsequent absences. Where there is continuing sickness absence you must therefore, submit consecutive fit notes to cover the whole period of absence and these must be sent to your line manager within 2 days of the previous note expiring.

Failure to notify sickness absence or provide self-certificates or fit notes may lead to the absence from work being considered as unauthorised, resulting in the loss of occupational sick pay and possible disciplinary investigation.
Hospitalisation
Employees who become hospitalised will still need a Fit Note to cover their absence in hospital if exceeding seven days. This can be provided by the hospital.

Accidents and Injuries
An employee who has an accident, incident or near miss (that could have resulted in injury or ill health) that occurs whilst they are at work must report it to their line manager. The incident can then be investigated to identify any action needed to prevent further injuries and ill health and to ensure that the incident is recorded in the Accident Book and reported as necessary.

Work related ill health or injury
If the employee or line manager believes that ill-health or injury has been caused by work, the manager must complete the Council's accident report form as above.

If the reason for absence is work related stress the line manager should complete a Stress Risk Assessment with the employee to endeavor to establish the root causes of the pressure. They must then refer the individual to Occupational Health sending the risk assessment in order to seek advice on how to support the employee and facilitate a return to work as soon as possible.

Contact with infectious diseases
Employees prevented from attending work due to contact with a reportable infectious disease should notify the Chief Officer immediately.

Monitoring sickness absence levels
All sickness absences must be recorded on the Council’s monitoring system.

The information recorded will be used to produce corporate sickness absence level statistics on a quarterly basis to monitor the success of the Sickness Absence Policy and identify any causes of concern. This information is presented to the Council’s Personnel Committee on a quarterly basis.

Line managers will use this information to identify employees with frequent short-term absence which may require further investigation as set out within the Sickness Absence policy and procedures.

Return to work
On the first day of your return to work, or at least within three days of your return, you will have a “return to work” interview with your line manager. This must be completed for any period of sickness absence, including short term sickness of one day only. The purpose of the interview is to assure both you and your manager that you are fit to return to work and to identify any concerns around your health that
need to be addressed. All information will be recorded on the form and signed to show that both you and your line manager agree. Any recommendations will be clearly stated.

If your absence was for less than 7 days you will be asked to complete a Self-Certification Form.

If your absence was medically certified your G.P. will provide you with a Statement of Fitness for Work, commonly known as a “Fit Note”. In this your doctor may suggest ways of helping you return to work, e.g.:-

- A phased return to work
- Altering hours
- Amended duties
- Workplace adaptations

There may also be recommendations following a referral to Occupational Health.

Where recommendations have been made by a doctor or Occupational Health specialist, these are dependent on whether or not they are available and must have Chief Officer agreement. The Council will try to accommodate recommendations and support needed to facilitate a return to work.

Phased returns to work will normally be for a 4 week period and will be paid at normal salary regardless of days or hours worked in this period. Options during this time include reduced hours, different working days or adjusted work times and will be agreed between you and your line manager. Generally the return with phased which means you will gradually increase your hours until you return to your normal pattern of work and contracted hours over a 4 week period.

If a phased return to work is recommended over a period more than 4 weeks, then salary will be based on the hours and days worked and not the normal salary. Arrangements can be considered to use annual leave or any TOIL owed as part of this phased return which will need to be considered and agreed by the line manager and Chief Officer.

If the Council is unable to support the change(s) recommended by the doctor, the fit note will be interpreted as you not being fit for work. A further sick note is not required but you will not be allowed to return to work until we have an occupational health opinion that you are fit for work, and you will continue to be classed as on sick leave.
Frequent and/or persistent short-term sickness absence

The Council may, on reviewing your sickness record, take action if:
- There are three instances or 10 self-certified days of absence within 12 months
- There emerges a regular pattern of recurring absences or if the reason given for absence gives rise to concern

First stage informal interview

This will be an informal review meeting with your line manager who will advise you of their concerns. This meeting will be in addition to the Return to Work Interview and Return to Work form being completed.

The line manager will send a letter to the employee inviting them to the Review Meeting providing at least three days’ notice. Representation is not required at this meeting. The line manager, HR Manager and the employee will discuss:

- The reasons for the repeat absences.
- The likelihood of further absences.
- Whether medical advice is required - Occupational Health, G.P. and whether there is an underlying medical condition,
- If any measures might improve the employee’s health and/or attendance.
- A way forward, including the immediate improvement expected and a review date set.
- If a further sickness absence is recorded the disciplinary procedure may be followed.

The line manager may at any meeting escalate to the Formal Action stage if it appears the employee’s attendance has not improved, without the need for a further meeting under the informal review stage.

Formal action

If the informal review meeting has not led to any improvement in the sickness absence, the Council will make the matter a formal issue and follow the process outlined below.

Formal sickness review stages

If there is insufficient improvement within the monitoring period in the employee’s sickness absence record, a formal review will be held with the line manager where reasons for the continued absence levels will be explored.

Four or more occurrences will automatically trigger a Formal Review to discuss the sickness absence record.
In terms of the Formal Sickness Review Stages, the following will apply:

### Stage 1 Formal Action

The employee will be given a minimum of seven days’ notice inviting them to a meeting and advising the employee of the reason for the Formal review, the date and time, their right to be accompanied by a trade union representative or work colleague. The purpose of the Formal Review is:

- To highlight the unacceptable level of attendance
- Explain the impact of the levels of absence on service delivery
- Explain future attendance will be monitored and reviewed
- Advise the employee of the future consequences if the employee continues with this level of attendance

At the end of the meeting, the line manager will consider all aspects of the case and may decide to take no action if further information is required, i.e. G.P., Occupational Health assessment etc.

The line manager may issue a formal First Written Warning where, despite previous discussions, the employee has failed to improve their sickness absence level and their attendance is unsatisfactory.

The line manager will write to the employee within 7 calendar days of the Formal Review meeting confirming:

- The points discussed
- The unsatisfactory sickness absence record
- Actions agreed
- The first written warning (if issued) will be valid for six months
- That a sustained improvement is expected within timeframes
- The employee’s right to appeal
- That failure to improve will normally lead to a final written warning for unsatisfactory attendance and performance to undertake their duties

If attendance improves, the process will end at Stage 1 Formal Action.

If required improvements are not demonstrated then Stage 2 Formal Action will be followed.

### Stage 2 Formal Action

The employee will be given a minimum of seven days’ notice inviting them to a second meeting and advising the employee of the reason for the second Formal review, the date and time, their right to be accompanied by a trade union representative or work colleague. The purpose of the Formal Review is to discuss:
- Why attendance levels continue to be unacceptable
- What progress has been made towards improving attendance and what further improvement is required to meet the standard of attendance required
- Assess whether an improvement is likely
- Obtain views from the employee in relation to any circumstances or reasons that may be affecting attendance

At the end of the meeting, the line manager will consider all aspects of the case and may decide to:

- take no further action if appropriate
- to extend the monitoring period
- to obtain further medical information from a G.P., Occupational Health assessment etc.(if appropriate)
- that the employee needs further advice and / or support
- to issue a First or Final Written Warning which will be valid for twelve months

The line manager will write to the employee within 7 calendar days of the Formal Review meeting confirming the outcome.

If the line manager issues a formal First or Final Written Warning, the required improvements and monitoring procedures will be agreed and the employee with be given an opportunity to reach the required standard. The Final Written Warning will be held on file for 12 months.

**Stage 3 Case Review Hearing**

Where the required attendance is still not being met and the employee has had a final warning issued at Stage 2 Formal Action, then Stage 3 will be invoked which is a Case Review Hearing.

The purpose of the Case Review Hearing will be to consider whether there are any further actions that the Council can take to assist the employee in continuing their employment or whether employment should be terminated due to the employee’s incapability to undertake their duties effectively because of ill health.

The line manager, Chief Officer and a member of the Council’s Personnel Committee will hear the final review hearing.

The employee will be given a minimum of seven days’ notice of the meeting and advising the employee of the reason for the Case Review Hearing, the date and time, their right to be accompanied by a trade union representative or work colleague and that their employment may be terminated and the right of appeal.
Copies of the report and the case to be presented will be sent to the employee and attendees at least seven days before the Case Review Hearing.

The decision will be communicated at the meeting with the employee and their colleague / trade union representative whenever practical. In all instances, employees will be treated in a fair and reasonable manner appropriate to their particular case. The decision will be confirmed in writing within 7 days of the meeting.

Where, as a result of a Case Review Hearing, the decision has been taken to terminate employment, the employee will be notified of the reasons for this decision and their right of appeal. In order to exercise this right, the employee must write to the Chief Officer within 14 days of receipt of the letter confirming dismissal. The employee must state their grounds for their appeal.

**Pregnancy**

Pregnancy related sickness will be recorded separately from other sickness absence details (inclusive of attendance at antenatal appointments) and will not be included in terms of Barry Town Council’s trigger system. The line manager will ensure a Health and Safety risk assessment is completed with the pregnant employee upon notification of pregnancy, at the four months and seven months stages.

**Disability**

Disability related sickness records will be recorded separately from other sickness absence details and will not be included in terms of Barry Town Council’s trigger system. However, review meetings will be held with the employee and the line manager to discuss the level of absence and impact on productivity. Barry Town Council will assist, where possible, in making reasonable employee adjustments to support an employee with a disability to continue working, i.e. Access to Work Claim.

**Access to work**

Access to Work is a government scheme that helps cover the financial cost of providing disability solutions that would otherwise not be considered a "reasonable adjustment" under the Equality Act 2010. (www.gov.uk/access-to-work.)

The line manager will discuss eligibility with the employee. The employee would then need to make an application to Access to Work. If successful, Access to Work will liaise with the line manager and/or Chief Officer to visit the employee’s work place.

**Long term sickness absence**

Sickness absence lasting over four weeks is considered Long Term.
The wellbeing of all employees is of prime concern to the Council and any individual who is unfortunate enough to be away from work because of long term sickness will be contacted regularly by their line manager or a senior manager who will discuss:

- The length of expected absence
- Developments at work
- The requirements of the Council for further medical examinations

This will only be done with the express consent of the employee and conducted in a very sensitive way to avoid any stress.

The line manager will seek to make telephone contact with the employee after two weeks to keep in touch and to conduct a home visit at four weeks. Progress will then be reviewed formally on a monthly basis.

**Medical examination**

The Council, as an employer has the right to seek a second or further medical opinion if an employee has been absent for or is expected to be absent for a continuous period of 2 months or a total of 42 days within any 12 month period.

**Occupational Health**

Occupational Health is a specialist branch of medicine focusing on health in the workplace. It is concerned with the physical and mental wellbeing of employees. Barry Town Council has selected Caer Health Services, Caerphilly, to provide the necessary support and advice on work-related illnesses and accidents and monitoring the health of employees.

The Line Manager will make a referral to Occupational Health if an employee is absent from work due to long term sickness and if this is deemed appropriate or would provide useful medical information or when absence from work is occurring on an above average frequency. Likewise any problems which are health, disability or injury related and which appear to be affecting performance or attendance may be discussed with an employee and considered for referral.

When an employee is absent from work they may be referred to Occupational Health before they return to work, to discuss their absence and potential return to work and if a phased return is recommended. This may not always be possible due to the difficulty of obtaining an appointment in time. In such cases, an appointment will be made as soon as possible after returning to work.

Once a referral has been made the employee will be contacted directly by the Line Manager with an appointment date and time. The Line Manager will be notified if these offers of appointment are refused or not attended as scheduled. A consent form will be completed prior to obtaining a medical report.
The Occupational Health Service will then send a report detailing the outcome of the appointment to both the employee and the Line Manager. This report may be discussed if appropriate with the Chief Officer and the employee’s line manager to agree a way forward. All matters will be treated in strict confidence.

Barry Town Council’s overall concern is that employees are able to be effective in their work and that their health is protected.

Taking into account advice received from Occupational Health or other medical examination, a further discussion will take place with the line manager to discuss the position. One or more of the following actions may be taken:

- A further review period set
- A phased return to work or practical reasonable adjustments
- Other appropriate support mechanisms
- Investigations as to whether the employee is eligible for ill health retirement pension benefits
- Case Review Hearing to be set up

The line manager will discuss any actions contemplated with the employee before any decisions are made.

The Council may choose one of two routes in respect of Occupational Health Assessment and this can be dependent on the reason for the long term sickness. If it is likely that the employee will make a full recovery and return to their normal role within the Council the Line Manager may choose the “Fit for Work Route”.

Alternatively, if the employee has already been referred for a “Fit for Work” assessment within the last 12 months or their medical condition is deemed to be of a more serious nature then the Line Manager will be required to use the Council’s nominated Occupational Health provider.

**Fit For Work Assessment**

“Fit for Work” assessment is a free referral for an occupational health assessment for employees who have reached, or whose GP expects them to reach, four weeks of sickness absence. The service is aimed at helping employees return to work sooner. Employees may be referred by their GP or employer.

To enable an employer to make the referral for a Fit for Work Assessment the following consent is required at all stages:

- Before referral to Fit for Work by employees GP or Employer
• Before the initial assessment takes place
• Before each version of the Return to Work Plan is shared with the GP and employer
• Before Fit for Work contacts the GP or employer or any third party if this is necessary as part of the assessment

Following assessment a return to work plan may be prepared, however it is not mandatory that this is followed. The return to work plan is designed to assist the employee’s return to work sooner. Once a return to work plan has been prepared and the employee and employer and GP agree to implement it there will no longer be a requirement for the employee to provide a Fit for Work note.

Employers and employees are advised to familiarise themselves with the “Fit for Work” guidance notes provided by the Department for Work and Pensions for both employers and employees and to use them in conjunction with this policy when appropriate (copies can be obtained from Line Managers).

**Sickness immediately prior to or during annual leave**

If an employee is ill during a period of pre-arranged annual leave it is permissible to treat the days of incapacity as sickness absence instead of annual leave, subject to the provision of a medical certificate which covers the full period of sickness. Please note this will not be the case for non-certificated absence. This will enable the Council to arrange alternative leave dates, subject to the demands of the business.

If an employee falls ill whilst on annual leave travelling abroad, they must produce acceptable documentation signed by an accredited medical practitioner, together with the employee’s name and contact details. This should also state whether the employee is fit to travel. If declared unfit to travel, the certificate must give an indication of the date the employee is likely to travel, if this is after the last authorised day of leave. When employees return to the UK, they are required to submit a Fit Note by their UK Doctor in order to return to work.

Employees will continue to accrue annual leave (excluding bank holidays) at their normal rate whilst on sick leave in accordance with legislation.

Where, as a direct result of long term sickness absence, employees have been prevented from taking their holiday entitlement, it may be possible for an employee to carry forward/be paid (dependent on the amount of annual leave) the statutory element of their remaining annual leave entitlement into the next annual leave year; management reserves the right to specify when that leave must be taken.
Sick pay entitlement

During first year of service
(After completing 4 months service)  
1 month full pay  
2 months half pay

During second year of service  
2 months full pay  
2 months half pay

During third year of service  
4 months full pay  
4 months half pay

During fourth and fifth year of service  
5 months full pay  
5 months half pay

After five years service  
6 months full pay  
6 months half pay

The Council have the discretion to extend the period of sick pay in exceptional circumstances

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Date reviewed and adopted by the Council July 2017
Date for Next Review July 2020
Special Leave Policy

Barry Town Council recognises that there will be occasions when staff will require leave of absence that is not covered by either the Annual Leave or the Sickness policies. Maternity, Paternity, Parental leave and Time off for Dependents will obviously be granted subject to the employee satisfying the qualification requirements. The Council will be sympathetic to any other requests and will wherever possible allow the requested leave to be taken, either paid or unpaid dependant on the circumstances. However, the needs of the business will also be taken into consideration.

Date adopted by the Council – June 2011
Date for Review – April 2018

Special leave procedure

Special Leave for personal, family, medical or business reasons will be considered and the amount of leave granted will normally be as indicated. However, senior managers have the discretion to amend the period of leave after due consideration to the circumstances.

- Leave request form to be completed and approved by line manager and senior manager.

<table>
<thead>
<tr>
<th>REASON FOR REQUEST</th>
<th>LEAVE CONSIDERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled hospital appointment</td>
<td>Leave with pay, provided evidence of appointment shown when request made</td>
</tr>
<tr>
<td>Emergency Hospital, Doctor or Dental appointment</td>
<td>Leave with pay for initial appointment, further appointments under sickness policy</td>
</tr>
<tr>
<td>Normal Doctor or Dental appointments</td>
<td>Preferably outside working hours, if not possible, then leave with pay provided evidence of appointment shown when request made</td>
</tr>
<tr>
<td>Accompanying close relatives to hospital appointments</td>
<td>Up to 2 working days leave with pay, dependant on the closeness of the relationship</td>
</tr>
<tr>
<td>Assuming essential care duties when primary carer is incapacitated</td>
<td>Up to 5 working days in any 12 month period</td>
</tr>
<tr>
<td>Death of partner, child (natural, adoptive or foster) parent</td>
<td>Up to 5 working days with pay</td>
</tr>
<tr>
<td>Death of grandparent, partner’s parent, own or partners siblings, partner’s grandparent, aunt, uncle, niece or nephew</td>
<td>Up to 2 working days with pay</td>
</tr>
<tr>
<td>Standing as a candidate at a Local Authority Election</td>
<td>Leave without pay, except for paid leave on Polling Day</td>
</tr>
<tr>
<td>Standing as a candidate for the Welsh Assembly Government or Parliament</td>
<td>1 week paid leave and 1 week unpaid leave during election period</td>
</tr>
<tr>
<td>Membership of a Local Authority</td>
<td>18 days leave with pay in any calendar year regardless of number of appointments. Loss of earnings to be repaid to Council</td>
</tr>
<tr>
<td>Serving as a Government appointed member</td>
<td>10 days paid leave, allowances to be repaid</td>
</tr>
<tr>
<td>Role Description</td>
<td>Leave Details</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>of a committee or tribunal</td>
<td>to Council</td>
</tr>
<tr>
<td>Jury Service or attendance at Court as a witness</td>
<td>Leave with pay, loss of earnings to be repaid to Council</td>
</tr>
<tr>
<td>Attendance at Court on behalf of Council as a Defendant/Plaintiff</td>
<td>Paid leave</td>
</tr>
<tr>
<td>Serving as a Magistrate or Justice of the Peace</td>
<td>Paid leave of 18 days (or 36 ½ days) in any 12 month period</td>
</tr>
<tr>
<td>Attendance as a School Governor</td>
<td>Paid leave</td>
</tr>
<tr>
<td>Serving as a member of the Non-Regular Forces</td>
<td>1 week paid leave plus 1 week unpaid leave</td>
</tr>
<tr>
<td>Retainer member of any of the Emergency Services</td>
<td>Paid leave for emergency call out Paid leave for up to 5 days per year for essential training subject to confirmation from the appropriate Service</td>
</tr>
<tr>
<td>Household emergency e.g. fire, flood, burglary</td>
<td>1 day paid leave, for review</td>
</tr>
</tbody>
</table>

Date adopted by the Council – June 2011
Date for Review – April 2018
Statutory Maternity Leave Procedure

As an employee of Barry Town Council you have the right to 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave. The combined total of 52 weeks is known as Statutory Maternity Leave.

Providing you have given the Council the correct notice you can take your Statutory Maternity Leave no matter:

- How long you have worked for Barry Town Council
- How many hours you work
- How much you are paid

Telling Barry Town Council

- You must advise your line manager, in writing, that you want to take Statutory Maternity Leave and the date on which you want it to start at least 15 weeks before the beginning of the week your baby is due.
- You will be asked to provide a form MAT B1, the maternity certificate, which says when the baby is due. Your doctor or midwife will give you this form on request when you have been pregnant for 21 weeks.
- The Council will write to you within 28 days, confirming your Statutory Maternity Leave and advise you of the date when it will end.

Starting your statutory maternity leave

- You can start your leave any time from 11 weeks before the week in which your baby is due.
- If you are off work because of your pregnancy within 4 weeks of the expected birth, the Council can make you start your leave then.

Compulsory maternity leave

- You do not have to take all your Statutory Maternity Leave. However, you must take 2 weeks of “compulsory” maternity leave after your baby is born.

If you lose your baby

- You can still take Statutory Maternity Leave if your child is stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy.

Keeping in touch days

- During your Statutory Maternity Leave you may come back to work for a maximum of 10 days to allow you to keep up to date. This will be done in consultation with your line manager.
- You will be paid at your agreed salary for the days worked and any Statutory Maternity Pay you are receiving will not be affected.
Returning to work

- When returning to work after Ordinary Maternity Leave (the first 26 weeks) you have a right to the same job and the same terms and conditions you left.
- When returning after Additional Maternity Leave the Council may show that it is not reasonably practical for you to return to your old job e.g. the job no longer exists, however, you must be found alternative work with the same terms and conditions you left.
- If you take the full entitlement of 52 weeks you do not have to give notice of your return, but it is a good idea to do so.
- If you wish to return earlier you must give us 8 weeks notice that you intend to return early and the date of your return.
- If you decide not to return to work at all you must give the Council notice in the usual way.
- If you are ill at the end of your Statutory Maternity Leave and unable to return to work on the due date you must advise your line manager in the usual way under the Council’s Sickness Absence procedure.

Flexible working

- Parents of children aged 16 and under, or of disabled children aged 18 and under, are entitled to request a flexible working pattern to assist with the work/caring balance.
- You must make your request in writing and the Council must consider your request and reply to you in writing, giving reasons for any refusal.

Statutory maternity pay and benefits

- Please refer to the Responsible Finance Officer who will be able to provide you with up to date figures.

Date adopted by the Council – 27 June 2011
Date for Review – April 2018
Ordinary Paternity Leave Procedure

As an employee of Barry Town Council you are entitled to Ordinary Paternity Leave provided that you have been employed by the Council for at least 26 weeks by either:

- The end of the 15th week before the start of the week when the baby is due
- The end of the week you are notified that you are matched with your child

You must also be either the:

- Biological father of the child
- Mother’s husband or partner (including same sex relationships)
- The child’s adopter
- Husband or partner (including same sex relationships) of the child’s adopter

Attendance of antenatal appointments

Prospective father’s or the Mother’s spouse or partner, has the right to take unpaid leave to attend up to two antenatal appointments with the expectant mother under the Children & Families Act 2014.

By virtue of the Children & Families Act 2014 your line manager can ask you to provide a declaration confirming:

- That you have a qualifying relationship with the expectant mother (that you are the father of the child or the woman’s spouse or partner)
- That the reason for requesting time off is to attend an antenatal appointment
- That the appointment has been made on the advice of a medical practitioner registered midwife or registered nurse
- The date and time of the appointment

Length of ordinary paternity leave

As long as you meet the conditions you can take either 1 or 2 weeks Ordinary Paternity Leave. If you take 2 weeks off they must be taken together. You cannot take odd days off

Taking your ordinary paternity leave

To qualify for Ordinary Paternity Leave you must tell your line manager:

- When the baby is due or when the child is expected to be placed with you for adoption
- Whether you wish to take 1 or 2 weeks leave
- When you want your leave to start

You must give your line manager the correct amount of notice in writing telling them:

- At least 15 weeks before the beginning of the week when the baby is due OR
- Within 7 days of being told by the Adoption Agency that you have been matched with a child
Your Ordinary Paternity Leave can start on any day of the week (but not before the baby is born) It has to finish within 56 days of the baby’s birth. If the baby is born before the week in which it was due, your leave must finish within 56 days of the first day of that week.

You can change the date that your Ordinary Paternity Leave starts as long as you give the Council 28 days notice.

You can still take Ordinary Paternity Leave if your baby is stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy.

Date adopted by the Council – 27 June 2011
Date for Review – April 2018
Parental Leave Procedure

Entitlement

Parental leave is for employees to take time off work to look after a child’s welfare, this leave is normally unpaid. If you have a child aged under 18 you may have the right to parental leave.

To qualify you must:

- Have at least 1 years continual service with the Council
- Be named as the parent on the child’s birth certificate
- Or named on the child’s adoption certificate
- Or have legal parental responsibility for the child

If you are separated and you do not live with your child, you still have the right to parental leave if you still have parental responsibility for your child.

The Council will ask for evidence that you are entitled to parental leave:

- Your child’s birth certificate
- Papers confirming your child’s adoption or the date of placement in adoption cases
- The award of disability living allowance for your child

How much leave can be taken

- Each parent can take up to 18 weeks’ parental leave for each child up to their 18th birthday
- If your child is adopted, each parent can take a total of 18 weeks’ parental leave up to the 18th anniversary of their placement with the parent.
- If your child is disabled (that is receiving disability living allowance) each parent has the right to take 18 weeks’ parental leave until the child’s 18th birthday
- Parental leave is an individual right and you cannot transfer leave between parents
- Parental leave applies to each child, not the individual’s job, if part has been used with a previous employer, the balance is carried forward.

Pay during parental leave

- Statutory parental leave is unpaid

Process

- 21 days’ notice must be given by the employee before the intended start date and if requested both the start and return date must be given in writing
- A leave application form must be submitted to your line manager and approved by a senior manager
• Unless it is an emergency, the agreed timescales under the Annual Leave procedure must be adopted.

• Parental leave should be taken in blocks of a week or multiples of a week, and should not be taken as “odd” days off, unless agreed with your line manager or the child is disabled. Employees cannot take off more than four weeks during a year. A week is based on an employee's working pattern.

Date adopted by the Council – June 2011
Date for Review – April 2018
Time off for dependants procedure

As an employee of Barry Town Council you have the right to unpaid time off work to deal with an emergency involving a “dependant” This could be:-

- Husband, wife, child, parent or anyone living in your household as a member of your family
- Someone who relies on your help in an emergency, e.g. an elderly neighbour living alone

What is an emergency

An emergency could be any unexpected or sudden problem involving someone who is dependant on you for care, for example:-

- If a childminder or nurse fails to turn up as agreed, or a school or nursery has to unexpectedly close early
- If your child was injured or taken ill at school

How much time can you take

There is no set time limit, each case would be considered on the individual circumstances and would normally be for a few hours. This would enable the problem to be solved and arrangements put in place for the future.

Time off is for emergencies only and not for long term care of a dependant

Process

- Advise your line manager immediately and request the time off, this request must be authorised by a senior manager
- Advise your line manager how much time you require and when you will return to your duties
- Your line manager will keep a record of the dates and times

Date adopted by the Council – June 2011
Date for Review – April 2018
Time Off In Lieu Policy

Purpose
The Council recognises that on occasion it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is on a voluntary basis.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

Scope
This policy applies to all employees of the Council with the exception of cemetery staff and casuals who work on an ad hoc basis.

Definition
TOIL is defined as time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL Rates
TOIL will be accrued at plain time rates and no enhancement will be made in relation to the calculation of hours counting towards TOIL.

Accruing TOIL
Employees can only accrue TOIL if authorised, in advance, by their designated line manager. Additional hours worked by personal choice will not qualify for accrual of TOIL.

TOIL should not be accrued on a regular basis, with the exception of evening meetings or required attendance at civic events. If an employee is regularly required to work additional hours, the line manager should undertake a review of working arrangements.

TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is signed and authorised by the designated line manager.

The Council realises that it is unlikely that the Town Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and TOIL accrued, it is done so as a necessity and in a productive manner.

The Clerk’s monthly timesheet should show all TOIL accrued or taken, being signed and noted by the designated line manager (i.e. Leader of the Council).

When attending Council events or events where the employee is invited as a Council employee, it will be down to the designated line manager or Town Clerk to assess whether TOIL shall be accrued. For example, simply being in attendance at an event
without any specific requirement to work will not necessarily unless it can be evidenced that work has been undertaken.

Excessive levels of TOIL should not be accumulated (i.e. no more than 30 hours in any ongoing month period). However, in exceptional circumstances, the line manager has discretion to agree to more. This is however only advised if it is felt that employee will be able to take the TOIL within three months (see Using TOIL section).

Any suspected abuse of TOIL may be treated as a disciplinary matter.

**Using TOIL:**

TOIL can only be taken if agreed, in advance, with the designated line manager. Any requests will be considered in line with staffing levels and operational requirements. The Town Clerk will be responsible for allocating the use of his/her own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is to come in later than your normal starting time the day after attending an evening meeting to redeem any TOIL accrued.

The Council feel it will need to be at the discretion of the designated line manager whether to allow TOIL to be built up to allow full days off work in addition to holiday entitlement or whether TOIL should be taken for parts but not all of a working day.

The Personnel Committee will receive a report detailing employee’s TOIL levels on a quarterly basis. The Committee may decide to instruct line managers to ensure the TOIL is taken within a certain time limit (i.e. one month) unless a reason can be presented for the TOIL not having been taken.

No TOIL accrual should be carried forward beyond the end of a 12 month period (1\textsuperscript{st} April to 31\textsuperscript{st} March) with the exception of time accrued during the last two weeks of this period.

In exceptional circumstances where due to service delivery needs TOIL cannot be accommodated within the 12 month period, the employee can request payment for the hours owed providing the employee is on SCP 28 or less. This request should be made in writing to their line manager.

Employees on SCP 29 or more may, at the request to their manager, be granted an additional one month period to allocate the TOIL.

**Working time regulations**

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the designated line manager must ensure that the employee’s working hours adhere to the requirements of the Working Time Regulations. If the employee’s weekly working hours will exceed the 48 hours
maximum, the manager must ensure that the employee completes an opt out form. The opt out form is appended to this policy.
Shared Parental Leave Policy

Introduction
This policy sets out the statutory rights and responsibilities of employees who wish to take Shared Parental Leave (SPL)

Barry Town Council recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is Barry Town Council’s policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the provisions are complex, employees should clarify the relevant procedures with their line manager to ensure that they are followed.

Shared Parental Leave
Eligible employees may be entitled to take up to 50 weeks SPL within the first year of their child’s life provided that the mother has either returned to work or given written notice to end her maternity leave on a specified date.

SPL is also available to adoptive parents within the first year after the child’s placement for adoption, provided that the child’s adopter who elected to take adoption leave (the “primary adopter”) has either returned to work or given written notice to end their adoption leave on a specified date.

SPL can commence as soon as the child is born or placed for adoption for the mother’s partner or an adopter (biological mothers are legally required to take at least 2 weeks of Statutory Maternity Leave immediately following the birth of the child) and it must end no later than 1 year after that date.

SPL will generally commence on the employee’s chosen start date specified in their leave notice, or in any subsequent variation notice (see “Notification of shared parental leave” below).

During the period of SPL, the employee’s contract of employment continues in force and they are entitled to receive all of their contractual benefits, except salary. In particular, any benefits in kind (such as life assurance, private medical insurance, permanent health insurance, private medical insurance, permanent health insurance, mobile phone etc.) will continue and contractual annual leave entitlement will continue to accrue.

If the employee is eligible to receive it, salary may be replaced by Shared Parental Pay (ShPP) for some, or all, of the SPL period.

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the organisation’s contributions will be based on the salary that the employee would have received had they not gone on SPL.

SPL is granted in addition to an employee’s normal annual holiday entitlement. Employees are reminded that holiday must be taken in the year that it is earned and
therefore if the holiday year is due to end the employee should take their outstanding entitlement rather than using their SPL.

**Eligibility for Shared Parental Leave**

In order to eligible for SPL an employee must satisfy each of the following criteria:-

- The mother must be entitled to maternity leave, statutory maternity pay or maternity allowance and must have ended or given notice to end her Maternity Leave on a date no later than the end of the 51st week.
- The employee must have, at the date of the birth or placement for adoption, the main responsibility for caring for the child along with their partner.
- The employee must be the mother or father of the child or married to, the civil partner of, or the partner of, the child’s mother. In the case of adoption, they must have been matched with the child for adoption or married to, the civil partner of, or the partner of, the primary adopter. In both cases, they must be taking the leave to care for the child.
- The employee must have a minimum of 26 weeks’ service, as at the end of the 15th week before the week in which the child is to be born or, in respect of an adopted child, as at the week in which they were notified of having been matched for adoption with the child.
- They must still be working for the organisation at the start of each period of shared parental leave.
- The employee’s partner must meet the work and earnings test.
- The employee must have correctly notified entitlement and provided the necessary evidence.

**Notifying employer of the entitlement to Share Parental Leave**

Where an employee wishes to take SPL, they must give their line manager at least eight weeks’ written notice before taking any SPL of their entitlement and intention to take SPL.

The notification must be in writing and specify:-

- The name of the other parent.
- The start and end dates of any maternity leave, or adoption leave taken in respect of the child, the total amount of SPL available.
- The date on which the child was expected to be born or the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption.
- The amount of SPL the employee and their partner each intend to take, and a non-binding indication of when the employee expects to take the leave. In both cases, the notice must also specify the employee’s name.
The employee must also provide the organisation a signed declaration stating:

- That they meet or will meet the criteria for and is entitled to shared parental leave.
- That the information they have given is accurate
- That should they cease to be eligible they will immediately inform their employer.

At the same time, the employee must provide the organisation a signed declaration from their partner stating:

- Their name, address and national insurance number (or a declaration that they do not have a national insurance number)
- That they are the father or mother of the child, or partner of the employee seeking to take SPL.
- Confirmation that they satisfy the employment and earnings test and had, at the date of the child’s birth or placement for adoption, the main responsibility for the child, along with the employee.
- That he or she consents to Barry Town Council processing the information contained in the declaration form
- In the case whether the partner is the mother, that she will immediately inform her partner should they cease to satisfy the eligibility conditions.

If requested by the organisation within 14 days of the notice of SPL entitlement being given, the employee must produce within 14 days the name and business address of the partner’s employer and a copy of the child’s birth certificate where one has been issued, or a declaration as to the time and place of the birth. In the case of an adopted child, the employee has 14 days in which to provide documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

Upon receiving a notification of entitlement to take SPL the line manager may seek to arrange an informal meeting with the employee to discuss their intentions and how they currently expect to use their SPL entitlement.

**Booking Sharing Parental Leave**

Shared Parental Leave can only be taken in complete weeks. The employee has the right to submit 3 notifications specifying leave periods they are seeking to take.

The employee must notify the organisation of periods of SPL at least eight weeks before the date on which they wish to start the leave and, if applicable, ShPP to commence.

An employee has the right to take the number of weeks specified in a single notice in a continuous block. Where a notice includes weeks of discontinuous leave, the employer must agree to this. An employee may withdraw a request for
discontinuous leave without detriment on or before the fifteenth day after the leave request was made.

**Meeting to discuss a Shared Parental Leave request**
Once the line manager receives the notice to take leave (the booking notice), it will be dealt with as soon as possible, but not later than the fourteenth day after the leave request was made. The line manager will usually arrange a meeting to deal with the notice. Where a notice is for a single period of continuous leave, or where a request for discontinuous leave can without further discussion be approved in the terms stated in the employee’s written request, a meeting will not be necessary.

*(An employee should be given the right to be accompanied by a work colleague at any shared parental leave meeting)*  The meeting should take place in a private meeting room so that the discussion is kept away from other employees. The aim of the meeting is to discuss in detail the leave proposed and, where it is a request for discontinuous leave, whether or how it might be approved.

**Responding to a Shared Parental Leave request**
All notices for continuous leave will be confirmed in writing.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the organisation against any adverse impact to the business.

Each request will be considered on a case-by-case basis; agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

The employee will be informed in writing of the decision as soon as is reasonably practicable, **but no later than the fourteenth day** after the leave request was made. The request may be granted in full or in part: for example, the organisation may propose a modified version of the request.

If a request is rejected then the employee may withdraw the request without detriment on or before the **fifteenth day** after the leave request was made or may take the total amount of leave made in the request within the leave period previously proposed. If the line manager’s decision is that the leave must be taken in a single continuous block, the employee has **5 days** from the end of the two week period after submitting the notice to choose when they want the leave period to begin. If no response is given then the leave will begin on the first date stated in the original request.
Variation of Shared Parental Leave
The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the employer in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation request will count as a new notification thereby reducing their right to make three notifications by one unless it is as a result of the child being born earlier or later than expected or because it was in a response to a request from the employer.

Statutory Shared Parental Pay (ShPP)
ShPP may be payable during some or all of SPL, depending on the length and timing of the leave. An employee is entitled to ShPP if:

- The mother or adopter was entitled to statutory maternity or adoption pay or maternity allowance.
- The mother has reduced the maternity or adoption pay period of maternity allowance period.
- They are the mother or father of the child or married to, the civil partner of, or the partner of, the child’s mother. In the case of adoption, they must have been matched with the child for adoption or married to, the civil partner of, or the partner of, the primary adopter. In either case they must intend to care for the child during the ShPP period.
- They must have a minimum of 26 weeks’ service, as at the end of the 15th week before the week in which the child is due to be born, or in respect of an adopted child, as at the end of the 15th week before the week in which they were notified of having been matched with the child.
- They remain in continuous employment until the week before each ShPP period begins
- Their average weekly earnings for the period of eight weeks ending with the relevant week are not less than the lower earnings limit for national insurance contributions.
- Their partner meets the work and earnings test.
- Their partner has provided a written declaration confirming their agreement to the employee claiming ShPP with the number of weeks specified.
- They give proper notification in accordance with the rules set out above.

Any ShPP due will be paid at a rate set by the Government for the tax year.

ShPP is payable whether or not the employee intends to return to work after their SPL.
Contact during Shared Parental Leave

Before an employee’s SPL begins, the organisation will discuss the arrangements for them to keep in touch during their leave, should they wish to do so. Barry Town Council reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss the employee’s plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or simply to update them on developments at work during their absence.

Shared Parental Leave in Touch Days

An employee can agree to work for the employer (or to attend training) for up to 20 days during the SPL without that work bringing the period of their SPL and ShPP to an end. These are known as “Shared Parental Leave in Touch” or “SPLIT” days. Any work carried out on a day shall constitute a day’s work for these purposes.

The organisation has no right to require the employee to carry out any work, and the employee has no right to undertake any work, during their SPL. Any work undertaken, including the amount of salary paid for any work done on SPLIT days, is entirely a matter for agreement between the employer and the employee. Any “SPLIT” days worked do not extend the period of SPL.

An employee, with the agreement of the organisation, may use SPLIT days to work part-time during SPL. The organisation and the employee may want to use SPLIT days to affect a gradual return to work by the employee towards the end of a long period of SPL.

Returning to work after Shared Parental Leave

The employee will have been formally advised in writing by the employer of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify the organisation otherwise. If they are unable to attend work due to sickness or injury, the organisation’s normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give the organisation at least eight weeks’ notice of their date of early return. This will count as one of the employee’s 3 notifications. If they have already used 3 opportunities to book/or vary leave then the employer may consider the request but it is not required to accept it.
Rights during Shared Parental Leave and on Returning to Work
All terms and conditions of the employee’s contract, except remuneration will continue during SPL.

On resuming work after SPL, if the employee’s total statutory maternity or paternity or adoption leave and SPL amounts to 26 weeks or less they are entitled to return to the same job as they occupied before commencing maternity/paternity/adoption leave and SPL, on the same terms and conditions of employment as if they had not been absent. If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, they are entitled to return to either the same job they held before commencing the last period of leave, or if this is not reasonably practicable, to another suitable job that is on terms and conditions no less favourable.

A period of 4 weeks of less of unpaid parental leave is disregarded for the purposes of returning to the same job. If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee has the right to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another suitable job that is on terms and conditions no less favourable.

Further Information

Law relating to this document
Employment Rights Act 1996
Child and Families Act 2014
Shared Parental Leave Regulations 2014

Date Adopted by Council: January 2015
Review Date: December 2017
COMMUNICATIONS AND SOCIAL MEDIA

Barry Town Council recognises the importance of e-mail, the internet, fax and telephone facilities in the successful achievement of its aims and objectives.

All staff are actively encouraged to use such facilities in accordance with the procedures laid down.

The Council is fully aware of the need to safely back-up all data held on its computer systems. This is covered by the remote external programme that operates every 24 hours. In cases when this is not possible all users will ensure that all data is saved on at least a weekly basis to CD ROMS, memory sticks or similar which again will be remotely stored.

The appointed I.T. Administrator will monitor security and be responsible for regular audits of the I.T. system

Date adopted by the Council - June 2011
Date for Review - May 2018

Information, Communications and Technology Procedure

All staff must be authorised by the I.T. Administrator to use any I.T. facilities provided by the Council.

All staff are expected to act in a manner that will not cause damage to I.T. facilities or disrupt I.T. services. Any accidental damage or disruption must be reported to their line manager and the I.T. Administrator as soon as possible after the incident has occurred.

All employees are responsible for any I.T. activity which is initiated under their user name.

- Passwords and account details must not be divulged and computers must be locked when employees are away from their desks
- Password protected screensavers should always be used
- Passwords should be changed regularly (at least every 6 months) and should be literal and numeric with a minimum of 6 characters

All electrical equipment must be PAT tested on an annual basis and any equipment found to be faulty must be reported to the I.T. Administrator and not used.

All employees must comply with all the relevant legislation covering I.T. use namely:-

- **Data Protection Act 1998/Freedom of Information Act 2000**
  Any information which the Council holds is potentially disclosable to a requester under these Acts. This includes e-mails.
- **Computer Misuse Act 1990**
  This Act makes it an offence to try and access any computer system for which authorisation has not been given
- **Copyright Design and Patents Act 1998**  
  Under this Act it is an offence to copy software without the permission of the owner of the copyright

- **Defamation Act 1996**  
  Under this Act it is an offence to publish untrue statements which adversely affect the reputation of a person or groups of persons

- **Terrorism Act 2006**  
  This Act makes it a criminal offence to encourage terrorism and/or disseminate terrorist publications

- **Telecommunications (Lawful Business Practice)(Interception of Communications) Regulations 2000**  
  This allows any organisation to monitor or record communications (telephone, internet, e-mail and fax) for defined business related purposes
Use of Council telephone system

Desk or fixed telephones are provided to all office employees to enable them to perform their duties. The provision of a mobile phone will be agreed if a business case is approved by the Council and network charges and business calls will be paid for.

- Internal phones must not be diverted to mobile phones
- Employees names and telephone numbers will be listed in the Council’s directories

Employees may use their telephones for personal use but this should be during their break periods

Employees may use their own mobile phones if necessary, again this usage should be restricted to break periods

Use of e-mail

E-mails sent or received form part of the official records of the Council, they are not private property. E-mails may be disclosed under the Freedom of Information Act, as part of legal proceedings (e.g. tribunals) and as part of disciplinary proceedings.

Employees are responsible for all actions relating to their e-mail accounts/user name and must ensure that no other person has access to their account without their permission and with the knowledge of a senior manager

When using the Council’s e-mail employees must:-

- Correctly maintain their own e-mail folders and delete all unwanted mail on a regular basis
- Not use e-mail for the creation, retention or distribution of disruptive or offensive messages, images, materials or software that includes offensive or abusive comments about ethnicity, nationality, gender, disabilities, age, sexual orientation, appearance, religious beliefs and practices, political beliefs or social background. Employees who receive e-mails with this content must report the matter to their line manager and the I.T. Administrator
- Not send e-mail messages that might be reasonably considered by the recipients as bullying, harassing, abusive, malicious, discriminatory, defamatory and libellous or containing illegal or offensive material or foul language
- Not upload, download, use, retain, distribute or disseminate any images, text, materials or software which might reasonably be considered indecent, obscene, pornographic or illegal
- Not engage in any activity that is outside the scope of normal work related duties
- Not send chain letters or joke e-mails

Personal use of the Council’s e-mail is NOT permitted without the prior permission of the employees line manager and should be restricted to the employees breaks
Use of the internet

Use of the internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Council in mind. Reasonable personal use is permissible, but this is to be restricted to outside normal working hours or during the employees lunch break.

Employees must not:

- Participate in any online activity that would bring the Council into disrepute.
- Visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography) obscene matter, race hate material, gambling and illegal drugs.
- Knowingly introduce any form of computer virus into the Council’s computer network.
- Download commercial software or any copyright material belonging to third parties unless agreed.
- Use the internet for personal financial gain.
- Use gambling or online auction sites or social networking sites such as Facebook, Linkedin, Youtube, Twitter, Myspace etc. unless it is for the purpose of carrying out their duties.

Abuse of these procedures could lead to disciplinary action being taken.

Use of social media sites

Personal use of social media sites in working hours is not permitted and when using social media sites employees should be mindful of the following points:

Bringing the Council into Disrepute
If an employee names their workplace onto a social media site then they should not enter into any activities whereby their actions could bring the Council into disrepute. These would include discussing Council business in an open forum, referring to Councillors or colleagues in a negative manner etc.

Bullying or Harassment of Colleagues
All employees should show respect for their colleagues and councillors at all times and should not bully or harass them in any way. This also applies to social media websites and therefore employees should not make derogative remarks which could be deemed as bullying or harassment about their colleagues or councillors at any time on any social media site.

Libel Content
Employees should not publish in print (including pictures) an untruth about another which will do harm to that persons reputation by tending to bring the target into ridicule, hatred, scorn or contempt of others, i.e. print libel content.

Abuse of the above procedures will lead to a disciplinary investigation.

Date adopted by the Council – March 2011
Date for Review – May 2018
Media policy

Introduction
Barry Town Council’s Media Policy provides Councillors and employees guidance on all aspects of dealing with the media.

All Barry Town Council media activity must comply with relevant legislation and follow the Code of Recommended Practice on Local Authority Publicity issued under the Local Government Act 1986.

The Code of Recommended Practice sets out rules around content and style of publicity, dissemination, advertising and promotion of individual Councillors.

Media Relations and the Law
All Barry Town Council’s media activity must pay particular regard to the following legislation:
- Local Government Act 1972
- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000
- Equality Act 2010

The Council may determine that some matters will be considered in private. This may arise where a report contains confidential information or information exempt from publication in terms of the Public Bodies (Admission to Meetings) Act 1960. Any such report shall be marked “Private and Confidential” and printed on yellow paper for ease of identification and must not be released to the media.

The Code of Recommended Practice can be found here:-


Key points contained with the Code of Recommended Practice include:-

Local authorities are accountable to their electorate. Local accountability requires local understanding. This will be promoted by local authorities explaining their objectives and policies to their electors and ratepayers. In recent years authorities have increasingly used publicity to keep the public informed, and to encourage greater participation. Local authorities also need to tell the public about the services which they provide. Increasingly, local authorities see the task of making the public aware of the services available as an essential part of providing all kinds of services. Good, effective publicity, aimed at improved public awareness of a Council’s activities, is to be welcomed. This Code is not intended to discourage such publicity

Any publicity describing the Council’s policies and aims should be as objective as possible, concentrating on facts or explanation of both.

Publicity relating to the provision of a service should concentrate on providing factual information about the service.
Publicity campaigns by local authorities are appropriate in some circumstances for example to promote the effective and efficient use of local services and facilities, or to attract tourists or investment. Publicity campaigns may also be an appropriate means of influencing public behaviour or attitudes on such matters as health, safety, crime prevention or race relations.

Legitimate concern is, however, caused by the use of public resources for some forms of campaigns which are designed to have a persuasive effect. Publicity campaigns can provide an appropriate means of ensuring that the local community is properly informed about a matter relating to a function of the local authority and about the authority’s policies in relation to that function and the reasons for them. But local authorities, like other public authorities, should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.

Councillors and officers will, when dealing with the media, be mindful of the obligations set out in the Councillors’ Code of Conduct which incorporates guidance from the Standards Commission.

Scope
This Media Policy applies to all Barry Town Councillors and employees and all partner organisations when delivering services on the Council’s behalf.

All Councillors and employees will adhere to the Approvals Process as set out in Paragraph 5.

Roles and Responsibilities in Relation to Media Handling
The Council Leader
- The Council Leader will be quoted in media releases or statements where the matter is of Council-wide significance or crosses several portfolio areas. The Council Leader will be also be quoted when another Portfolio Holder is unavailable.
- If the Council Leader is unavailable, the Mayor will assume the responsibilities as described for the Council Leader, if available.
- In the event of the Council Leader and the Mayor both being unavailable, another member of the Administration will be quoted.
- The Council Leader will keep the Town Clerk informed of significant media activities concerning the Council.

Committee Chairs
- If the Council receives a media enquiry about service delivery, the Clerk will discuss the matter with the relevant Chair and work with them and/or the Deputy Chair as appropriate to agree a statement or quote.
- Chairs are quoted in relation to activity and decisions in their Committee Areas. They are supported in their role as Chairperson and not in their role as a member of political party.
- In the absence of the Committee Chairperson the Deputy Chair or another member of the Administration can be quoted or take part in media activity.
Ward Councillors
- Generally, it will not be possible for the Clerk to issue media releases or post news on the Council’s web or social media sites initiated by Councillors in their role as ward members.
- The Clerk can arrange for the provision of general media training and support to all Councillors as required. This guidance will be non-political.
- Where any media or communications training support is provided to a Councillor, for example, broadcast media training, the same level of support must be available to all Councillors if they request it.

Town Clerk
- On occasions it may be appropriate for the Town Clerk or the Deputy Town Clerk or another senior officer to take part in media activity.
- The Town Clerk is responsible for alerting the Council Leader promptly to any issues that may be of a media interest.

Employees
- Employees are responsible for alerting the Clerk or Deputy Town Clerk in the absence of the Clerk, promptly to any issues that may be of media interest.
- Employees will ensure that any direct media contact is passed onto the Town Clerk immediately.
- Employees must also ensure the factual accuracy of all information provided for use in any media activity.
- Employees will immediately pass media enquiries on to the Clerk or Deputy Town Clerk. Employees should not make any comments directly to the media.

Monitoring Officer
- The Unitary Authority’s Monitoring Officer is available to consider and advise on any aspect of media communications.
- Where a matter of concern arises in relation to media communications, proposed or otherwise, this should be brought to the attention of the Monitoring Officer. If necessary, breaches of this policy will be dealt with under the Council’s disciplinary procedures of Councillors Code of Conduct, whichever is appropriate.

Advance Process
Media activities will be decided by the Town Clerk, as necessary, in consultation with the Council Leader or Committee Chairperson.

All media activity requires Councillor and Officer sign-off before issue. This will involve the relevant Committee Chairperson, Council Leader, Mayor or other member of Administration as well as the Clerk or Deputy Clerk.

Invitations to take part in media photo opportunities will be agreed by the Committee Chairperson, Mayor or Council Leader.
When deadlines are pressing, media activity for the Council can be signed off by the Town Clerk.

Media activity dealing with the controversial or legal matters, including court cases, will also be reviewed by the Council’s legal representatives in addition to the relevant Councillor and officer.

**Web and Social Media**

This Media Policy extends to Barry Town Council’s web and social media channels.

Any posts or comments online which do not adhere to the Media Policy will be removed and a statement posted online to explain this.

**Campaigns**

If the Council is asked to run a campaign in partnership with the local media, the Council Leader will consider whether the campaign helps to deliver the Council’s priorities and enhances the Council’s reputation.

The Council may, at times, be asked to facilitate and support Government Campaigns. Approval by the Council Leader will be sought in each case before any such support is given.

**Partnership Working and Working with Inspectorates**

The Town Clerk will be proactive in seeking opportunities to promote the work of the Council.

The Council Leader, the Mayor, Committee Chairs and the Clerk will work with the Council’s partners to ensure that Barry Town Council is represented appropriately in any media partnership activities.

Where other organisations are contracted to provide services on behalf of the Council they will be expected to follow this Media Policy. In practice this may mean collaborating with the Town Clerk.

**Visits by MPs and AMs and other VIP’s**

If a visit is arranged by Westminster or the Welsh Assembly Government, then they will co-ordinate all associated media activity with the Town Clerk.

When Barry Town Council invites and MP or AM or other official to an event, then the Council will co-ordinate the media publicity.

**Further Advice and Guidance**

Where an issue arises in relation to media activity which is not covered by this policy, advice should be sought from the Town Clerk.

**Date adopted by the Council – December 2013**
**Date for Review – December 2017**
Bring your own device policy

Summary
Employees and contractors frequently perform employment-related tasks which require connecting to Barry Town Council networks, systems or email. Employees and contractors may want to use their own desktop computers, laptops, tablets, smartphones, or other devices in the process.

This policy describes the steps these individuals must take when connecting personal devices to the Council’s systems, email, and networks. Barry Town Council reserves the right to revoke employees' rights to use their own devices if employees do not abide by the policies and procedures outlined below. Employees must agree to the terms and conditions set out in this policy in order to be able to connect their devices to the organisation’s networks, systems and emails.

This document is intended to serve as a toolkit for small-medium organisations looking to address BYOD in their business. It is not meant to be comprehensive, but rather provides key areas for consideration and examples of existing policies and best practices.

Audience
All employees, including full and Part-time staff, Councillors, contract workers, consultants, part-time staff, and temporary workers and other personnel granted access to the Council's systems, networks, software or data.

Purpose
All employees should understand that whenever a staff member or contractor connects a computer device to the Council's network, systems, or computers, the opportunity exists for:

- Exposure to computer viruses, spyware, or other malware
- Intentional or accidental copying of protected information and/or proprietary Barry Town Council information to unauthorised devices
- The introduction of a technical incompatibility to the Council’s systems or networks

As a result, employees connecting their own devices to organisation resources, systems, or networks could interrupt business operations, cause unplanned downtime for multiple employees or cause a data breach releasing organisation, client or partner data to unauthorised parties.

In worst-case scenarios, the Information Commissioner’s Office (ICO) can levy a fine of up to £500,000 on organisations found in breach of the Data Protection Act. The ICO states that:

“The data controller must remain in control of the personal data for which he is responsible, regardless of the ownership of the device used to carry out the processing.”
Devices may not be used at any time to:
- Store, receive or transmit illicit materials
- Store or transmit proprietary information belonging to another organisation

**Covered equipment**
The following commonly used items are covered by the organisation’s BYOD policy whenever these devices are connected to the Council’s networks, external hard disks, flash drives, and other organisation-provided or supported systems (including email):
- Desktops, laptops, and tablet computers
- Smartphones, defined as any cellular telephone that connects to the Internet via Wifi or a telecommunications-provider’s network
- Flash, memory and/or thumb drives
- External hard disks

**Bring your own device authorisation process**
Whenever an employee wishes to use a personally owned or personally provided device to connect to the Council’s networks, devices or email system, the following protocol should be followed:
- The employee must request in writing that the personally owned or personally provided device be approved for use within Barry Town Council.
- Barry Town Council will ensure that the employee's device does not have a static IP address that could introduce incompatibilities
- Barry Town Council will ensure that the employee’s device does not have third-party software or applications that pose a threat to the Council’s systems and networks or that could introduce application incompatibilities
- Barry Town Council will ensure that the employee’s device does not have a virus, spyware, or malware infection
- Barry Town Council will ensure that the employee’s device is properly protected against viruses, spyware, and other malware infections and that the system has properly licensed anti-malware software, when appropriate
- Barry Town Council will ensure that the employee’s device is properly encrypted if the potential exists for the device to save, cache, or even temporarily store Council data.
- Barry Town Council will record the device and ensure that it is properly configured to access resources remotely, if necessary, via a secure VPN connection.
- Written authorisation from the person responsible for IT within the Council must be obtained before the employee can use their personally owned or personally provided device to connect to the Council’s systems, networks or devices.
- Whenever an employee decommissions, prepares to return, or otherwise ceases using a personally owned or personally provided device that the organisation has authorised for business use, the employee must notify the organisation that the device will no longer be used to connect to corporate resources, systems, and networks.
- Barry Town Council will remove any required encryption, VPN, and anti-malware licensing from the employee’s device.
Barry Town Council will confirm that the employee’s device does not contain any traces of protected, sensitive, corporate, or proprietary information and delete any protected, sensitive, corporate and/or proprietary data, licensing, and information remaining on the device.

In the event that an employee believes a personally owned, authorised device might be infected with a virus, spyware infection, or other malware threat or might be somehow compromised, he or she must immediately notify the organisation in writing.

In the event that an employee loses or misplaces a personally owned authorised device, they must immediately notify the Council in writing of the potential security risk. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

A personally owned device may be remotely wiped if:
1. The device is verified lost or stolen
2. The employee terminates his or her employment
3. The Council detects a data or policy breach, a virus or similar threat to the security of the Council’s data and technology infrastructure.

**Additional risks / liabilities / disclaimers**

While Barry Town Council will take every precaution to prevent the employee’s personal data from being lost in the event of a remote wiping, it is the employee’s responsibility to take additional precautions, such as backing up email, contacts, etc. Barry Town Council reserves the right to disconnect devices or disable services without notification. The employee is expected to use his or her devices in an ethical manner at all times and adhere to the Council’s acceptable use policy as outlined above.

The employee is personally liable for all costs associated with his or her device. The employee assumes full liability for risks including, but not limited to, the partial or complete loss of Council and personal data due to an operating system crash, errors, bugs, viruses, malware, or other software or hardware failures, or programming errors that render the device unusable.

Barry Town Council reserves the right to take appropriate disciplinary action up to and including termination for non-compliance with this policy.

**Adopted: 19 February 2016**
**Review Date: 19 February 2018**
Bring Your Own Device Checklist - Employee

Whenever an employee has a personally owned device that they want to connect to the Council’s resources, systems, networks, and devices, the employee may use this BYOD checklist to begin the BYOD authorisation process.

Employee’s full name: _______________________________________________________

Employee’s title: _____________________________________________________________

Date of request: _____________________________________________________________

Device employee wants to connect to Council resources, systems, or networks:
________________________________________________________

Council resources, systems, or networks to which employee wishes to connect:
________________________________________________________

________________________________________________________

Employee’s work telephone: _________________________________________________

Employee’s mobile telephone: _______________________________________________

Employee’s home telephone: _________________________________________________

Employee’s email address: _________________________________________________

Employee’s department: _____________________________________________________

Date employee requested decommissioning: _________________________________

Date Council decommissioned device: _________________________________________
Bring Your Own Device Checklist - Councillor

Whenever a Councillor has a personally owned device that they want to connect to the Council’s resources, systems, networks, and devices, they may use this BYOD checklist to begin the BYOD authorisation process.

Councillor’s full name: ____________________________________________________________

Councillor’s title: ________________________________________________________________

Date of request: _________________________________________________________________

Device Councillor wants to connect to Council resources, systems, or networks:
___________________________________________________________
___________________________________________________________

Council resources, systems, or networks to which Councillor wishes to connect:
___________________________________________________________
___________________________________________________________

Councillor’s work telephone: ____________________________________________________

Councillor’s mobile telephone: _________________________________________________

Councillor’s home telephone: _________________________________________________

Councillor’s email address: _____________________________________________________
Bring Your Own Device Checklist - Visitor

Whenever an External Visitor has a personally owned device that they want to connect to the Council's resources, systems, networks, and devices, they may use this BYOD checklist to begin the BYOD authorisation process.

External Visitor's full name:_____________________________________________________

Date of request: ______________________________________________________________

Device External Visitor wants to connect to Council resources, systems, or networks:

____________________________________________________________________________

____________________________________________________________________________

Council resources, systems, or networks to which External Visitor wishes to connect:

____________________________________________________________________________

____________________________________________________________________________

Telephone:_______________________________________________________________

Telephone:_______________________________________________________________

Business telephone:________________________________________________________

Email address:_____________________________________________________________
Acknowledgement of Bring your own device policy

This form is used to acknowledge receipt of and compliance with the Council’s BYOD policy.

Procedure

Complete the following steps:
- Read the entire BYOD policy
- Sign and date this form in the spaces provided below
- Return the ‘BYOD CHECKLIST’ to the Clerk.

Signature

By signing below, I agree to the following terms:

- I have received and read a copy of the BYOD policy and agree to comply with its provisions.
- I understand and agree to comply with staff and employee prevention responsibilities described within this policy.
- I understand and agree that I am not to connect any unauthorised non-Council provided equipment (including desktop computers, laptops, tablet systems, smartphones, and similar devices, including external hard disks and flash drives) to any Council computer, network, or system.
- I understand that violations of the BYOD policy could result in termination of employment and legal action including civil and criminal prosecution should I fail to maintain compliance with and/or intentionally violate the policy’s provisions.

____________________________________  _______________________
Employee signature                           Employee title

____________________________________  _______________________
Employee name                               Date

____________________________________
Department/location
CONCERNS AND COMPLAINTS POLICIES

Concerns and Complaints
Barry Town Council is committed to dealing effectively with any concerns or complaints you may have about our service. We aim to clarify any issues about which you are not sure. If possible, we'll put right any mistakes we may have made. We will provide any service you're entitled to which we have failed to deliver. If we got something wrong, we'll apologise and where possible we'll try to put things right. We also aim to learn from our mistakes and use the information we gain to improve our services.

When to use this policy
When you express your concerns or complain to us, we will usually respond in the way we explain below. However, sometimes you may have a statutory right of appeal so, rather than investigate your concern, we will explain to you how you can appeal. Sometimes, you might be concerned about matters that are not decided by us and we will then advise you about how to make your concerns known.

Also, this policy does not apply if the matter relates to a Freedom of Information or Data Protection issue. In this circumstance, you should contact the Town Clerk, Barry Town Council, 7 Gladstone Road, Barry, CF62 8NA.

Have you asked us yet?
If you are approaching us for a service for the first time, (e.g. Cemetery or Pioneer Hall issues) then this policy doesn’t apply. You should first give us a chance to respond to your request. If you make a request for a service and then are not happy with our response, you will be able to make your concern known as we describe below.

Informal resolution
If possible, we believe it’s best to deal with things straight away rather than try to sort them out later. If you have a concern, raise it with the person you’re dealing with. He or she will try to resolve it for you there and then. If there are any lessons to learn from addressing your concern then the member of staff will draw them to our attention. If the member of staff can’t help, they will explain why and you can then ask for a formal investigation.

How to express concern or complain formally
You can express your concern in any of the ways below.

- You can ask for a copy of our form from the person with whom you are already in contact. Tell them that you want us to deal with your concern formally.
- You can get in touch with our central complaint contact point on 01446 738663 if you want to make your complaint over the phone.
- You can use the form on our website at: http://www.barrytowncouncil.gov.uk
You can e-mail us at: info@barrytowncouncil.gov.uk

You can write a letter to us at the following address:

Barry Town Council
7 Gladstone Road
Barry
CF62 8NA

We aim to have concern and complaint forms available at all of our service outlets and public areas and also at appropriate locations in the community (Pioneer Hall, Cemetery & Office)

Copies of this policy and the complaint form are available in Welsh or large print etc.

**Dealing with your concern**

- We will formally acknowledge your concern within 5 working days and let you know how we intend to deal with it.

- We will ask you to tell us how you would like us to communicate with you and establish whether you have any particular requirements – for example, if you have a disability.

- We will deal with your concern in an open and honest way.

- We will make sure that your dealings with us in the future do not suffer just because you have expressed a concern or made a complaint.

Normally, we will only be able to look at your concerns if you tell us about them within 6 months. This is because it's better to look into your concerns while the issues are still fresh in everyone's mind.

We may exceptionally be able to look at concerns which are brought to our attention later than this. However, you will have to give us strong reasons why you have not been able to bring it to our attention earlier and we will need to have sufficient information about the issue to allow us to consider it properly. (In any event, regardless of the circumstances, we will not consider any concerns about matters that took place more than three years ago).

If you're expressing concern on behalf of somebody else, we'll need their agreement to you acting on their behalf.

**What if there is more than one body involved?**

If your complaint covers more than one body (e.g. Vale of Glamorgan Council and Housing Association re noise nuisance, Health Board and GP) we will usually work with them to decide who should take a lead in dealing with your concerns. You will then be given the name of the person responsible for communicating with you while we consider your complaint.
If the complaint is about a body working on our behalf (contractors etc.) you may wish to raise the matter informally with them first. However, if you want to express your concern or complaint formally, we will look into this ourselves and respond to you.

**Investigation**

We will tell you who we have asked to look into your concern or complaint. If your concern is straightforward, we'll usually ask somebody from the service to look into it and get back to you. If it is more serious, we may use someone from elsewhere in the Council or in certain cases we may appoint an independent investigator.

We will set out to you our understanding of your concerns and ask you to confirm that we’ve got it right. We’ll also ask you to tell us what outcome you’re hoping for. The person looking at your complaint will usually need to see the files we hold relevant to your complaint. If you don’t want this to happen, it’s important that you tell us.

If there is a simple solution to your problem, we may ask you if you’re happy to accept this. For example, where you asked for a service and we see straight away that you should have had it, we will offer to provide the service rather than investigate and produce a report.

We will aim to resolve concerns as quickly as possible and expect to deal with the vast majority within 20 working days. If your complaint is more complex, we will:

- Let you know within this time why we think it may take longer to investigate
- Tell you how long we expect it to take
- Let you know where we have reached with the investigation, and
- Give you regular updates, including telling you whether any developments might change our original estimate.

The person who is investigating your concerns will aim first to establish the facts. The extent of this investigation will depend on how complex and how serious the issues you have raised are. In complex cases, we will draw up an investigation plan.

In some instances, we may ask to meet you to discuss your concerns. Occasionally, we might suggest mediation or another method to try to resolve disputes.

We’ll look at relevant evidence. This could include files, notes of conversations, letters, e-mails or whatever may be relevant to your particular concern. If necessary, we’ll talk to the staff or others involved and look at our polices and any legal entitlement and guidance.

**Outcome**

If we formally investigate your complaint, we will let you know what we have found in keeping with your preferred form of communication. This could be by letter or e-mail,
for example. If necessary, we will produce a longer report. We’ll explain how and why we came to our conclusions.

If we find that we got it wrong, we’ll tell you what and why it happened. We’ll show how the mistake affected you.

If we find there is a fault in our systems or the way we do things, we’ll tell you what it is and how we plan to change things to stop it happening again.

If we got it wrong, we will always apologise.

**Putting things right**

If we didn’t provide a service you should have had, we’ll aim to provide it now if that’s possible. If we didn’t do something well, we’ll aim to put it right. If you have lost out as a result of a mistake on our part we’ll try to put you back in the position you would have been in if we’d got it right.

If you had to pay for a service yourself, when you should have had one from us, we will usually aim to make good what you have lost.

**Ombudsman**

If we do not succeed in resolving your complaint, you may complain to the Public Services Ombudsman for Wales. The Ombudsman is independent of all government bodies and can look into your complaint if you believe that you personally, or the person on whose behalf you are complaining:

- have been treated unfairly or received a bad service through some failure on the part of the body providing it
- have been disadvantaged personally by a service failure or have been treated unfairly.

The Ombudsman expects you to bring your concerns to our attention first and to give us a chance to put things right. You can contact the Ombudsman by:

- **Phone:** 0845 601 0987
- **E-mail:** ask@ombudsman-wales.org.uk
- **Website:** www.ombudsman-wales.org.uk
- **Post:** Public Services Ombudsman for Wales
  1 Ffordd yr Hen Gae, Pencoed CF35 5LJ

There are also other organisations that consider complaints. For example, the Welsh Language Board about services in Welsh. We can advise you about such organisations.
Learning lessons
We take your concerns and complaints seriously and try to learn from mistakes we’ve made. Our Senior Managers considers a summary of all complaints quarterly as well as details of any serious complaints. Our Committee also considers our response to complaints at least twice a year.

Where there is a need for change, we will develop an action plan setting out what we will do, who will do it and when we plan to do it by. We will let you know when changes we’ve promised have been made.

What if I need help?
Our staff will aim to help you make your concerns known to us. If you need extra assistance, we will try to put you in touch with someone who can help. You may wish to contact the Citizens Advice Bureau, CHC advocacy services, Age Concern, Shelter etc. who may be able to assist you.

You can also use this concerns and complaints policy if you are someone under the age of 18. If you need help, you can speak to someone on the Meic Helpline (0808 802 3456, www.meiccymru.org) or contact the Children’s Commissioner for Wales. Contact details are:

<table>
<thead>
<tr>
<th>South Wales Office</th>
<th>North Wales Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oystermouth House</td>
<td>Penrhos Manor</td>
</tr>
<tr>
<td>Phoenix Way</td>
<td>Oak Drive</td>
</tr>
<tr>
<td>Llansamlet</td>
<td>Colwyn Bay</td>
</tr>
<tr>
<td>Swansea</td>
<td>Conway</td>
</tr>
<tr>
<td>SA7 9FS</td>
<td>LL29 7YW</td>
</tr>
</tbody>
</table>

What we expect from you
In times of trouble or distress, some people may act out of character. There may have been upsetting or distressing circumstances leading up to a concern or a complaint. We do not view behaviour as unacceptable just because someone is forceful or determined.

We believe that all complaints have the right to be heard, understood and respected. However, we also consider that our staff have the same rights. We, therefore, expect you to be polite and courteous in your dealings with us. We will not tolerate aggressive or abusive behaviour, unreasonable demands or unreasonable persistence. We have a separate policy to manage situations where we find that someone’s actions are unacceptable.

Date adopted by the Council – June 2013
Date for Review - March 2018
Appendix A - Model Concern/Complaint Form

A: Your Details

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Forename(s):</th>
<th>Title: Mr/Mrs/Miss/Ms if other please state:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address and postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime contact number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please state by which of the above methods you would prefer us to contact you

---

**Your requirements:** If our usual way of dealing with complaints makes it difficult for you to use our service, for example if English or Welsh is not your first language or you need to engage with us in a particular way, please tell us so that we can discuss how we might help you.

The person who experienced the problem should normally fill in this form. If you are filling this in on behalf of someone else, please fill in section B. Please note that before taking forward the complaint we will need to satisfy ourselves that you have the authority to act on behalf of the person concerned.

B: Making a complaint on behalf of someone else: Their details

<table>
<thead>
<tr>
<th>Their name in full:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address and postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is your relationship to them?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Why are you making a complaint on their behalf?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

C: About your concern/complaint (Please continue your answers to the following questions on a separate sheet(s) if necessary)

C.1 Name of the department/section/service you are complaining about

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>
C2. What do you think they did wrong, or failed to do?

C3. Describe how you personally have suffered or have been affected.

C4. What do you think should be done to put things right?

C5. When did you first become aware of the problem?

C6. Have you already put your concern to the frontline staff responsible for delivering the service? If so, please give brief details of how and when you did so.

C7. If it is more than 6 months since you became first aware of the problem, please give the reason why you have not complained before now.

If you have any documents to support your concern/complaint, please attach them with this form.
When you have completed this form, please send it to:

Town Clerk
Barry Town Council
7 Gladstone Road
Barry
CF62 8NA  (01446) 738663
Grievance Policy

Barry Town Council recognises that there may be occasions or circumstances when an employee has a concern regarding some aspect of their employment or the behaviour of other employees. It is Barry Town Council's policy to encourage staff to resolve these issues at an early stage and, as far as possible, informally. If this fails, or the person affected considers the matter serious enough, it should be raised formally using the Grievance Procedure.

Date adopted by the Council - January 2014
Date for Review - March 2018

Grievance Procedure

Exclusions

The following matters cannot be considered under this procedure, except where the grievance has arisen out of the misapplication of other staff policies or procedures:

- Disciplinary matters or appeals
- Matters relating to Income Tax, National Insurance, or any other statutory pay deductions
- Appeals against grading
- Grievance against the Council as a whole in relation to Stage 3 of the procedure

Time limits

- The parties to the grievance may, on occasions and only by mutual consent of all the parties, modify the time limits referred to in this procedure
- If a grievance is not dealt with within the time limits laid down or modified, the employee will be entitled to move on to the next stage of the procedure
- All time limits referred to are working days and do not include weekends or public and extra statutory holidays

Informal stage

- An employee who is aggrieved about any matter covered in this procedure should discuss the matter as soon as possible with their supervisor.
- If their supervisor is the alleged offender, the matter should be discussed with their supervisor's line manager.
- If the Town Clerk is the alleged offender then the matter should be discussed with the Chair of the Personnel Committee.
- The supervisor (or in appropriate cases the supervisor’s line manager or the Chair of the Personnel Committee) should investigate the grievance and seek to resolve the issue informally.
- The employee should be advised verbally as soon as possible but no later than 5 working days.
Stage 1

- An employee dissatisfied with the reply to the informal stage should put their grievance in writing (with the assistance of their Trade Union Representative, or another person of their choice) to their immediate line superior (or the appropriate line managers superior)
- Full details of the occurrence, including the date(s), names of witnesses and the nature of the grievance together with the action the employee would wish to see taken should be provided
- The employee should keep a copy of the submission
- The immediate superior or other appropriate person should meet the employee and their representative within 5 working days and respond to the grievance within 10 working days of the meeting

Stage 2

If the employee remains dissatisfied with the response then they should refer the matter to the Town Clerk within 5 working days of their formal notification unless:

(a) The Town Clerk was the officer Personnel Committee

(b) The Chair of the Personnel Committee was the person hearing Stage 1 when the referral should be made to the Leader of the Council

- A grievance hearing, where the employee may be represented by a Trade Union Representative or another person of their choice,(not their legal representative), will be arranged within 10 working days
- The outcome of the hearing should be advised to the employee within 5 working days of the hearing

Stage 3

If the employee still remains dissatisfied with the response after Stage 2 they should advise the officer hearing Stage 2 in writing within 5 working days of the response who will arrange:

- A meeting of the Unified Appeals Committee within 15 working days to consider all the paperwork submitted
- The employee and their Trade Union Representative or person of their choice will be entitled to attend and represent the employee
- The Unified Appeals Committee will consider the case and will advise the employee of their decision within 5 working days of the hearing

The Decision of the Unified Appeals Committee is the final stage of the process

Date adopted by the Council – March 2011
Date for Review – March 2018
Whistle Blowing Policy

Barry Town Council is committed to the highest standards of openness, probity and accountability. In line with the Public Interest Disclosure Act 1998 (popularly known as the whistle blowing law) employees who have serious concerns about any aspect of the Council’s work, a possible fraud, crime, danger or other serious risk that could threaten colleagues, customers, the public or the Town Council’s own reputation are encouraged and expected to come forward and voice those concerns without fear of victimisation, discrimination or disadvantage.

This policy applies to all employees of Barry Town Council, contractors working for the Council on Council premises, suppliers and those providing services under a contract to the Council.

Date adopted by the Council - June 2014
Date for Review - March 2018

Whistle Blowing Procedures

The Town Clerk has overall responsibility for the operation of this policy. They will maintain a record of concerns raised and of the outcomes of any investigations and will report as appropriate to the Council. Confidentiality will be maintained at all times.

How to raise a concern

- Do not approach or accuse any individual directly or attempt to investigate the matter yourself
- Raise your concerns with the Town Clerk in the first instance, or depending on the seriousness and sensitivity of the issue, the Chair of the Personnel Committee or the Mayor.
- If, initially, you do not wish to put your concerns in writing you may speak with the appropriate person by telephone or face to face. Subsequently you should put your concerns in writing, setting out the background, names, dates and places and reasons why you are concerned. Guidance can be sought at the initial stage
- You are not expected to prove the truth of the allegation, just be able to show reasonable and sufficient grounds for your concern
- You may invite your trade union representative to raise the matter on your behalf
- If you are unsure whether to use this policy or want independent advise you may contact the independent charity Public Concern at Work – 0207 404 6609

How the Council will respond

- Action taken by the Council will depend on the nature of the concern and will be co-ordinated by the Town Clerk, Chair of the Personnel’s Committee or the Mayor as appropriate. In order to protect individuals and the Council, initial enquiries will be made to decide whether an investigation is appropriate and if so, what form it should take.
The matters may:

1. Be investigated internally
2. Be referred to the police
3. Be referred to an External Auditor
4. Form part of an independent inquiry

Some concerns may be resolved by agreed action without the need for an investigation

- Within 10 working days of a written concern being received it will be acknowledged in writing indicating:
  1. How it is to be dealt with
  2. An estimation of how long it will take to provide a final response
  3. If initial enquiries have been made
  4. If further investigations are to be made and if not why not

- You may be asked to attend further meetings to clarify your concerns or to provide additional information. If so you have the right to be accompanied by a trade union representative or a colleague who is not involved in the area of work to which the concern relates
- The Council will take steps to minimise any difficulties which you may experience and advise you of the procedure if you are required to give evidence in criminal or disciplinary proceedings
- Subject to any legal constraints, the Council will ensure that you are informed of the outcome of any investigation
- By mutual consent time limits may be modified

How matters can be taken further

If you are not happy with the outcome and you wish to take the matter further you may wish to contact:

- Public Concern at Work – 0207 404 6609
- The Audit Commission Anti Fraud and Corruption Unit - 0207 630 1019
- Relevant professional bodies or regulatory organisations
- Your trade union
- The police
- The Health and Safety Executive
- Public Service Ombudsman for Wales

You should be aware that disclosures made other than in accordance with internal procedures require certain conditions to be satisfied to enable full protection to be offered to you. You should therefore obtain independent legal advice before proceeding

Date adopted by the Council – January 2014
Date for Review – March 2018
FINANCIAL POLICY

Investment Strategy
This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as a part of the Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporarily surplus resources (or other financial assets it holds) and the investments it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than to yield. In drafting this Annual Investment Strategy the Council has made appropriate arrangements for:

- identification, management and control of risks in the investments/treasury management activities it undertakes,
- budgeting, accounting and audit arrangements,
- its cash and cash flow management requirements,
- segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities,
- corporate governance,
- procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.

All Investments undertaken by this Council will be made and repaid in Sterling.

Sums to be invested
The Council will identify at the time of preparing its budget forecast for the following year, the temporarily surplus resources it will wish to invest during the year and for how long. This decision will take into account its precept calculations (and timing of its receipt) and its cashflow analysis.

All investments will be made in the name of Barry Town Council.

All investment certificates and other documents relating thereto shall be retained in the control of the Responsible Finance Officer (RFO).

The RFO, in liaison with the Town Clerk, will have authorisation to invest cash balances for a period of up to twelve months as per following thresholds:

- up to 75% of the general reserve balance for short term and easily accessible funds
- up to 25% of the general reserve balance for longer term investment (3-5 years), once that longer term option has been agreed by Finance, Policy and General purposes Committee.
**Listing of investments undertaken**

For the financial year 2016-2017 the following categories of investment will be made:

- Co-op, £150,000 in a Fixed Rate Deposit Account 19/2/16 to 17/2/17
- Lloyds, £250,000 Fixed Term Deposit, 15/8/16 – 15/11/16 and upon maturity rolled for a further 3 months until 15/2/17

**New Investments**

Future options may include investing in the Public Sector Deposit Fund / CCLA or on a longer term basis, The Local Authorities’ Property Fund / CCLA.

If any new investment instruments (other than those approved in the list above) are proposed during the financial year 2016-2017, it will need to first be approved by Barry Town Council’s Finance, Policy and General Purposes Committee before such an investment is undertaken.
Cash Handling Policy

Strong internal controls for cash collection are necessary to prevent the mishandling of funds and are designed to safeguard and protect employees from inappropriate accusations of mishandling funds by defining their responsibilities in the cash handling process.

It is required by all staff of Barry Town Council to read and understand the following procedure. This practice must be followed each time money is collected during functions for raffle tickets, donations, function tickets etc. Compliance with this procedure is required to maintain a high level of security and professionalism.

Definitions

**Cash** - British Sterling Currency (notes and coins) & Personal, Business and Bank cheques

**Cash Handler** – Appointed member of staff who handles all monetary transactions and keeps possession of the funds

**Senior Officers** – Town Clerk, Deputy Town Clerk and Responsible Finance Officer

Prior to a function

- Either a Senior Officer or the Town Mayor will appoint a member of the team to become the Cash Handler.
- Once appointed, the Cash Handler must collect a ‘BTC Cash’ form from the finance office. This form will need to be completed and handed over with the cash at the end of each function.

During a function

- Cash is not to be accepted or disbursed by anyone other than the appointed Cash Handler.
- As cash payments are received, they should always be recounted in front of the customer to confirm the amount received is correct.
- When payments are confirmed then the customer is handed their purchase, ticket, receipt etc.
- If change is given back to the customer, the change will be counted back to the customer; this confirms the correct amount is returned.
- Once the customer has received their change the transaction is complete, this will continue until all stock has been sold.
- A record must be kept of all the stock sold.
- If at any point the amount of cash being held exceeds £500 then a portion or all of the funds must be signed to one of the Senior Officers immediately.
Handing over during a function

- Money is counted and signed for prior to any hand over of funds.
- Handing over the funds to a new handler requires the money to be counted and signed for by two members of staff, one by the current handler and a second by the recipient.
- Whenever the money is counted, an additional staff member will be present to confirm the amount and sign as the witness.

End of a function

- After the final count, the money will be passed over to The Mayor, Deputy Mayor or one of the Senior Officers who will sign and confirm the final amount.

In addition to the funds, the BTC Cash form will also be handed over to The Mayor, Deputy Mayor or one of the Senior Officers.

Date adopted by the Council – 22 April 2016
Date for Review – 22 April 2018
HEALTH & SAFETY AND WELLBEING

Introduction
The Health and Safety at Work Act 1974 provides the legislative framework to promote, stimulate and encourage high standards of health and safety at work. It places a duty upon the employer to safeguard so far as is reasonably practicable, the health, safety and welfare of all employees.

The Act requires all employers to prepare a written statement of their safety policy and to bring that policy to the attention of all employees. As legislation is continuously under review, so too must the Health and Safety Policy be continually reviewed. It should be active not static and relies on the co-operation of each and every member of Barry Town Council for which it is intended.

Compliance with the Health and Safety at Work Act is a legal requirement. As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

Although the main responsibility for compliance with the Act rests with the employer, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

Employees have a duty under the Act, to take reasonable care to avoid injury to themselves and others and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse any assistance provided to protect their health, safety and welfare in compliance with the Act.

In addition to its legal obligations Barry Town Council (BTC) recognises that it has a moral and economic reason for managing health and safety. Good health and safety performance should be rooted in a high quality management system that seeks to address all aspects of performance. This commences with the inherent safety of the working environment (i.e. plant and equipment); continues through procedures and instructions that are owned and followed; and culminates with a working culture that embraces a positive health and safety attitude throughout BTC.

Date adopted by the Council – 10 April 2017
Date for Review – 10 April 2019
Policy statement

Barry Town Council (BTC) is committed to the health, safety and welfare of all employees, employees of other organisations working with us, and the people for whom it has supervisory responsibility.

BTC believes that an excellent organisation is, by definition, a safe and secure organisation. It therefore follows that caring for all personnel and minimising risk is inseparable from all other BTC objectives. We recognise that it is essential that there is a safe environment and that all staff are competent, healthy and safe at work. All employees will be provided with equipment, information, training and supervision as necessary to implement the policy and achieve the stated objectives.

The Mayor / Councillors regard health and safety management to be fundamental to the delivery of a safe service therefore, accepting ultimate responsibility for health and safety issues, while also ensuring that Health and Safety is recognised as a key responsibility for all members of staff. The approach throughout BTC seeks to ensure effective health and safety management based on a good understanding of the risks and how to control them. This is achieved through continuous good quality risk assessment and management.

It is accepted that staff are our most important asset and the preservation of human and physical resources is an important means of delivering an effective and efficient public service. BTC’s Health and Safety objective is to minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident-free workplace.

Policy Aims

The Policy aims are to:

- outline the Management of Health and Safety arrangements within the Organisation through the statement of intent and organisation and structures
- establish arrangements which minimise the Health and Safety risks within the organisation to all staff, and individuals with whom we work
- demonstrate that we recognise the obligations imposed under the Health and Safety at Work Act 1974, Section 2(3).

Objectives

Through the enactment of this policy the objective is to:

- secure the health, safety and welfare of people at work
- protect people other than those at work against risks to their health and safety arising out of work related activities
- minimise the number of occupational accidents and incidents of ill health, and ultimately to achieve an accident-free workplace
- Establish a culture of co-operation, communication, competency and control for health and safety.
Organisational Arrangements, responsibilities and accountabilities
Barry Town Council

The management structure of BTC places ultimate accountability on the Council, as the policy-making body which has overall and final responsibility for Health & Safety, Fire Safety and Food Safety.

The Executive lead is being undertaken by the Personnel Committee who are responsible through BTC for the implementation of the Health and Safety Policy, and for presenting any Health and Safety issues to the Council. Operational management for Health and Safety within BTC is devolved to the Town Clerk.

There will be a standing item on Health and Safety at every Personnel meeting.

Council

The Council has overall accountability for making sure that arrangements are in place for:

- ensuring that BTC’s Health and Safety Policy is implemented
- ensuring that the Health and Safety Policy is reviewed annually
- ensuring the Council is informed as required on health and safety matters affecting employees and/or the public
- ensuring that regular progress reports are presented to the Council
- supporting training and development of staff
- monitoring Health and Safety performance
- ensuring Health and Safety is adequately resourced
- ensuring Health and Safety responsibilities are appropriately included in the current job descriptions, training programme and induction processes
- ensuring that Health and Safety information is effectively communicated throughout the organisation

The Council will be supported in progressing these responsibilities by the Town Clerk:

Specifically:

**The Town Clerk will be responsible for:**

- Day to day health & safety activities.
- ensuring that a Health and Safety Advisor / Manager / Consultant (a ‘Competent Person’) is appointed as necessary to offer specialist advice on health and safety matters
- ensuring that Fire Safety is appropriately managed
- the preparation and oversight of a Health and Safety Action plan
- a fit for purpose and up to date Barry T.C. Health and Safety policy, containing the Health and Safety Policy and arrangements, is in place and readily available
- Training, information and instructions are in place for all Council activities.
- CIEH Health and Safety Level 2 Training will be made available for all staff
**Specialist Health and Safety Support**

BTC will engage the services of a specialist Health and Safety Consultant via One Voice Wales or seek advice through its Service Level Agreement with the Vale of Glamorgan Council or other specialist advisors in order to:

- maintain BTC’s Health and Safety Policies and Procedures Manual as requested
- ensure specialist advice in relation to health and safety for Council consideration,
- assist the management of health and safety through the preparation of relevant policies and procedures
- provide expert input in to any health and safety inspections, audits, reviews and investigations
- maintain a current knowledge of health and safety legislation an applying this to ensure BTC meets its statutory responsibilities
- ensure a systematic approach to the identification of risks and appropriate control measures.

**All Employees**

All employees are required to undertake their work in a safe manner having due regard to their own health and safety and that of others who may be affected by their work and behaviour. Health and Safety policies and procedures must be followed at all times. Failure to work within BTC policies and procedures is an offence under Health and Safety legislation and may render the employee liable to disciplinary action. It is important that employees do not attempt to undertake work for which they are not adequately trained or for which the instructions are agreed to be inadequate. All employees will:

- Co-operate with senior management team and line managers on health and safety matters.
- Respect and comply with Health and Safety practices in accordance with BTC’s Health and Safety policy documents.
- Take reasonable care of their own and others health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy document), including near misses and identifying poor practice.
- Comply with safe working methods and control procedures that have been laid down for the work activities that are undertaken.
- Not do anything that would put either their own safety or that of others at risk.

Regulations written under the Health and Safety at Work Act (1974) include:

- Management of Health & Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992

The points listed above are commonly known as the HSE Six Pack Regulations.
**Contractors and others**
All such persons must comply at all times with BTC Health and Safety policies and procedures. Where BTC requirements are the more onerous, they must take precedence.
Failure to comply with this requirement will be deemed to be a serious breach of trust and may result in the relevant employee of the contractor (etc.) being barred from work on BTC premises.

**Date adopted by the Council – 10 April 2017**
**Date for Review – 10 April 2019**
Health and Safety Performance
Improving Health and Safety performance is dependent on a number of factors. Seeking solutions and promoting improvement through the medium of a joint partnership approach with all the key stakeholders is key to successful implementation. BTC will include provision for consultation with staff on matters relating to health and safety.

Date adopted by the Council – 10 April 2017
Date for Review – 10 April 2019

Risk Assessment
Risk assessments are carried out to identify hazards and develop methods of reducing the likelihood of incidents occurring. The findings of these risk assessments then determine safe working practices to be adopted and help identify any relevant training needs. Any technical guidance on any safety matter should be sought via the Town Clerk.

An Annual Assessment of Risk will be undertaken by the Council’s Responsible Finance Officer (RFO). This will identify organisation wide operational, strategic and financial risk.

Risk Assessments will be carried out for all activities and events at a local level, completed and subject to continued review, at least once annually using the Barry Town Council Risk assessment standard templates.

The RFO will collate all Risk Assessments centrally and maintain an overview of Risk Assessment relating to activities and events in order to inform the Annual Review of Risk Management.

In compliance with the Health and Safety Executive’s (HSE’s) five steps to risk assessment Barry Town Council will:

HSE’s Five Steps to Risk Assessment
1. Identify the hazards. (A hazard is anything that may cause harm, such as chemicals, electricity, an open drawer, trailing cables etc.)
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions. (The risk is the chance, high or low, that somebody could be harmed by these or other hazards, together with an indication of how serious the harm could be).
4. Record and implement findings.
5. Review the risk assessment and update if necessary.

Staff with delegated responsibility for carrying out risk assessments in their line of work will receive suitable, sufficient and adequate training for this task/s to be undertaken.
Risk Assessment templates can be found at Appendix 1.

Control of Substances Hazardous to Health (COSHH) is the law that requires employers to control substances that are hazardous to health. We can prevent or reduce workers exposure to hazardous substances by:

- finding out what the health hazards are;
- deciding how to prevent harm to health via risk assessment;
- providing control measures to reduce harm to health;
- making sure they are used;
- keeping all control measures in good working order;
- providing information, instruction and training for employees and others;
- providing monitoring and health surveillance in appropriate cases;
- planning for emergencies.

Most businesses and organisations use substances, or products that are mixtures of substances. Some processes create substances. These could cause harm to employees, contractors and other people. Sometimes substances are easily recognised as harmful. Common substances such as paint, bleach or dust from natural materials may also be harmful.

Staff Training in COSSH will be provided for relevant staff.

A COSHH Assessment Form can be found at Appendix 1D
# BARRY TOWN COUNCIL

Risk Assessment Template (Activity)

<table>
<thead>
<tr>
<th>Pre-Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Name</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Activity Description</strong></td>
</tr>
<tr>
<td>Qualifications/Licenses /Training required to undertake activity</td>
</tr>
<tr>
<td>Description of any equipment or chemicals to be used</td>
</tr>
<tr>
<td>Links to legislation/policy</td>
</tr>
<tr>
<td>Date Completed</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Prepared by</td>
</tr>
<tr>
<td>Post Activity Report</td>
</tr>
<tr>
<td>Hazard identified</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 1B - Events

BARRY TOWN COUNCIL
Risk Assessment Template (Events)

<table>
<thead>
<tr>
<th>Pre-Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name</td>
</tr>
<tr>
<td>Event Type</td>
</tr>
<tr>
<td>Event Location</td>
</tr>
<tr>
<td>Event Date(s)</td>
</tr>
<tr>
<td>Start/Finish Time</td>
</tr>
<tr>
<td>Event Manager</td>
</tr>
<tr>
<td>Deputy Event Manager</td>
</tr>
<tr>
<td>Emergency Contact</td>
</tr>
<tr>
<td>Responsible person for Fire Safety</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Outline of Event</th>
<th>Post-Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Event Report</td>
<td>Actual Participants</td>
</tr>
<tr>
<td></td>
<td>Actual Spectators</td>
</tr>
<tr>
<td></td>
<td>Actual Volunteers</td>
</tr>
<tr>
<td>Hazard identified</td>
<td>People at risk and what is the risk</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Injury from moving vehicles</td>
<td></td>
</tr>
<tr>
<td>Trips and falls – uneven ground</td>
<td></td>
</tr>
<tr>
<td>Injuries caused by manual handling</td>
<td></td>
</tr>
<tr>
<td>Cash Handling</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>---</td>
</tr>
<tr>
<td>Event cancellation due to adverse weather conditions</td>
<td>.</td>
</tr>
<tr>
<td>Structures and gazebos</td>
<td></td>
</tr>
<tr>
<td>Risk Assessor(s)</td>
<td>Signature(s)</td>
</tr>
<tr>
<td>Department or Work Area Details</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Area of work / role being assessed</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Description of Work area</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Qualifications/Licenses /Training required to undertake activity</strong></td>
<td></td>
</tr>
<tr>
<td>Description of any equipment or chemicals to be used</td>
<td></td>
</tr>
<tr>
<td>Links to legislation/policy</td>
<td></td>
</tr>
<tr>
<td>Date Completed</td>
<td>Date reviewed</td>
</tr>
<tr>
<td>Hazard identified</td>
<td>People at risk and what is the risk identified</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Assessor(s)</td>
<td>Signature(s)</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**APPENDIX 1D – COSHH**

**COSHH ASSESSMENT FORM (Cont.)**

**Section 3**  
**Working Progress**  
Give a brief description of the process involving the substance, e.g. crushing, weighing, mixing, pouring etc.

| ………………………………………………………………………………………………………………… |
| ………………………………………………………………………………………………………………… |
| ………………………………………………………………………………………………………………… |

**Section 4**  
**Current Control Measures**  
What measures are currently used to control the hazard? A list of examples is given below:

<table>
<thead>
<tr>
<th>Isolator</th>
<th>Fume Cupboard</th>
<th>Safety Cabinet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Exhaust Ventilation Hood</td>
<td>Dilution Ventilation</td>
<td>Reduced Staff Exposure</td>
</tr>
<tr>
<td>Time</td>
<td>Training</td>
<td>Powered Respirator</td>
</tr>
<tr>
<td>Half Mask Respirator</td>
<td>Filtering Half Mask (Dust Mask)</td>
<td>Safety Glasses</td>
</tr>
<tr>
<td>Safety Goggles</td>
<td>Full Face Shield</td>
<td>Lab Coat Apron</td>
</tr>
<tr>
<td>Gloves</td>
<td>Protective Shoes</td>
<td>Barrier Cream</td>
</tr>
</tbody>
</table>

**For each control measure used, please state:**  
Make and model of equipment used:

| ………………………………………………………………………………………………………………… |

The British Standard with which it complies:

| ………………………………………………………………………………………………………………… |

Date of the last maintenance inspection:

| ………………………………………………………………………………………………………………… |

Does the equipment or its packaging bear the CE mark:  
[Yes]  
[No]

Detail any replacement of parts, filters and any results of monitoring undertaken to ensure the equipment is functioning properly:

| ………………………………………………………………………………………………………………… |
| ………………………………………………………………………………………………………………… |
| ………………………………………………………………………………………………………………… |
Display Screen Equipment (DSE) Self-assessment
Work station layout will be the responsibility of the line manager in the first instance with support from specialist advice if required. All newly recruited staff during their first week of employment will be asked to carry out a work station self-assessment using the checklist at Appendix 2. This will then be checked and processed by the line manager and once signed and actioned, the Responsible Finance Officer will store centrally. Advice can be sought from the Town Clerk on completing this checklist and any ensuing actions.

**ALL** staff that use a Computer or laptop, whether working from the office or from home must complete a DSE Self-Assessment as per Barry Town Council’s Agile Working Policy.

DSE checklist can be found at Appendix 2.

**APPENDIX 2 – DSE Workstation Checklist**
**Accident incident and near misses reporting and recording**

In the event of an accident, Line Managers must:

a) Record all details of the accident in the Accident Book

b) Immediately notify the Town Clerk under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), should any of the following occur:

**Deaths**

If there is an accident connected with work and your employee, volunteer or self-employed person/contractor working on the premises, or a member of the public is killed

**Major injuries**

If there is an accident connected with work and your employee, volunteer or self-employed person/contractor working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident

**Reportable over seven day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person/contractor being away from work, or unable to perform their normal work duties, for more than seven consecutive days as a result of their injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident

**Reportable Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease

**Reportable Dangerous Occurrences (near misses)**

If something happens which does not result in a reportable injury, but which clearly could have done, need to be reported to the Town Clerk and investigated.

**Over Three Day Incapacitation**

Accidents must be recorded, but not reported where they result in a worker being off work for more than three consecutive days (regulation change RIDDOR 2013)

**Travelling on Business**

Any injury suffered whilst travelling on Barry Town Council business must also be reported
First Aid Provision
First aid cover is provided in compliance with the Health & Safety (First Aid Regulations) 1981 as amended.

First Aid boxes must be kept in a prominent position in the office and should be regularly checked and restocked as necessary by the designated First Aider. The names of qualified first aiders will be clearly displayed and made known to employees on induction and subsequently updated when any changes occur.

First Aiders will be appointed at Barry Town Council managed premises and will receive accredited training to comply with the Health and Safety at Work Act 1974.

ALL accidents, incidents and near misses must be recorded.

Pregnancy/nursing mothers
Women who are pregnant, have given birth within the past six months or are breast feeding must let the Town Clerk know. Barry Town Council has a legal duty to make sure that working conditions will not put the health of a pregnant women/nursing mother or a baby at risk. Talk to your line manager if you have any concerns. Once notified the Town Clerk or relevant Senior Officer will complete a Risk Assessment for Pregnant Women/Nursing Mothers.

Date adopted by the Council – 10 April 2017
Date for Review – 10 April 2019
Fire Safety

It is Barry Town Council (BTC) policy to ensure the effective provision of fire protection and procedures in all its premises. The requirements set out in this procedure presents good practice applied in BTC in respect of fire protection and fire procedural arrangements. BTC is required to have in place suitable & sufficient arrangements to ensure that the following good practice is applied

Barry Town Council will seek advice through a Health & Safety Consultant or specialist to ensure that:

- A competent Person is identified whose duty it is to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005;
- preventive and protective measures required by the Order are in place;
- All premises and other premises where BTC employees work are subject to a suitable and sufficient fire risk assessment;
- All premises comply with the findings of the fire risk assessment.
- An emergency evacuation plan is available for all premises
- Clear and relevant information/training is given to all appropriate persons
- Emergency evacuation procedures are in place and regularly practised
- All premises and any equipment provided in connection with firefighting, fire/smoke detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

Manager responsibilities

- Ensure that premises comply with the findings of the fire risk assessment;
- Ensure there is an emergency plan displayed in each building
- Ensure the weekly alarm sounder checks are carried out and that they are recorded in the fire log book
- Ensure there are 6 monthly fire evacuation drills and that they are recorded in the fire log book
- Ensure the annual fire alarm test certificate is filed in the fire log book
- Ensure the annual emergency lighting test certificate is filed in the fire log book
- Ensure fire wardens complete the monthly fire risk check and file in the fire log book
- Maintain the number of fire wardens in the building
- Contact the Town Clerk when new fire wardens require training.
- Ensure that employees with difficulties in exiting a building are provided with a (PEEP) personal emergency evacuation plan.
- Ensure that clear and relevant information/training has been provided given to their employees.
- Ensure all employees in their team are aware of the responsibilities at the time of an emergency evacuation. i.e. Fire routes, Assembly points, their fire warden and evacuation procedures
Employee responsibilities

- To be aware of and comply with:
  - Emergency evacuation procedures
  - Their fire route
  - An alternative fire route
  - Their Assembly Point
  - The Identity of their Fire Warden

- To be aware of the requirement to respond immediately to an alarm activation (whether false alarm or real time situation) and follow the Evacuation Procedure

Fire Warden Duties are set out in Appendix 3.

Fire, gas and bomb alert evacuation procedures are set out in Appendix 4 and a Personal Evacuation Plan Template at Appendix 4a.

Date adopted by the Council – 20 February 2017
Date for Review – 20 February 2019

APPENDIX 3 – Fire Warden/Marshal duties and responsibilities

- Be familiar with your assigned area, the occupants, exit facilities and the fire equipment. Know the location and operating features of the fire alarm. These are of critical importance for early warning.

- Carry out a monthly inspection in your area and submit an inspection form to the Town Clerk should you notice any problems.

- During your regular activity, should you notice any fire door being wedged open remove the obstruction.

- If any Exit routes are impeded and the problem remains there for some time please report this incident to your line manager Town Clerk

- Ensure there is a backup Fire Warden for your area when you are going to be away or on leave.

- Carry out Fire Evacuation Drills at least once every 6 months and record evacuation times.

- Liaise with other occupants of building (if any) and emergency services in the event of an emergency.

- Complete a fire risk assessment of your area monthly

- Upon discovery of a fire, evacuate the area and activate the nearest fire alarm, which will start the building evacuation procedures.

- If you have been trained, you may attempt to extinguish a small fire using the correct fire extinguisher.
• If one fire extinguisher does not put out a fire then personnel must leave the building without delay.

• Without delaying your own evacuation, immediately check if the normal evacuation route is safe. If so, proceed to use it. If not, use an alternative route. Alert the people in the area to commence evacuation. Do not waste time with people who are reluctant to leave. Just report any person who did not leave or any other problem to the Town Clerk or in a real time situation any member of the emergency Services. This can be done after the area has been evacuated.

• Without delaying your own egress of the building, check the rooms in your area for persons remaining behind. Should any person be incapacitated please arrange assistance.

• Make sure all doors are closed.

• Exit the building as soon as possible.

Do not permit any person to re-enter the building until advised to do so by the Town Clerk or in a real time situation, a member of the Emergency Services.

APPENDIX 4 - Fire, gas and bomb alert evacuation procedures

Building Address:

The Fire Alarm
The fire alarm must be taken as the signal to evacuate the building

In case of Fire, Gas or Bomb Alert

• Ensure that the fire alarm is sounded buy breaking the nearest fire alarm break-glass point.

• Inform the fire services / Emergency Services immediately. Ring 999 and give the Emergency operator the relevant details.

• On hearing the alarm, the evacuation procedure will be implemented by designated staff.

• Staff not allocated specific emergency duties must evacuate the floor according to the routine set out below.

Evacuation routine.

• If possible, disconnect electrical appliances and close the windows and doors of your office.

• All persons will use the nearest emergency staircase located at each end of the building. The central staircase can also be used.

• The fire assembly point for this building is :-

• Staff not on their own floor when the alarm is sounded should make their way in an orderly manner to the assembly point via the nearest emergency exit.
• All staff in the building at 5pm when the alarm is sounded must report to the assembly point BEFORE going home.
• In the event of an emergency occurring after 5pm when normal circumstances will not apply, the procedure must be carried out as far as possible.

IF THE BUILDING HAS A LIFT, IT MUST NOT BE USED
DO NOT STOP AND COLLECT BELONGINGS*

The fire warden(s) for this building is / are:-
1. 
2. 
3. 

Fire wardens / deputy Fire warden’s responsibilities
(Without delaying own evacuation)

1. Check all rooms and lavatories to ensure that everyone is clear.
2. Confirm any disabled persons are being evacuated
3. If possible, check that all windows and doors are closed.
4. Where possible, ensure that all machines and processes are stopped.
5. Remember your safety is paramount
6. When you leave the building take the appropriate fire register with you

*DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD THAT IT IS SAFE TO DO SO.*
APPENDIX 5 - Personal Emergency Evacuation Plan

Name: -

Location

<table>
<thead>
<tr>
<th>Have you read and understood the evacuation procedures for the building in which you work?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do you require the procedure in large print or in another format? If yes please state what format: -</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do you have any special evacuation requirements if so what are they: -</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Your required specialist equipment is: -</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>You require .......... people to assist you to evacuate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Names: - ................................</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Back up: .................................</th>
</tr>
</thead>
</table>

* A copy of this assessment will be supplied to the above
Your requirements are:

My sight is limited and orientation is difficult:

I can walk on the flat but cannot manage stairs at all. I would need help to get down the stairs.

My agreed procedure is as follows:

Declaration by nominated persons who are to assist in the evacuation.

We have read and understood the Personal Emergency Evacuation Plan (P.E.E.P.) for………………………….. and confirm that we are aware of our duties under the plan.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed assessor  
Date. 

Signed Employee  
Date. 

APPENDIX 5 – HSE Information Sheet
Equipment
All mechanical equipment will be regularly inspected and maintained by qualified staff and replaced when appropriate (see HSE Inspection templates at Appendix 5). Any defect or fault must be reported to the Town Clerk immediately.

All staff must take reasonable safety precautions when using any electrical or mechanical equipment and if unsure request guidance.

PAT testing or Portable Appliance Testing is an important part of any Health & Safety policy. The Health & Safety Executive states that 25% of all reportable electrical accidents involve portable appliances. The Electricity at Work Regulations place a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to ensure that no danger results from the use of such equipment. This requires the implementation of a systematic and regular programme of maintenance, inspection and testing.

The Health & Safety at Work Act (1974) places such an obligation in the following circumstances:

1. Where appliances are used by employees.
2. Where the public may use appliances in establishments such as hospitals, schools, hotels, shops etc.
3. Where appliances are supplied or hired.
4. Where appliances are repaired or serviced.

The level of inspection and testing required is dependent upon the risk of the appliance becoming faulty, which is in turn dependent upon the type of appliance, the nature of its use and the environment in which it is used.

Two Officers are trained in Portable Appliance Testing (PAT) and Barry Town Council has purchased the correct equipment in order to undertake this testing in house. Appliances will be tested when purchased and every two years.

Plant and machinery and tools
All staff must ensure that their relevant certifications for equipment/machinery use are up to date and training will be provided by Barry Town Council.

Staff must ensure that a properly recorded maintenance and repair schedule is kept and that all manufacturers Instruction Manuals are strictly adhered to.

All tools must be cleaned and correctly stored after use.
Where relevant to their role, staff must undertake manual handling training and refresher courses and follow the guidelines and principles at all times.

**Grave digging**

**All staff must:-**

- Observe the regulations governing excavations to the British Standards Institution’s recommendations
- Ensure that shoring is used in all excavations deeper than 4ft.
- Wear safety helmets when working below ground level
- Wear eye safety goggles when breaking stones with a hammer
- Ensure that open graves are safely covered when being left for any length of time
- Guard against the weakening support of adjacent gravestones
- Never work alone at any depth where there may be danger from the nature of the soil or surrounding memorials
- Ensure that they do not work alone when working at any depth and have someone at ground level within calling distance
- Ensure that adequate staging is provided around the grave for the safety of staff and public

**Grass cutting**

**All staff must:-**

- Before cutting, survey the area for objects which may damage the machinery and or be thrown up by the cutters and cause personal injury
- Stop driving unit before making any adjustments to the machine or before moving in front of machine
- Ensure machine guards are in place at all times (except for repairs and maintenance when the drive unit must be switched off)
- Wear safety boots when using rotary mowers
- Strictly follow the no smoking regulations when filling machines with petrol

**Tree work**

**All staff and contractors must:-**

- Ensure staging and/or ladders are firm and level. Ladders should be secured at the top
- Ensure that when work is being carried out in a tree another person is in attendance at ground level wearing a safety helmet
- Ensure that safety helmets, gloves, eye shields and ear muffs are worn when using chain saws
- Ensure that tools are hoisted up – not carried and sizable branches lowered not dropped
- Ensure that appropriate safety notices are displayed when working on trees for the safety of staff and public

**Food Safety**

Food hygiene requirements for businesses are made under powers given by the Food Safety Act 1990 and the European Communities Act 1972. These are dealt
with separately under food law and are covered by the Food Hygiene Regulations 2006 (as amended). Most hygiene enforcement provisions are now made under this legislation rather than the Act. The Food Standards Agency has a statutory objective to protect public health and consumers' other interests in relation to food.

Barry Town Council’s staff are currently classed as low risk category in terms of our organisation. We do have a duty to tell the Food Standards Agency (FSA) if we think any food our organisation:

- has sold is unsafe
- has is unsafe

The FSA food incidents helpline is 020 7276 8448

Staff must be aware of the importance of keeping themselves clean and hygienic when handling food and the importance of keeping food free from contamination. Therefore, staff involved in events where food is to be served will receive training in Food Safety Level 1 (e-learning) as a minimum, and if required, Food Safety Level 2 Training will be arranged.

Date adopted by the Council – 10 April 2017
Date for Review – 10 April 2019
Promoting Wellbeing of Staff and Managing Stress

Barry Town Council is committed to promoting a healthy and supportive working environment, and in particular with regard to promoting mental and emotional health and wellbeing among staff. Mental health problems and stress can affect anyone at any time. Everyone can contribute to improve mental wellbeing at work, and can therefore help to develop a positive working environment for all employees. Mental wellbeing is about feeling good and functioning well. In the context of an office environment, staff that function well, who are positive, and are well supported, cope better with demands of day to day life.

Barry Town Council aims to:

- Promote the mental wellbeing of all staff by providing information, advice and opportunities for employees to look after their own mental well being
- Develop the skills of managers and supervisors to promote mental wellbeing among employees and effectively deal with issues around mental health and stress
- Provide support and advice to employees by offering help and advice to staff who experience a mental health problem and supporting staff returning to work after a period of absence.

Specifically, Barry Town Council’s objectives are to:

Develop a supportive culture, develop knowledge and skills to promote mental wellbeing and address factors which may have a negative impact on mental health.

- We will develop a supportive culture to promote mental wellbeing and address factors which may impact on a person’s mental health
- Raise staff awareness about mental wellbeing and provide information and advice about protecting and improving mental wellbeing; staff experiencing difficulties in this area are not weak or to blame
- Provide opportunities, including activities based around the ‘5 Ways to Wellbeing’, for staff to maintain and promote their mental wellbeing
- Develop flexible working arrangements for staff where possible
- Ensure staff are provided with clearly defined job descriptions, objectives and responsibilities. Offer them support, adequate training and resources to do their job, along with opportunities to develop and fully utilise their skills
- Provide opportunities for regular reviews where staff can discuss both their work and personal development needs
- Establish a good two-way communication process and ensure that staff are included in planning, policy development and decisions that affect them or their role
- Arrange a comprehensive induction programme for new employees to ensure they understand their role and the policies and procedures in place within the organisation
- Maintain a Bullying and Harassment Policy to support the effective management of conflict and ensure the workplace is free from bullying, harassment and discrimination
Give non-judgemental and proactive support to staff who experience mental health problems

Provide help and support for employees experiencing mental health difficulties
- Ensure that individuals with a health problem, including mental health problems, are treated fairly and are not made to feel guilty about their problems
- Encourage staff who are experiencing problems to seek appropriate support
- Arrange a graduated return to work for staff that have had a long term sickness absence wherever possible
- Identify suitable alternative roles, in full discussion with the employee, if a return to the same role is not possible
- Treat all matter relating to individual employees and their mental health in the strictest confidence

Comply with the Equality and Diversity Act 2010 by not discriminating against those with mental health problems and ensuring that people are recruited based on their ability to do the job required
- Include positive statements which encourage applications from people who have experienced mental health problems
- Ensure that all staff involved in the recruitment and selection process are briefed on the Equality Act 2010 and are trained in appropriate interview skills
- Give all managers, team leaders and supervisors information and training about recognising and supporting those with mental health problems

Acknowledge that workplace stress is a health and safety issue
- Carry out risk assessments of an individual's role, to include factors that may cause stress at work
- Put in place appropriate measures that will reduce or eliminate the causes of work related stress
- For those that are managing or supervising staff, provide training on communication, health and safety, mental health and wellbeing at work, people management and sickness absence management
- Ensure that managers, team leaders and supervisors are given the resources they need to implement the organisation's agreed workplace mental health and wellbeing policy
- Develop a system where staff can raise concerns about work related issues
The Health and Safety Executive Stress Management Guidance can be found at Appendix 6. Barry Town Council recognises the links with their ambition and the national Five Ways to Wellbeing as per diagram below reference

Date adopted by the Council – 20 February 2017
Date for Review – 20 February 2019

APPENDIX 6 – HSE – How to tackle work related stress
http://www.mindincambs.org.uk/resources/five-ways-wellbeing/ and further details can be found in Appendix 7.

APPENDIX 7 – Five ways to wellbeing

Connect
There is strong evidence that indicates that feeling close to, and valued by, other people is a fundamental human need and one that contributes to functioning well in the world.

It is clear that social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages. With this in mind, try something different today and make a connection:

- Talk to someone instead of sending an email
- Speak to someone new
- Ask how someone’s weekend was and really listen when they tell you
- Put five minutes aside to find out how someone really is
- Give a colleague a lift to work or share the journey home with them

Be Active
Regular physical activity is associated with lower rates of depression and anxiety across all age groups. Exercise is essential for slowing age-related cognitive decline and for promoting well-being. But it doesn’t need to be particularly intense for you to feel good – slower-paced activities, such as walking, can have the benefit of encouraging social interactions as well as providing some level of exercise:

Today, why not get physical? Here are a few ideas:

- Take the stairs not the lift
- Go for a walk at lunchtime
- Walk into work – perhaps with a colleague – so you can “connect” as well
- Get off the bus one stop earlier than usual and walk the final part of your journey to work
- Organise a work sporting activity
- Have a kick-about in the local park
- Do some “easy exercise” like stretching, before you leave for work in the morning
- Walk to someone’s desk instead of calling or emailing

Take Notice
Reminding yourself to “take notice” can strengthen and broaden awareness. Studies have shown that being aware of what is taking place in the present directly enhances your well-being and savouring “the moment” can help to reaffirm your life profiles.
Heightened awareness also enhances your self-understanding and allows you to make positive choices based on your own values and motivations. Take some time to enjoy the moment and the environment around you. Here are a few ideas:-

- Get a plant for your workspace
- Have a “Clear the Clutter” day
- Take notice of how your colleagues are feeling or acting
- Take a different route on your journey to or from work
- Visit a new place for lunch

Learn
Continued learning through life enhances self-esteem and encourages social interaction and a more active life. Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift older people out of depression. The practice of setting goals, which is related to adult learning in particular, has been strongly associated with higher levels of wellbeing. Why not learn something new today? Here are a few more ideas.

- Find out something about your colleagues
- Sign up for a class
- Read the news or a book
- Set up a book club
- Do a crossword or Sudoku
- Research something you’ve always wondered about
- Learn a new word

Give
Participation in social and community life has attracted a lot of attention in the field of wellbeing research. Individuals who report a greater interest in helping others are more likely to rate themselves as happy. Research into actions for promoting happiness has shown that committing an act of kindness once a week over a six-week period is associated with an increase in wellbeing.

It is felt that the introduction of this policy would hopefully help people think about themselves and others in a positive way and therefore create a happier, healthier workforce.

Date adopted by the Council – 10 April 2017
Date for Review – 10 April 2019
Menopause and Work

Menopause is an occupational health issue and one that is growing in importance. Women now make up almost half of the workforce and this number will rise as the retirement age for women continue to increase over the coming years.

Women who are experiencing the menopause need support from line management as with any long-standing health condition. Barry Town Council aims to inform all line managers of how the menopause can affect work and what adjustments may be necessary to support women who are experiencing the menopause. Further advice and guidance can be found in Appendix 8.

APPENDIX 8 – Menopause and work

Date adopted by the Council – 10 April 2017
Date for Review – 10 April 2019
Alcohol and Substance Misuse Policy

Barry Town Council is committed to maintaining the good health and wellbeing of its employees. The Council recognises that any employee working while under the influence of alcohol or illicit substances constitutes a potential threat to themselves and to the health and wellbeing of other employees, customers and visitors. Additionally, the Council recognises that work performance may also be adversely affected whilst an employee is under the influence of alcohol or illicit substances and that working relationships may suffer.

As with any other illness the Council considers that such problems should be identified at an early stage and appropriate help sought and the Council will actively support any employee seeking treatment.

The Council expects all employees to refrain from consuming alcohol or using substances inappropriately at any time during the working day.

Any employee found abusing this policy will be dealt with under the Council’s Disciplinary Policy.

Date adopted by the Council – March 2011
Date for Review - April 2018

Alcohol and Substance Misuse Procedure

Any employee who is known to be or strongly suspected of being at work while under the influence of alcohol or illicit substances will be asked to leave the premises and if appropriate, arrangements made for them to be taken home safely.

On their return to work the employee will be interviewed in private by a senior manager.

This should be on an informal basis in an attempt to resolve the situation and should allow the senior manager to:-

- Discuss the situation and advise on the sources of assistance, in the first instance this may well be with the employees G.P. (a list of organisations which may be able to help is below)
- Discuss the impact the situation is having on work performance
- Discuss if a period of sickness leave is appropriate
- Advise the employee, if this is appropriate, of what the next steps could be if the Disciplinary Procedure is implemented

The senior manager should maintain records of the interviews and all instances of poor performance.

If the level of performance continues to be affected by alcohol and substance misuse the senior manager must refer to the procedures outlined in the Disciplinary Procedure and follow the process accordingly.
CONTACT TELEPHONE NUMBERS

Lextox - 02920484141
Welsh Council on Alcohol and Other Drugs - 02920493895
Cardiff Alcohol & Drugs Team - 02920468555
Alcohol Concern - 02920226746

Date adopted by the Council – 20 February 2017
Date for Review – 20 February 2019
Domestic Abuse Workplace Policy

Policy Statement
Barry Town Council recognises that every employee who is experiencing or has experienced domestic abuse has the right to raise and discuss the issue with any manager, in the knowledge that the matter will be dealt with in a sympathetic, non-judgemental, confidential and effective manner.

Violence Against Women (VAW), Domestic Abuse (DA) and Sexual Violence (SV) is a performance and productivity concern and supporting staff that have or are experiencing such makes business sense.

The Council will provide appropriate support to victims and survivors which may include: special leave, changes to working times/patterns, changes to specific duties, redeployment or relocation, measures to ensure a safer working environment, training etc.

The Council will ensure a review of existing policies that may have an impact on the implementation of this policy e.g. flexible working, harassment and bullying, management of attendance, special leave etc.

The Council recognises that within its workforce there are potentially a number of employees who have or who are currently experiencing domestic abuse, as well as those who are perpetrators of such abuse.

The Council is committed to working in partnership with other agencies or bodies in the statutory sector to combat domestic abuse.

The implementation of this policy can assist the Council meet its legal obligations under the Human Rights Act, the Gender Equality Duty, the Equality Act and Health and Safety Legislation.

Aims and Objectives
The core aims and objectives of this policy are to:

- Ensure all employees are aware of the policy and its implications;
- Assist and support those employees who approach the Council as their employer for help in addressing problems arising from domestic abuse;
- Remove fears of stigmatism for employees who have experienced domestic abuse;
- Ensure those employees seeking help are confident that their situation will be handled seriously, compassionately and confidentially by all those from whom they seek assistance;
- Assist in holding perpetrators to account and protect victims.
Introduction
The cross-government definition of domestic violence and abuse is:

“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Violence Against Women is defined by the United Nations as “any act of gender-based violence that results in, or is likely to result in physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life”.

Domestic Abuse is the actual threatened physical, emotional, psychological, sexual or financial abuse of a person by a partner, family member or someone whom there is, or has been, a close relationship. This abuse also relates to the perpetrator allowing or causing a child to witness, or be at risk of witnessing, domestic abuse. Domestic abuse essentially involves the misuse of power and exercise of control by one person over another with whom there is, or has been, a close relationship.

Sexual Violence can be defined as any behaviour perceived to be of a sexual nature which is unwanted and takes place without consent or understanding. Sexual assault covers any other sort of sexual contact and behaviour that is unwanted, ranging from touching to any other activity if it is sexual.

Controlling Behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim. (This is not a legal definition)

Forced Marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The pressure put on people to marry against their physical will (including threats, actual physical violence and sexual violence) or emotional and
psychological (for example, when someone is made to feel like they’re bringing shame on their family). Financial abuse (taking your wages or not giving you any money) can also be a factor.

Whilst the overwhelming majority of victims are women, domestic abuse and sexual violence are not exclusively experienced by women. Welsh Government remains committed to supporting all victims of domestic abuse and sexual violence.

Domestic abuse can go beyond actual physical violence. It can also involve emotional abuse, the destruction of a spouse’s or partner’s property, their isolation from friends, family or other potential sources of support, threats to others including children, control over access to money, personal items, food, transportation and the telephone, as well as stalking. The use of social networking is also a major source of harassment in domestic violence.

It can also include violence perpetrated by a son, daughter or any other person who has a close or blood relationship with the victim/survivor. It can also include violence inflicted on, or witnessed by, children. The wide adverse effects of living with domestic abuse for children must be recognised as a child protection issue. The effects can be linked to poor educational achievement and social exclusion and to juvenile crime, substance misuse, mental health problems and homelessness through running away.

Domestic abuse has no boundaries in terms of geography, wealth, race, religion, disability, age or sexual orientation. It should also be recognised that there can be additional issues for employees because of their ethnic background, religion, age, sexuality or disability. Cultural values can act as a barrier to seeking help and other forms of abuse included: forced marriages, Female Genital Mutilation (FGM) and Honour Based Violence (HBV).

Domestic abuse is not a one-off occurrence; it is frequent and persistent. Women and men can be victims of domestic abuse in heterosexual relationships; domestic abuse can also take place in lesbian, gay, bisexual and transgendered relationships. The inclusion in the definition of violence between family members ensures that issues such as “honour crimes” are properly reflected. It also acknowledges that children/young people who live in families where there is domestic abuse can also be victims.

**Domestic Abuse and Young People**

The changes to the definition of “domestic” raise awareness that young people in the 16 to 17 age group can also be victims of domestic violence and abuse. By including this age group the government hopes to encourage young people to come forward and get the support they need, through a helpline or specialist service.
A young people’s panel will be set up by the NSPCC. The panel will consist of up to 5 members between the age of 16 and 22, who will work with the government on domestic violence policy and wider work to fight violence against women and girls.

The need for a workplace policy
Domestic abuse is not a private matter and can impact greatly on an individual’s working life. Research shows that 75% of domestic abuse victims are targeted at work. It is often possible for perpetrators to use workplace resources such as phones, email and other means to threaten, harass or abuse their current or former partner.

In the workplace, the signs/symptoms of domestic abuse can include: decreased productivity, lateness, leaving early, stress, absenteeism, errors, distraction, receipt of repeated upsetting calls or emails, secretive home life, frequent/sudden medical problems, fatigue, lack of concentration, obsession with time, avoiding lunch breaks or socialising outside work, inappropriate or excessive clothing, repeated injuries, unexpected bruising or explanations that do not fit the injuries displayed, increased hours being worked for no apparent reason, excessive make-up to disguise bruising, reluctance to turn off mobile phone, partner exerts control, employee dropped off and picked up, unable to do business trips etc.

People experiencing domestic abuse are often subject to disciplinary action and lose their jobs because their behaviour, being late for example, is misinterpreted. However, a steady income is often key to a survivor’s economic independence. It is also important to recognise that for some employees, being at work can be a safe haven.

Research shows:
- 56% of abused women arrive late for work at least five times a month;
- 28% leave early at least five days a month;
- 53% miss at least three days of work a month.

With the statistic that 1 in 4 women (and 1 in 7 Men) will experience domestic abuse at some point in their life, it is likely that the Council will have staff that have or are experiencing domestic abuse (as well as those who are perpetrators of abuse).

Colleagues may also be affected; they may be followed to or from work or subject to questioning about the victim’s contact details or location. They may have to cover for other workers while they are off, try to fend off abuse and fear for their own safety. Furthermore, colleagues may be unaware of the abuse or not know how to help.
It is unlikely, in the first instance, that staff experiencing domestic abuse will inform other members of staff of their situation or approach their manager with problems. It is far more likely that the manager will become aware of the situation through associated issues such as sickness absence monitoring or poor performance. As with other welfare issues, identifying that a member of staff is experiencing difficulties at an early stage will lead to appropriate help being offered and allow that member of staff to deal with their situation far more effectively.

Research has shown that whilst victims of domestic abuse may be reluctant to disclose what is happening to them (on average a woman will experience 35 episodes of domestic abuse before seeking help), often they are also hoping that someone will realise that something is wrong and ask them about it. Managers should therefore offer employees the opportunity to discuss personal issues which may be affecting their health, performance at work etc.

**Supporting employees experiencing domestic abuse**

When dealing with an employee who is or has experienced domestic abuse, the manager should take a non-judgemental approach and be prepared to:

- Listen, reassure and take seriously what is being disclosed;
- Respond in a sensitive and supportive way and ensure the employee is provided with up-to-date information and aware of all the options open to them e.g. time off work to make personal arrangements, seek specialist advice or access the criminal justice system;
- Provide the employee with details of appropriate support agencies who will ensure a professional risk assessment is completed;
- Actively support the employee to choose an appropriate safe option but recognise and respect their right to decide;
- Ensure that the employee’s safety and wellbeing is prioritised;
- Ensure all discussions take place in private and are kept confidential in all but the most exceptional circumstances. Such circumstances may arise where there is a need to share information with appropriate professionals and relevant people in a variety of instances including the protection of children and vulnerable adults, the prevention of crime or the apprehension, prosecution of crime;
- Maintain records of incidents in the workplace and disclosures/advice given.

It is important that an effective safety plan is developed to ensure that those experiencing domestic abuse are able to work in a safe and supported workplace. There are a number of practical and supportive measures that can be taken in the workplace, these include:

- Identifying a work contact for support and an emergency contact should the manager be unable to contact the employee;
- Diverting phone calls and emails;
• Alerting reception/security staff if the abuser is known to come to the workplace;
• Moving the employee out of public view;
• Where practical, consider changes to working patterns;
• Checking that staff have arrangements for getting safely to and from home;
• Legal advice from trade unions;
• Making use of existing policies to facilitate any practical arrangements that are required;
• Ensuring the employee does not work alone or in an isolated area;
• Agreeing with the employee what to tell colleagues and how they should respond if the violent partner/ex-partner telephones or visits the workplace;
• Reviewing content of personal information such as temporary or new addresses, bank details etc.;
• Reviewing the employee’s next of kin information;
• Offering counselling sessions.

Perpetrators
The Council’s approach to domestic abuse includes a commitment to consider taking action against any employee who may be a perpetrator of domestic violence and who demonstrates any actions that may be deemed inappropriate and impacts on the employee’s role.

Examples of where the Council may take action via the Disciplinary Policy:

• Employees who misuse Council resources (time, telephones, fax, email or other means) to threaten, harass or abuse a current or former partner or any other person;
• Employees who demonstrate any form of violence, threats or harassment, or other forms of abuse towards their partner, or someone with whom they have had a close relationship when at work, or from work, or representing the Council. This includes employees who use Council resources to threaten, harass or abuse a partner or family member;
• Employees who intentionally misuse their authority or position to enable abuse to continue or encourage others to do so, during the course of their employment or when representing the Council.
• Employees who undertake any action or are involved in an incident that brings the Council into disrepute and impacts on the high standards of conduct the Council expects from all employees (Code of Conduct for Qualifying Employees).

The Disciplinary Policy outlines the informal and formal procedures to be adopted if such allegations are made.

Perpetrators who recognise they have a problem can access confidential support from an appropriate agency listed in appendix 3.
Coercive or Controlling Behaviour Offence
A coercive or controlling behaviour offence came into force in December 2015. It carries a maximum 5 years’ imprisonment, a fine or both. Victims who experience coercive and controlling behaviour that stops short of serious physical violence, but amounts to extreme psychological and emotional abuse, can bring their perpetrators to justice. Further guidance on this can be found at: www.gov.uk/government/publications/statutory-guidance-framework-controlling-or-coercive-behaving-in-an-intimate-or-family-relationship

Domestic Violence Disclosure Scheme
Under the domestic violence disclosure scheme an individual can ask police to check whether a new or existing partner has a violent past. This is the “right to ask”. If records show that an individual may be at risk of domestic violence from a partner, the police will consider disclosing the information. A disclosure can be made if it is legal, proportionate and necessary to do so.

Roles and responsibilities
Members/Senior Officers are responsible for:
- Making the necessary resources available to successfully implement the policy;
- Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and where appropriate (Line manager role) training in how to manage such situations;
- Allowing line managers the time to undertake appropriate training.

Line Managers are responsible for:
- Distributing the policy to all employees;
- Raising awareness of domestic abuse via team meetings (using the internal team briefing note in Appendix 1);
- Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and how to manage such situations;
- Treating domestic abuse seriously;
- Prioritising confidentiality wherever possible (taking into account concerns about children or vulnerable adults);
- Fully supporting employees who are victims of domestic abuse and implementing practical measures;
- Encouraging the disclosure/discussion of domestic abuse and identifying the appropriate support (see Appendix 2 for suitable questions);
- Taking action against perpetrators of domestic abuse, including support to an employee who is seeking help to address their behaviour;
- Maintaining records of incidents in the workplace and disclosures/any advice given.

Employees are responsible for:
• Making themselves aware of the content of this policy and the internal team briefing on domestic abuse;
• Where employees feel able, taking basic steps to assist friends and colleagues in gaining confidence to tackle and report the problems that they might experience.

**Human Resources** – Senior Officers will be supported by the Vale of Glamorgan Human Resources Department in the following:

• Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and how to manage such situations;
• Reviewing other policies, procedures and practices that are linked and ensuring they do not adversely affect the implementation of the domestic abuse workplace policy;
• Supporting managers in dealing with cases of domestic abuse;
• Maintaining records of incidents in the workplace and disclosures/advice given.

**Occupational Health & Health & Safety Teams** – This service will be provided by the Vale of Glamorgan Council as part of the Service Level Agreement between them and Barry Town Council:

• Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and how to manage such situations;
• Offering support to managers, employees and victims;
• Maintaining records of incidents in the workplace and disclosures/advice given;

**Domestic Abuse Co-ordinator**
The Council will provide access to a Domestic Abuse Co-ordinator and ensure that they are trained accordingly. The co-ordinator will co-ordinate services to victims of domestic abuse within the Barry Town Council staff. They play an important role in advising the Council about the support that is available to deal with this issue, including details of external support agencies. Appendix 3 provides details of the local and national support organisations.

**Date adopted by the Council** January 2014  
**Date Reviewed** June 2017  
**Date for next review** June 2019
APPENDIX 9
INTERNAL TEAM BRIEFING NOTE – DOMESTIC ABUSE

Barry Town Council is committed to supporting all of its employees to ensure that the workplace is a safe and secure environment.

**Domestic Abuse** is the use of physical and/or emotional abuse by a person who is or has been in a close relationship. It can include destruction of property, isolation from friends and family, control over finances, access to personal possessions and stalking. Domestic abuse also includes violence and control perpetrated by a son, daughter or any person who has a close relationship with the victim. Victims feel unable to leave as their social and financial independence is restricted and they are often threatened with further violence as a consequence of ending the relationship.

Domestic abuse is not a one-off occurrence; it is frequent and persistent. Victims and perpetrators of domestic abuse are from all professions, races, religions, ages and disabilities. There is no stereotypical victim or perpetrator.

In the UK 25% of women and 14% of men will experience domestic abuse at some point in their life; therefore, statistically, it is likely that there are Council colleagues who have experienced or are experiencing domestic abuse.

Such abuse is not a private matter and can significantly impact on an individual’s working life. 75% of domestic abuse victims are targeted at work. Many victims feel secure in work and are reluctant to report any issues for fear of losing their job and their only source of financial security and safety.

The Council can implement a number of supportive and practical measures to allow anyone experiencing domestic violence to work in a safe and supportive workplace. These can include, flexible working, diverting phone calls, relocation of workspace, secure parking and safe access to and from work.

All support will be employee led and will be regularly reviewed to ensure their awareness of the impact of domestic abuse and how they can help. Any manager, supervisor or HR staff member can be approached. All discussions will be confidential, unless there are any safeguarding issues e.g. child protection.

APPENDIX 10

LINE MANAGER GUIDE TO ASKING EMPLOYEES ABOUT SUSPECTED DOMESTIC VIOLENCE ABUSE

This difficult subject must be handled in a sensitive, empathetic and non-judgemental manner. Personal questions should be asked with extreme care. It is not easy to ask or be asked about domestic abuse so it is important that the actual questions
asked or observations made put the employee at ease and that the line manager helps them to feel comfortable about disclosing information on their experiences.

Such questions should be asked routinely during a return to work interview, following a bout of sickness absence, during an informal sickness absence interview or an informal/formal managing under-performance meeting etc.

If you feel you require further advice or guidance before dealing with such an issue, you should contact a member of the Vale of Glamorgan HR, Occupational Health or Health & Safety departments via your line manager or speak to the Council’s Domestic Abuse Co-ordinator.

INDIRECT QUESTIONS
If a manager suspects that an employee is experiencing domestic abuse, they should ask the employee indirect questions to help establish a relationship with the employee and develop empathy e.g.

- Are there any issues you would like to discuss with me?
- I have noticed recently that you are not yourself, is anything the matter?
- Is everything all right at work?
- Are there are problems or reasons that may be contributing to your frequent sickness absence/under performance at work?
- Would you have any ideas about how your working environment could be improved?
- What support do you think might help?
- Is everything all right at home?

By asking indirect questions it may prompt the employee to disclose information if they are hesitant about opening up. However, respecting the employee’s boundaries and privacy is essential.

The role of a manager is not to deal with the abuse itself but to make it clear through the workplace policy that employees will be supported and to outline what help is available.

APPENDIX 11
LOCAL AND NATIONAL SUPPORT AGENCIES

Below is a list of key agencies locally and nationally that could assist any victim of domestic violence and abuse. Specialist support agencies are included for people with wider needs.

With the employee’s consent you can telephone them and ask them to contact the employee on a safe telephone number and at a safe time.
Vale of Glamorgan Domestic Abuse Co-ordinator (Safer Vale Partnership) 01446 731699

Atal y Fro 01446 744755

All Wales Domestic Abuse & Sexual Violence Helpline 08088 010800

South Wales Police 101

Counselling Service 029 20468565

Community Integrated Domestic Abuse Programme (IDAP) 01446 744755

Housing Advice 01446 709567

Victim Support 08456 121900

BAWSO 029 20644633

Corporate Alliance Against Domestic Violence 02079 214200

Wales Citizen Advice Bureau (CAB) 08454 040506

Refuge 08082 000247

DRUGAID Wales 08700 600310

Men’s Advice Line Enquiries (M.A.L.E) 08088 010327

Dyn Project (Male Victims) telephone support 08088 010321

Action on Elder Abuse 08088 088141

Childline 0800 11 11

MIND (Mental Ill Health) 03001 233393

Respect (Help for Perpetrators) 08451 228609

FACT Team (Families Achieving Change Together) 01446 729640

Forced Marriage Unit 020 70080151
Protection of Children 01446 725202

Protection of Vulnerable Adults (POVA) 01446 700111

**Forced Marriage**

https://www.gov.uk/stop-forced-marriage)
Smoke Free Policy
Barry Town Council has a legal responsibility to ensure that all its work places are smoke free and that all employees have the right to work in a smoke free environment with effect from 2 April 2007.

Smoking is prohibited in all enclosed, substantially enclosed premises and all company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilating or separating smokers and non-smokers does not stop potentially dangerous exposure

Smoke Free Procedures
- The overall responsibility for policy implementation lies with the Town Clerk, however all staff are obliged to adhere to and support the implementation of the policy
- All new employees must be given a copy of this policy and procedures
- All consultants, contractors, customers, members and visitors must be made aware of this policy and its implementation
- Appropriate “No Smoking” signs will be clearly displayed at all entrances to and within all premises and in all smoke free vehicles
- Local disciplinary procedures will be followed if an employee does not comply with the policy.
- Those who do not comply with the smoke free law may also be liable to a fixed penalty and possible criminal prosecution
- All employees will be advised of the places designated as smoking areas outside the buildings
- Records must be maintained of all instances where the policy is not being followed and of the action taken
- All the above also applies to any staff member wishing to smoke “electronic cigarettes”

Help in stopping smoking
- Smokers Helpline Wales:- 0800 169 0169
- All Wales Smoking Cessation Service:- 0800 085 2219

Date adopted by the Council – July 2013
Date for Review – July 2018
**Safeguarding Policy**

**Introduction**

Safeguarding is a responsibility that reaches across all public services in a variety of ways. It applies to every organisation, team and individual (including volunteers, partners, contractors and local councils), that provide services to the public. Therefore, safeguarding is everybody’s business and everybody has the right to be safe no matter who they are or what their circumstances. We all have a responsibility to make sure that children, young people and vulnerable adults are protected and cared for properly.

**Policy Statement**

Barry Town Council is committed to safeguarding children, young people and vulnerable adults and that children, young people and vulnerable adults who use our services are safeguarded from abuse and that our working practices minimise the risk of abuse. Barry Town Council recognises its safeguarding responsibilities in that:

- Anyone in charge of or working with children, young people or vulnerable adults in any capacity are considered both legally and morally to owe them a duty of care. Adults should always act and be seen to act, in the best interests of the child, young person or vulnerable adult.
- It provides a range of services that might involve children, young people and vulnerable adults. For example carrying out grounds maintenance, maintaining and providing public spaces and hiring out our community hall or meeting space.
- It has a duty to ensure that safe recruitment policies and practices are in place if we have employees, including agency employees, students and volunteers, who might work with children and vulnerable adults as part of their job.
- There is a strong public expectation that the Council makes effective arrangements for safeguarding.
- There are links between Safeguarding and other policies that we already have in place, such as health and safety, equality and diversity and risk management.
- Government guidance makes it clear that it is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise.
- All Barry Town Council staff, Councillors and volunteers have a duty to identify abuse and report it. In 2016 a legal obligation to report any child or adult believed to be at risk of abuse or neglect was implemented in Wales as part of the Social Services and Well-being (Wales) Act 2014.

**Designated Person**

Barry Town Council’s designated lead for Safeguarding is the Town Clerk. The role of the Designated Person is to be the main contact point for the referral of allegations for the Council.
Barry Town Council Commits to:

- clear lines of accountability within the Council for safeguarding and promoting the welfare of children, young people and vulnerable adults;
- clear reporting procedures and giving clear guidance on safeguarding matters;
- where appropriate, designing services that take account of the need to safeguard and promote welfare and are informed by the views of children and vulnerable adults;
- following safe recruitment procedures;
- providing training for all staff and councillors working with, or in contact with, children, families and vulnerable adults on safeguarding;
- the inclusion of a safeguarding arrangement in the terms of room hire;
- a system of record keeping for safeguarding matters for monitoring and audit purposes.

Policy Definitions

**Children and Young People**
Anyone under the age of 18 years.

**Vulnerable Adults**
Anyone over 18 who is:
- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

**Employees and Councillors**
Anyone working for, or on behalf of Barry Town Council whether paid or voluntary.

Promoting a Safe Environment – Premises and Activities

In order to promote a safe environment for children, young people and vulnerable adults, Barry Town Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this Barry Town Council will:-

- Provide safe facilities and undertake regular safety assessments.
- Publish a written Code of Conduct for users of Barry Town Council facilities. Copies of the code will be displayed in Town Council buildings and on the Council’s website.
- Publish a Context for Safe Working for those with substantial access to children, young people or vulnerable adults on Council premises.
- Ensure that employees, Councillors and group leaders of activities in Council facilities are aware of the safeguarding culture.
- Require employees and Councillors who come into regular unsupervised contact with children, young people or vulnerable adults during the course of their duties, to undergo appropriate DBS checks. These checks are to be repeated as legislated for under the Safeguarding Vulnerable Groups Act 2006. The Clerk will keep a record of employees and Councillors who have undergone DBS checks. Portability of the DBS checks will be acceptable where there is no other prohibitive evidence.
Hiring of facilities to groups for use with children, young people or vulnerable adults when group leaders have a regular and substantial access and parents/carers are not present.

Substantial Access definition

- Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult.
- Where an individual has sole charge of children, young people or vulnerable adults.

Barry Town Council will require the hirer to:

- Have public liability insurance
- Have a substantial safeguarding children, young people and vulnerable adult’s policy or agree to work to Barry Town Council’s policy and context for safe working.
- Ensure group leaders have a valid DBS check
- Comply with the NGB Coach/Pupil ratios
- Do risk assessments for individual activities
- Ensure group leaders are aware of the whereabouts of the first aid box.
- Ensure that group leaders make their members aware of the Barry Town Council Code of Conduct and ensure that it is followed whilst using Council facilities.

Hiring of facilities for children’s parties

Hirers must satisfy the Council that:

- Adequate adult supervision is to be provided
- They are aware of the Code of Conduct for Council facilities and are prepared to comply with it.

Safer Recruitment

Barry Town Council will make it clear to candidates when advertising a job role if the work involved is regarded as a regulated activity. The organisation will determine this in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 (as amended).

Before the organisation can employ a candidate in a regulated activity, the organisation will require the candidate to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so.

The organisation will make any offer of employment in a regulated activity conditional upon satisfactory background checks, including satisfactory criminal record and barred list checks. The organisation reserves the right not to employ a candidate where these conditions are not satisfied.
Work that becomes regulated
If work either becomes a regulated activity, or if an employee is asked to perform work that is a regulated activity, the organisation will require the individual to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the individual is suitable to perform this work and is not barred from doing so.
If an employee refuses to undertake these checks, or if a disclosure confirms that the individual has a relevant criminal conviction or has been placed on a relevant barred list, the organisation will investigate the circumstances further and will fully consider the effect of this on continued employment.
Where an individual is not legally permitted to perform a regulated activity, or where the organisation otherwise has reason to believe that this will be inappropriate, the organisation may consider if there are any other non-regulated activities in which the individual can be employed.
The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

Where an employee is added to a barred list during employment
If an employee is added to a barred list during employment, the organisation cannot legally allow the employee to continue to engage in a regulated activity.
Where an individual is not permitted to perform a regulated activity, or where, the organisation may investigate if there are any other non-regulated activities in which the individual can be employed.
The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

Reporting allegations of abuse
All members of staff, Councillors and any volunteers engaged on behalf of the organisation, must be vigilant at all times to risks of abuse towards service users. This may include behaviour from relatives, other service users and members of staff.

Abuse is a violation of an individual’s civil or human rights by another person. This can be a single act or multiple acts and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act.
Abuse may also occur when an individual is persuaded to do something that he or she has not consented to, or is unable to consent to, or where the individual is exploited by another person.
Any person who believes or suspects that a service user has been subjected to abuse must refer the matter to his or her manager (or another manager, if appropriate) immediately. The organisation will consider all allegations of abuse seriously.
When reporting an allegation of abuse, it is important to provide as much detail as possible, including the name of the person who has been subjected to abuse, the nature of the abuse, the dates and times of any specific incidents and details of any evidence or other witnesses that may be available.

Investigation
The organisation will investigate all complaints of alleged or suspected abuse fully, in accordance with the disciplinary procedure. The organisation may be required to refer information to the Disclosure and Barring Service. The organisation may also consider it necessary to inform the Police of allegations under investigation.

Suspension
The organisation reserves the right to suspend an employee on full pay pending investigation into an allegation of abuse and pending any resulting disciplinary proceedings.

Disciplinary action
Where the organisation has reason to believe that an allegation of abuse has foundation, the organisation will arrange a disciplinary meeting with the individual. This could result in a decision to take disciplinary action against the employee, up to and including dismissal.

Duty to refer information
The organisation is legally required to refer certain information about an individual to the Disclosure and Barring Service. This duty applies where:

- the individual is dismissed because he or she has harmed, or may harm a child or adult
- the organisation has suspended an individual and has reason to believe that he or she has engaged in relevant conduct, or has harmed or may harm a child or adult, or has received a caution or a conviction for a relevant criminal offence.
- the individual resigns in circumstances where there is a suspicion that he or she harmed, or may harm, a child or vulnerable adult. This may, for example, arise where an employee resigns before disciplinary action is taken by the organisation.

Working together to safeguard vulnerable adults - the policy framework
The Welsh Assembly Guidance, In Safe Hands 2000, specifies that:

A vulnerable adult is a person over 18 years of age who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.
This definition may include a person who has Physical, Mental or Learning disabilities or lack the capacity to make specific decisions about their own wellbeing and treatment.

Abuse

Abuse is defined as:
- a violation of an individual’s human and civil rights by another person or persons which results in significant harm. (In Safe Hands, National Assembly for Wales July 2000)

Abuse may be:
- a single or repeated act, or multiple acts;
- a lack of appropriate action;
- perpetrated as a result of deliberate intent, negligence or ignorance; and/or
- an act of omission (failing to act) or neglect.

Abuse may involve the vulnerable adult being persuaded or forced to enter into a financial or sexual arrangement to which they have not, or could not, consent. Abuse can occur in any relationship and fundamentally is an abuse of trust, including failure to meet a duty of care. Abuse can include:
- physical
- sexual
- psychological
- emotional abuse
- financial
- discriminatory
- neglect
- Institutional

Abuse can take place in any setting, public or private, and can be perpetuated by anyone whether deliberate or as a result of ignorance or lack of understanding. Barry Town Council recognises their role in:
- Preventing vulnerable adults from being abused and/or neglected
- Providing information and training that assists in the prevention and detection of abuse
- Ensuring that services take account of the safety of vulnerable adults
- Responding sensitively and coherently to reported incidents of self-neglect and abuse
- Coordinating action and services to support vulnerable adults in achieving their best outcomes.
Working together to safeguard children - the legal framework

The Children Act 1989 and 2004, states that it shall be the duty of every Local Authority to:

- Safeguard and promote the welfare of children within their area who are in need.
- A child shall be taken to be in need if:
  - He/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision to him of services by a local authority;
  - His/her health or development is likely to be significantly impaired, or further impaired without the provision of services; or
  - He/she is disabled.

(Section 17, The Children Act 1989, 2004).

The Children Act 1989, 2004, introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority has a duty to make enquiries, or cause enquiries to be made where it has reasonable cause to suspect that:

- a child is suffering, or;
- likely to suffer significant harm.


Any officers working with children, young people and families should familiarise themselves with the above legislation. Some of the key documents are:

- The Children Act, 1989/2004
- The Data Protection Act, 1998
- UNCRC, 1989

Barry Town Council recognises that there are legislative requirements and expectations on individual services to safeguard and promote the welfare of children. Everyone who comes into contact with children and families has a role to play. Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of the most vulnerable in society. BTC recognises that where relevant for specific services, they should be based on a clear understanding of the needs and views of children in order for them to be effective.
Safeguarding Procedures

What you should do if you suspect a vulnerable adult is in need, suffering, or likely to suffer, significant harm.

If you are concerned that a vulnerable adult is suffering abuse, ill treatment or neglect you must adhere to the following:

1. Report your concerns to your line manager who will appropriately advise you of what action is to be taken.
2. Record what is said on the appropriate form.
3. If your line manager or the Town Clerk is unavailable, report your concerns directly to your local Adult Services Duty Team
   The Contact & Information Centre 01446 731100
   Monday – Thursday 8.30am – 5.00pm, Friday 8.30 am – 4.30pm

You can contact the Emergency Duty Team evenings, weekends and Bank Holidays 029 20448360

Adult Protection Co-ordinator 01446 704740

What you should do if you suspect a child is in need, suffering or likely to suffer significant harm

If you have concerns about a child’s health or wellbeing act on them. All reports are taken seriously and acted upon sensitively. Action will be taken to safeguard children in immediate danger.

If you are concerned that a child is suffering abuse, ill treatment or neglect you must adhere to the following:

1. Report your concerns to your line manager who will appropriately advise you of what action is to be taken.
2. Record what is said on the appropriate form.
3. If your line manager or the Town Clerk is unavailable, report your concerns directly to your local Children’s Services Duty team
   Contact the Intake and Family Support Team on 01446 725 202
   Out of Office Hours: Emergency Duty Team 029 2078 8570

Date adopted by the Council – 20 February 2017
Date for Review – 20 February 2019
How to respond to a vulnerable adult telling you about abuse

The following are suggestions of how to handle the situation, if a vulnerable adult approaches you and wishes to disclose an incident or incidents of abuse. Staff, Councillors and Volunteers have a duty to respond and report.

<table>
<thead>
<tr>
<th>Do</th>
<th>Do Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay calm and do not let your emotions concerning the information show to the vulnerable adult</td>
<td>Stop a vulnerable adult who is freely recalling significant events</td>
</tr>
<tr>
<td>Without interrupting, listen to the vulnerable adult, rather than directly questioning them</td>
<td>Show shock, upset or over react</td>
</tr>
<tr>
<td>Encourage the vulnerable adult to allow another worker to be present</td>
<td>Guarantee confidentiality or promise to keep a secret</td>
</tr>
<tr>
<td>Reassure them that they are right to tell you the information and that they are in no way to blame for what has happened</td>
<td>Put words in the vulnerable adult’s mouth</td>
</tr>
<tr>
<td>Inform the vulnerable adult that you will have to pass the information on to others who will be able to help</td>
<td>Interrupt them talking/recalling/confiding</td>
</tr>
<tr>
<td>Provide an example of conduct that you wish others to follow</td>
<td>Expose the vulnerable adult to a mass examination by staff to verify injuries</td>
</tr>
<tr>
<td>Be clear about your position. You work for an organisation that has a responsibility to protect vulnerable adults and children</td>
<td>Question the vulnerable adult other than to clarify details– this must be done by professionals, trained in such areas</td>
</tr>
<tr>
<td>Treat all vulnerable adults with respect</td>
<td>Question the alleged abuser, this must be done by trained professionals</td>
</tr>
<tr>
<td>Make a written record and keep any drawings and anything written by the vulnerable adult that is relevant to what has happened to them e.g. witnesses, time, date, place and alleged perpetrators name</td>
<td>Make assumptions or judge</td>
</tr>
</tbody>
</table>
How to respond to a child telling you about abuse

The following are suggestions of how to handle the situation, if a child approaches you and wishes to disclose an incident or incidents of abuse. Staff, Councillors and Volunteers have a duty to respond and report.

<table>
<thead>
<tr>
<th>Do</th>
<th>Do not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a copy of the written report to your line manager/ designated lead. In the absence of either of these officers if you are concerned that the vulnerable adult is at risk contact Social Services or the Police directly</td>
<td>Have inappropriate physical or verbal contact with vulnerable adults</td>
</tr>
<tr>
<td>Stay calm and do not let your emotions concerning the information show to the child</td>
<td>Allow yourself to be drawn into inappropriate attention seeking behaviour/make suggestive remarks or gestures in front of vulnerable adults</td>
</tr>
<tr>
<td>Without interrupting, listen to the child, rather than directly questioning them</td>
<td>Jump to conclusions about others without checking the facts</td>
</tr>
<tr>
<td>Encourage the child to allow another worker to be present</td>
<td>Either exaggerate or trivialise vulnerable adult abuse issues</td>
</tr>
<tr>
<td>Reassure them that they are right to tell you the information and that they are in no way to blame for what has happened</td>
<td>Take a chance when common sense, policy or practice suggests another more prudent approach</td>
</tr>
<tr>
<td>Inform the child that you will have to</td>
<td>Have inappropriate physical or verbal contact with vulnerable adults</td>
</tr>
<tr>
<td>Inform the child that you will have to</td>
<td>Have inappropriate physical or verbal contact with vulnerable adults</td>
</tr>
</tbody>
</table>

Stop a child who is freely recalling significant events

Inform the child that you will have to interrupt them talking/recalling/confiding
<table>
<thead>
<tr>
<th>Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass the information on to others who will be able to help</td>
</tr>
<tr>
<td>Provide an example of conduct that you wish others to follow</td>
</tr>
<tr>
<td>Be clear about your position. You work for an organisation that has a responsibility to protect vulnerable adults and children</td>
</tr>
<tr>
<td>Treat all children with respect</td>
</tr>
<tr>
<td>Make a written record and keep any drawings and anything written by the child that is relevant to what has happened to them e.g. witnesses, time, date, place and alleged perpetrators' name</td>
</tr>
<tr>
<td>Provide a copy of the written report to your line manager/designated lead. In the absence of either of these officers if you are concerned that the child is at risk contact Social Services or the Police directly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expose the child to a mass examination by staff to verify injuries</td>
</tr>
<tr>
<td>Question the child other than to clarify details— this must be done by professionals, trained in such areas</td>
</tr>
<tr>
<td>Question the alleged abuser, this must be done by trained professionals</td>
</tr>
<tr>
<td>Make assumptions or judge</td>
</tr>
<tr>
<td>Have inappropriate physical or verbal contact with children and young people</td>
</tr>
<tr>
<td>Allow yourself to be drawn into inappropriate attention seeking behaviour/make suggestive remarks or gestures in front of children or young people</td>
</tr>
<tr>
<td>Jump to conclusions about others without checking the facts</td>
</tr>
<tr>
<td>Either exaggerate or trivialise child abuse issues</td>
</tr>
<tr>
<td>Take a chance when common sense, policy or practice suggests another more prudent approach</td>
</tr>
</tbody>
</table>
APPENDIX 12 - Setting the Right Context for Safe Working

Where Barry Town Council facilities are hired to external groups for use with children, young people or vulnerable adults when the group leader has substantial access and parents/carers are not present, the group leader will need to have a suitable safeguarding policy or work to that of Barry Town Council and follow this context for safe working. This is designed to protect participants and to protect those running or assisting with groups from allegations of poor practice or abuse.

Safe Context

- Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times
- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS check
- Do not allow allegations to go unchallenged, unrecorded and unreported

Good Preparation

- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of your whereabouts and intended action
- Where possible, have male and female leaders working with a mixed group
- Ensure registers are complete and attendees are marked in and signed out (under 8’s must be collected by a parent/carer)
- Ensure photos or videos are not taken without written permission from parents/carers
- Ensure you have access to a first aid kit and telephone and know fire procedures
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet visits and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where you can be seen.
- Ensure appropriate clothing is worn by yourself and those participating at all times
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible

Setting the right environment

- Set an example you wish others to follow
- Treat everyone with respect
- Ensure everyone has an equal opportunity to participate
- Do not show favouritism
- Do not do things of a personal nature that individuals cannot do for themselves
- Deal firmly and fairly with attention seeking behavior
APPENDIX 13 - Code of Conduct for Users of Town Council Facilities

In order to support a safeguarding culture for all users of Town Council facilities, we have in place a code of conduct. This will help to ensure a safe and friendly atmosphere for all activities and events. In this spirit, we request all users to:

- Treat each other with respect
- Show consideration for other groups using the facilities
- Treat the facilities provided with due care and respect
- Provide an example of good conduct that you wish others to follow
- Refrain from any behaviour that involves racism, sexism, and bullying and in addition to report any instances of such behaviour to group leaders, Town Councillors the Town Clerk or parents and carers, as appropriate
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities.

APPENDIX 14 – Recording concerns and referral forms

REPORTING CHILD PROTECTION/POVA CONCERNS

This cover sheet to accompany the detailed record of the concern

Please indicate which:

Child Protection/POVA Referral submitted/For Information only

Date and location of concern:........................................................................................................................................

If referred to another agency please state to whom:

Social Services Date:............... ‘phone/e-mail/post

Police Date:............... ‘phone/e-mail/post
<table>
<thead>
<tr>
<th>School</th>
<th>Date:…………… `phone/e-mail/post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (state which)</td>
<td>Date: ………………`phone/e-mail/post</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your name:…………………………………….</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:…………………………………...</td>
</tr>
<tr>
<td>Line Manager:…………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date reported to: 1 Line Manager:…………………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Safeguarding Officer:…………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed:…………………………………….</th>
<th>Date:…………………………………</th>
</tr>
</thead>
</table>
For Safeguarding Children – Use template below for recording details.

<table>
<thead>
<tr>
<th>Significant Event – Record factual observations</th>
<th>Parent/Carer Comments</th>
<th>Staff Member recording incident/event</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to include child’s comments <em>verbatim</em>, clearly list the situation, task being undertaken at the time, how many others present and any environmental factors that contributed, other adults present, how was the incident/event concluded, comments made to the child)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For Safeguarding Adults –

**VA1 - Adult Protection Referral Form – Confidential** (June 2015)

*Please complete as fully as possible, especially ensuring that risks are identified.*

1 About the Vulnerable Adult (Subject of referral)

<table>
<thead>
<tr>
<th>Date alert/ concern raised</th>
<th>Date(s) of Incident(s) if known:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Client/Patient ID Number:</td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Gender: □ Male □ Female</td>
</tr>
<tr>
<td>Vulnerable Adult/Client's Current Address:</td>
<td>Other Vulnerable Adults / Children living at the property:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel Number:</th>
<th>Main Client Group (tick ONE only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Status:</td>
<td>□ Elderly Mentally Infirm</td>
</tr>
<tr>
<td>Ethnicity:</td>
<td>□ Older Person</td>
</tr>
<tr>
<td>First Language:</td>
<td>□ Visual Impairment</td>
</tr>
<tr>
<td>Need Interpreter: □ Yes □ No</td>
<td>□ Hearing impairment</td>
</tr>
<tr>
<td>GP's Name:</td>
<td>□ Learning Disability</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>□ Mental Health</td>
</tr>
<tr>
<td>Surgery Address:</td>
<td>□ Physical Disability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Case Status (Social Services use only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Open/active</td>
</tr>
<tr>
<td>□ Closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next of kin:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone number:</td>
</tr>
<tr>
<td>Is the vulnerable adult aware of the referral?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Has the vulnerable adult consented to the referral?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Is there any evidence to suggest that the vulnerable adult lacks mental capacity to consent to this referral?</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

2 About the alleged abuse

<table>
<thead>
<tr>
<th>Type of alleged abuse (tick all relevant boxes):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Physical</td>
</tr>
<tr>
<td>□ Neglect</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Of which is</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Racial</td>
</tr>
</tbody>
</table>
Personal circumstances – Is the alleged victim subject to any legislative powers, e.g. Mental Health Act, Power of Attorney, DoLS?

Where did the alleged abuse occur?

☐ Own Home   ☐ Care Home – Residential   ☐ Day care
☐ Perpetrator’s home ☐ Care Home – Nursing   ☐ Educational est.
☐ Relative’s Home ☐ Care Home – Respite   ☐ Public place
☐ Supported Tenancy ☐ Hospital – NHS   ☐ Other - Please State:
☐ Sheltered ☐ Hospital – Independent
   Accommodation. ☐ NHS Group Home
☐ Hospice

Specific location of abuse (e.g. Ward/ Dept, Hospital, Care Home)

Is the abuse: ☐ Historical  ☐ Current

Description of alleged abuse/injuries:

(continue on separate sheet of paper if necessary)
2a. Please use the section below to identify the position of any marks, bruising, wounds etc described above

What steps have been taken to safeguard the vulnerable adult and by whom:

3 About the person(s) allegedly responsible for the abuse

Person 1:

Unknown at present: ☐

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel No:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Age:</td>
<td>Relationship to Alleged Victim:</td>
</tr>
</tbody>
</table>

Employing Agencies. List all known:
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Don’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is alleged perpetrator a vulnerable adult?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is alleged perpetrator a child?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is alleged perpetrator aware of the referral?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Alleged perpetrator known to social services?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, Client/Patient Database Number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team responsible:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Person 2:**

<table>
<thead>
<tr>
<th>Unknown at present:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Tel No:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Age:</td>
<td></td>
</tr>
<tr>
<td>Relationship to Alleged Victim:</td>
<td></td>
</tr>
</tbody>
</table>

Employing Agencies. List all known:

| Is Alleged perpetrator a vulnerable adult? |     |    |           |
| Is Alleged perpetrator a Child?           |     |    |           |
| Is Alleged perpetrator aware of the referral? |     |    |           |
| Is the Alleged perpetrator known to social services? |     |    |           |
| If yes, Client/Patient Database Number:  |     |    |           |
| Team responsible:                         |     |    |           |

If more than two alleged perpetrators have been identified please photocopy this page or add details in Section 8 – Additional information.

4 About the people who witnessed the incident(s)

**Witness 1:**

| Name:                  |     |
| Address:               |     |
| Tel No:                |     |
| Relationship to victim (if any): |     |
| Is witness a child?    |     |    |           |
| Is witness a vulnerable adult? |     |    |           |


Is witness aware of referral? Yes [ ] No [ ] Don’t know [ ]

**Witness 2:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel No:</td>
<td>Relationship to victim (if any):</td>
</tr>
</tbody>
</table>

Is witness a child? Yes [ ] No [ ] Don’t know [ ]
Is witness a vulnerable adult? Yes [ ] No [ ] Don’t know [ ]
Is witness aware of referral? Yes [ ] No [ ] Don’t know [ ]

5 **About the person who first reported the concern** *(This is the first person to raise the alert – it may be the Vulnerable Adult, a witness or someone with concerns)*

| Is the person reporting the incident the vulnerable adult? Yes [ ] No [ ] |
| Is the person reporting the incident a witness to the incident? Yes [ ] No [ ] |

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel No:</td>
<td>Occupation/Relationship:</td>
</tr>
<tr>
<td>Date/Time report:</td>
<td></td>
</tr>
</tbody>
</table>

Does the reporter wish to remain anonymous? Yes [ ] No [ ]
If yes, please state why:

6 **About the person who is referring the incident(s) to Social Services or Health Board**

| Is the person referring the incident a witness to the incident? Yes [ ] No [ ] |

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel No:</td>
<td>Occupation/Relationship:</td>
</tr>
<tr>
<td>Date/Time reported:</td>
<td></td>
</tr>
</tbody>
</table>

Does the referrer wish to remain anonymous? Yes [ ] No [ ]
If yes, please state why:
### 7 Details of person completing this form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>Time/Date completed:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Telephone number:</td>
</tr>
</tbody>
</table>

### 8 Additional Information

Where applicable, details of countersigning line manager:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Time/Date countersigned:</td>
</tr>
</tbody>
</table>
REGULATORY

Anti-fraud, Bribery and Corruption Policy

Barry Town Council is committed to the highest standards of probity and accountability. To this end the Council will not tolerate fraud, bribery, corruption or abuse of personal position for personal gain, wherever it may be found in any area of Council activity.

Definitions

For the purposes of this policy the definitions of fraud, bribery and corruption from the Chartered Institute of Public Finance and Accountancy (CIPFA) are:-

Fraud
The intentional distortion of financial statements or other records by persons internal or external to the organisation, which is carried out to conceal the misappropriation of assets or otherwise for gain.

Corruption
Offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any purpose.

Bribery
An inducement or reward offered, promised or provided to gain personal, Commercial, regulatory or contractual advantage.

This policy applies to all employees of Barry Town Council, all elected members, contractors working for the Council on Council premises, suppliers and those providing services under a contract to the Council.

Date adopted by the Council- 22 October 2012
Date for review – June 2017

Anti-fraud, Bribery and Corruption Procedures

The Town Clerk has overall responsibility for the operation of this policy for all areas under their control. The Leader of the Council has responsibility for all elected members and this is covered in the Protocol for Councillors

All employees are required to declare, in a public register, any offer of gifts or hospitality which is, in any way, related to the performance of their duties in relation to the Council except such gifts or hospitality which have been specifically exempted under any local Code.
How to raise a concern
The procedure is fully covered under the Whistle Blowing Procedures

Responsible Finance Officer
Under Section 151 of the Local Government Act 1972 and The Accounts and Audit Regulations the RFO is responsible for ensuring that the Council has control systems and measures in place to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstitute any lost records. Additionally, the RFO has the responsibility for maintaining an adequate and effective system of internal audit of the Council’s accounting records and its systems of internal control in accordance with proper practices in relation to internal control, together with the statutory right of access to documents, records, information and explanations necessary for that purpose to the satisfaction of the external auditors.

Date adopted by the Council- 22 October 2012
Date for review – June 2017
Gifts and Hospitality Policy

Introduction

1.1 The purpose of the Gifts and Hospitality Policy is to provide guidance to Members and staff of Barry Town Council on offers of gifts and hospitality.

1.2 Legislation exists that makes it a criminal offence to corruptly give, promises or offers any gift, reward or advantage to any person as an inducement to or a reward to any Member, Officer or servant of a public body.

1.3 Similarly a criminal offence is committed by anyone who corruptly solicits, receives or agrees to receive for themselves or any other person any such inducement or reward.

The Policy

2.1 All Members and staff of Barry Town Council are required to ensure that all offers of gifts or hospitality, regardless of their value, are recorded whether or not they are accepted.

Declarations must be recorded in Barry Town Council’s Gifts and Hospitality Register.

It is your responsibility to ensure that you are not placed in a position that risks, or appears to risk, compromising your role or Barry Town Council’s public and statutory duties. You should not be seen to be securing valuable gifts and hospitality by virtue of your position within the Council. You should not accept or provide any gift of hospitality if acceptance/provision will give the impression that you have been influenced/are deemed to be influencing while acting in an “official capacity”.

In exercising judgement as to whether to accept a gift or hospitality the question should be asked what public perception would be if the information was published given your role and circumstances?

Gifts & Hospitality

3.1 It is important that the recipient of any offers of hospitality or gifts should not allow themselves to be influenced or be perceived by others to have been influenced in making a business decision as a consequence of accepting the gift/hospitality.

3.2 For the purpose of this policy, gifts include (but are not exclusive to) items such as bottles of wine, hampers, building materials and/or services, branded gifts, gift vouchers or cash.
3.3 The exceptions to 3.2 are insignificant items of token value worth less than £50.00. Examples of such gifts are pens, diaries and paperweights which are given by way of trade advertisements or given during official courtesy visits or attendance at seminars and conferences, and that no ulterior motive is apparent, nor is there any danger of misinterpretation by the public.

3.4 For the purpose of this policy, hospitality includes (but is not exclusive to) meals, overnight stays and tickets for sporting events.

3.5 The exceptions to the 3.4 are when there is a genuine need to impart information and represent the Council in the community but the hospitality should not exceed £100.

3.6 When receiving authorised hospitality, Members and staff should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality.

3.7 If a Member or employee deems the gift might constitute a bribe or other inducement, they should forward the gift to the Chief or Deputy Officer, who will return it to the sender together with a suitable letter explaining the Council’s policy and asking that it be respected in the future.

3.8 Any personal interest may affect or be seen by others to affect a Members or employee’s impartiality in any matter relevant to their duties should be declared to their Line Manager.

Acceptance of a gift or hospitality

4.1 Where a gift or hospitality is offered, Members and staff should consult the tables below to determine, initially, whether it can be accepted and if in doubt, should consult with the Chief or Deputy Chief Officer for advice.

4.2 Where it is agreed that a gift or hospitality can be offered or accepted, the details should be recorded in the Councils Gifts and Hospitality Register.

4.3 A record should be maintained of any offers – whether the gift/hospitality has been accepted or not.

4.4 When a group of employees benefit from a gift or hospitality, the Chief Officer (or Deputy Chief Officer in their absence) should record this on the appropriate form. This should note the names of all employees in receipt/attendance of the gift or hospitality.
4.5 In order for Barry Town Council to comply with HMRC guidelines, Members and Employees accepting gifts must adhere to the following guidelines and procedures.

Goodwill gifts (such as a bottle of wine or box of chocolates) can be received without an income tax charge where all the following conditions are met:-

i. The cost to the donor is less than £250 (including the cumulative cost of all gifts within the same tax year);
ii. The gift is a good or a voucher to acquire the goods;
iii. The donor is not connected to the employer, or anyone connected with them; and
iv. The gift is unsolicited and not given in return for the Members of Employees service

If one of the above conditions is not met, there are two options:-

Option 1: The third party must provide information about the amount of the benefit which the Member or Employee must then include as assessable income on their tax return, or:

Option 2: The third party supplying the gift/hospitality can be asked to confirm that they will account for the tax due on the gift or hospitality, thereby removing the requirement for the Member/Employee to include it on their tax return.

4.6 Should it be determined that the gift cannot be accepted then the gift shall be returned to the sender.

Offering gifts or hospitality on behalf of Barry Town Council

5.1 There may be times where Members (particularly the Mayor) and/or employees are required to offer gifts or hospitality to third parties. These may include, but are not exclusive to suppliers, contractors, charities, professional organisations and civic dignitaries.

5.2 When offering these gifts/hospitality Members and Employees should be confident that these gifts or events are offered in the interests of good business relationships and are not offered with any exception of receiving anything in return.

5.3 Any Member or employee who has concerns that a gift/hospitality has been offered with an expectation of something in return (a bribe), should refer to the Whistle Blowing Policy

5.4 No more than two non-trivial gifts/hospitality (items which do not require further approval) should be offered to the same individual or organisation in any financial year.
Failure to comply with Barry Town Council’s policy on gifts and hospitality will be considered to be a disciplinary matter and subject to Barry Town Council’s disciplinary procedure. Failure to comply includes accepting gifts or hospitality of any value without declaring them to the Council.

**Guidelines**

<table>
<thead>
<tr>
<th>Approximate Value of gift</th>
<th>Classification</th>
<th>Rules</th>
<th>Record</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than £50</td>
<td>Trivial</td>
<td>Approval required from Chief/Deputy Chief officer and must be recorded in Gifts &amp; Hospitality Register</td>
<td>YES</td>
<td>Bottles of wine, chocolates, branded gifts</td>
</tr>
<tr>
<td>Between £50 and £250</td>
<td>Non-trivial</td>
<td>Does not need to be declared to HMRC unless total gifts from this donor amount to more than £250 in any financial year</td>
<td>YES</td>
<td>Hampers, meals, tickets to lower league rugby, football or cricket matches</td>
</tr>
<tr>
<td>Over £250</td>
<td>Non-trivial</td>
<td>Approval required from Chief/Deputy Chief Officer and must be recorded on Gifts and Hospitality Form Check with donor if tax has been declared, otherwise, include in personal tax return</td>
<td>YES</td>
<td>Weekend Hospitality, major sporting event</td>
</tr>
</tbody>
</table>

Policy drafted by A Price
February 2018
| Date Received | Name Of Recipient | Name of Organisation and/or Individual Providing Gift/Hospitality | Describe the gift/hospitality | Monetary value | Outcome* | Authorising Officer
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>H</th>
<th>Chief Officer or Deputy Chief Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GRD</td>
<td>GD</td>
</tr>
</tbody>
</table>

*H = Hospitality received  
GRD = Gift received and then donated  
GD = Gift Declined
**Data Protection Policy**

Barry Town Council is fully committed to compliance with the requirements of the Data Protection Act 1998 which came into force on 1 March 2000.

The Council will therefore follow procedures which aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the Council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties under the Data Protection Act 1998.

**Statement of Policy**

In order to operate efficiently, Barry Town Council has to collect and use information about people with whom it works and who works for them. These may include members of the public, current, past and prospective employees, clients and customers and suppliers.

This personal information must be handled and dealt with properly, however it is collected, recorded and used and whether it is on paper, computer records or recorded by any other means and there are safeguards within the act to ensure this.

Barry Town Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly.

To this end the Council fully endorses and adheres to the principles of data protection as set out in the Data Protection Act 1998.

**Date adopted by the Council – June 2011**

**Date for Review – March 2018**

**Data procedure**

Anyone processing personal data must comply with the 8 principles of good practice. Data must be:-

- Fair and lawfully processed
- Processed for limited purposes
- Adequate, relative and not excessive
- Accurate
- Not kept longer than necessary or legally required
- Processed in accordance with the data subject’s rights
- Secure
- Not transferred without adequate protection

The Data Protection Officer is authorised to have access to any Council premises or records, to ask for any explanations as are necessary and to close down any
computerised system which is considered to be operating contrary to the provisions of the Data Protection Act 1984

The Council will not release staff or public data to third parties except to relevant statutory bodies. In all other circumstances the Council will obtain the consent of the individuals concerned before releasing personal data.

Employees can request access to the information held on them by the Council. All requests by employees to gain access to their personal records must be made in writing. There is no charge for this service.

The nominated Data Protection Co-ordinator for the Council is the Town Clerk and they have operational responsibility for the implementation of this policy.

It is the responsibility of Senior Managers to ensure compliance with the policy and for communicating the policy to all staff.

All Line Managers are responsible for ensuring that any personal data which they hold is kept securely and personal information is not disclosed in any way and to any unauthorised third party.

Staff are responsible for ensuring that all personal data provided to the Council is accurate and up to date.

Subsequent action
Failure to comply with the data protection policy and procedure may result in disciplinary action being taken in compliance with the Council’s Disciplinary Procedure.

Date adopted by the Council – June 2011
Date for Review – March 2018
Equal Opportunities Policy

Vision Statement
Barry Town Council is committed to promoting equal opportunities in Barry, in accordance with the Equal Opportunities Act 2010. The Council values diversity and encourages fairness and justice. The Council will combat discrimination throughout the organisation and will use its position of influence in the Town, wherever possible, to help overcome discriminatory barriers.

In seeking to achieve this vision, the Council will strive to:

- Encourage equality of opportunity for all the people and actively promote good relations. Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to:

  Race; Gender; Disability; Sexuality; Gender Reassignment; Age; Religion and Belief plus Employment issues.

  Whilst recognising that individuals may experience disadvantages on more than one level.

- Offer services fairly to all people, ensuring that anyone in contact with the Council is treated with respect, making provision for those groups within the community whose needs and expectations are less well met.

- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation. Dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.

- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees and the public.

- Encourage disadvantaged groups and individuals to participate in the community.

- Make this policy known to all Councillors, employees, job applicants, local citizens and partner organisations.

- Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for the Council to have similar policies that cover equal opportunities.

- Periodically review the Equal Opportunities policy.

Supporting Guidelines
The Equal Opportunities Policy is reinforced by guidelines specifically relation to accessibility and the Council’s role as an employer.
Equal Opportunities – Accessibility Guidelines

Barry Town Council exists to maximise the wellbeing of the people of the town. In pursuing this aim, it will strive for a just society which gives everyone equality.

Vision Statement
The Council’s services must be accessible to and appropriate for all the members of the community who might wish or need to use them.

The Council will take all reasonable steps to ensure its employment arrangements are accessible.

In seeking to achieve this vision, the Council will strive to:

- Facilitate physical access into the buildings it controls. New Council buildings will comply with approved document M as will all new, additional features to improve access into existing buildings. The Council will prioritise access into as many of its existing public buildings as possible. If unable to, it will provide a reasonable alternative method of making the service in question available to all groups.
- Monitor and evaluate accessibility in order to make improvements. In particular, using consultation to understand the needs and expectations of service users, potential users and the workplace.
- Use communication methods that are appropriate and sensitive.
- Publicise the variety of ways in which services can be accessed.
- Improve the accessibility of employment arrangements or physical features of the workplace to meet the needs of staff and applicants with disabilities or other needs.
- Work with partner organisations and agencies delivering services on behalf of the Council, to enhance access to services across the borough.
- Explore multi-channel access to information and services that extends choice and convenience to our customers.

Employment training and organisational development

Statement of Principles
Barry Town Council is committed to ensuring that all its employment policies, procedures, guidelines and circulars will reflect and reinforce the Council’s commitment to equality.

The Council will through its policies and training seek to create a:

- Prejudice-free and supportive working environment.
- Workforce which reflects the diversity of the local population, ensuring that people from all sections of Barry’s local communities have equality of opportunity to obtain employment in all areas and levels of the Council.
Recruitment and Selection

The Council will strive to:

- Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.
- Work towards ensuring that through recruitment that its workforce better represents the community it serves.
- Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to:
  
  **Gender; Race; Disability; Religion and Belief; Age; Sexuality; Gender Reassignment.**
  
  - Ensure that it communicates job opportunities to all sections of the community. We will scrutinise the recruitment process to ensure that we do not discriminate or discourage applications from any section of the community.
  - Ensure that all its employees who are part of the recruitment selection panel are trained on equalities issues.
  - Work with disadvantaged sections of the community in support of recruitment
  - Use appropriate legislation as a framework for action to support the recruitment process in a positive way.
  - Collect and use recruitment information to support a fair and effective recruitment process.

Training Organisational Development

The Council will:

- Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with the organisational needs.
- Provide training that complies with the Councils Equalities Policies
- Include equalities training as part of its induction programme.
- Include equalities training as part of its management development programme.
- Provide equalities awareness training as part of its corporate training and organisational development programme.

Monitoring and Evaluation

The Council will:

- Specifically monitor recruitment, promotion, and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment.
- Monitor its performance against national best value performance indicators in respect of all equalities issues.
- Continue to review its monitoring processes to comply with changes in legislation.
Equal Opportunities policy – Supporting statements

**Race Equality:** Barry Town Council is committed to promoting a cohesive society and eliminating unlawful racial discrimination. The Authority will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.

**Disability Equality:** Barry Town Council will not treat a person less favourably directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.

**Gender Equality:** Barry Town Council will not treat a person less favourably directly or indirectly due to gender or marital status.

**Equality of Employment:** Barry Town Council will through its policies and training seek to create:
- A prejudice free and supportive working environment;
- A workforce which reflects the diversity of the local population ensuring that people from all sections of Barry’s local community have equality of opportunity to obtain employment in all areas and levels of the Council. This will include working with disadvantaged sections of the community to support and encourage recruitment. (See Employment and Training Guidelines).

**Accessibility:** The Council’s services must be accessible and appropriate for all members of the community who might wish or need to use them. The Council will ensure its employment arrangements are accessible. (See Accessibility Guidelines).

**Sexual Orientation:** Barry Town Council will not discriminate directly or indirectly on the grounds of sexual orientation.

**Gender Reassignment:** Barry Town Council will not discriminate directly or indirectly on the grounds of gender reassignment.

**Religion and Belief:** Barry Town Council will not discriminate directly or indirectly on the grounds of religion or belief. (This is defined as any religion, religious belief or similar philosophical belief. It excludes philosophical or political beliefs unless those beliefs are similar to a religious belief, e.g. the belief has a profound affect on the person’s way of life.)

**Age:** A person’s age will not lead to unfair discrimination.

Date adopted by the Council - June 2011
Date for Review - July 2018
Protocol for Councillors and Staff Procedure

The interaction between Councillors and employees of Barry Town Council is crucial to the successful achievement of their aims and objectives. However all staff and Councillors must be aware of and follow the appropriate procedure.

When asked for information by a Councillor, employees should treat the request in the same way they would if the request had come from a member of the public, i.e. accurately, timely and politely. If they feel that they are not the appropriate person to deal with the request, it should be passed on to a colleague or more senior person in the usual way

- Employees should not Lobby Councillors about individual issues e.g. terms and conditions under their Contracts of Employment or if they have a grievance issue
- Employees should ensure they keep a written record of any specific advice or answer to a specific question given to a Councillor

Employees should advise the Town Clerk or the Deputy Town Clerk if any Councillor:-

- Approaches an employee for information on sensitive, confidential or controversial matters
- Approaches an employee outside normal working hours to discuss Council business
- Attempts to direct or pressurise an employee in relation to their work or in relation to recommendations they should make
- Behaves in an overbearing, threatening or abusive manner

Councillors should adhere to the Code of Conduct in relation to treatment of staff at all times.

Date adopted by the Council – March 2011
Date for Review – July 2018
Environmental Policy

Introduction
Barry Town Council is committed to support the creation of a sustainable community. The Council acknowledges that our activities may have an adverse impact on the environment and that we can take steps to minimise those impacts.

The Council attaches importance to matters relating to the environment and will strive to comply with, and where possible exceed, all environmental regulations, laws and codes of practice, as applicable.

The Council will strive to make a positive contribution to protecting and enhancing the local and global environment.

Aim of Policy
The aims of the Barry Town Council Environment Policy are:

- To promote the importance and value of a quality environment and its contribution to the quality of life for the community of Barry
- To support our community in its enjoyment of our local environment
- To carry out work in an efficient way that minimises or eliminates its adverse impact on our environment.

Energy and Waste Management
Barry Town Council is committed to responsible energy management and will promote energy efficiency throughout its operation. Examples of which are:

- Encouraging staff to ensure that electrical equipment and unnecessary lights are switched off when not in use
- Encouraging staff to close windows and external doors when the heating is on
- Encouraging staff to minimise the use of electric heaters
- Encouraging staff and hirers to use water efficiently on Council premises
- Encourage staff and members to minimise vehicle miles driven on council business.

Recycling and Conservation
Barry Town Council will:

- Encourage the recycling of waste paper and cardboard at all operations and where possible plastics and glass
- Use recycled paper products where feasible
- Minimise the amount of printing and minimise the amount of waste paper
- Observe its duty of care conscientiously with all its waste contracts
- Utilise electronic communications wherever possible
- Minimise pollution and prevent wherever possible
- Use composting facilities at relevant operated amenities including the cemeteries.
The Natural Environment

Barry Town Council will:

- Seek to protect and where possible enhance the quality of the natural environment of Barry and its open spaces
- Support the conservation of trees, hedgerows and ponds within its cemeteries
- Consider the conservation and promotion of local biodiversity in all its activities but particularly with regard to the management of its land
- Seek to manage its green spaces in a manner that promotes and protects biodiversity.

Awareness, Lobbying and Partnerships

Barry Town Council will:

- In all relevant communications promote awareness of, and information on environmental issues within the community
- Where appropriate, act as a voice for the local environmental concerns to those agencies given the statutory powers to tackle problems
- Ensure that all individuals involved in the organisation are aware of their responsibilities in implementing this environmental policy
- Where appropriate work with its partners to minimise the effects of noise and light pollution on the Town.

Sustainable Procurement

The Town Council will:

- Seek to minimise environmental damage caused through the transportation of goods by sourcing materials and services locally so long as the requirements for value for money and quality are met
- Ensure that all catering, including tea and coffee in offices, is sourced from local, organic, Fairtrade or other recognised certification schemes
- Any timber or similar products used by the Council will be from FSC certified sources
- Commit to developing a plan to reduce and eventually stop altogether the use of pesticides/herbicides on all land management and horticultural activities.

Sustainable Travel

Barry Town Council will:

- Encourage members and officers to car-share where possible when a car journey must be made on council business
- Promote, and support the use of cycling, public footpaths and public transport
- Ensure all Council vehicles are serviced and maintained to a high standard.

Review

The policy and its application will be subject to annual review to ensure that it continues to reflect the aims and objectives of the Council and promotes continuous environmental improvement throughout the Council’s operations.

Adopted at Full Council on: 8 September 2016
Policy Review Date: 7 September 2018
Freedom of the Town Protocol

Policy Statement
The granting of the Freedom of the Town is a symbolic presentation, which represents the highest honour a Town can bestow on an individual. The Freedom of the Town is a significant honour, demonstrating trust, loyalty and a sense of community between a Town and an individual.

Purpose
The purpose of this policy is to provide Councillors with guidance for the awarding of Freedom of the Town to individuals and groups.

Definitions
“Freedom” was originally an honour which could be bestowed by a Town or Community Council upon a valued member of the community, a visiting celebrity or dignitary or a military group. Although the honour once carried entitlements on how the individual or group could enter the Town, today it is a symbolic presentation. The original Act was a short one, consisting of only three sections, Section 1 provided that:-
“...the Council of every borough may from time to time, by the authority of not less than two thirds of their number present and voting at a meeting of the Council specially called for the purpose with notice of the object, admit to be honorary freeman of the borough persons of distinction and any persons who have rendered eminent services to the borough.”

Honorary freedom can now be made by Community and Town Councils under the legislation as amended by the Local Democracy, Economic Development and Construction Act 2009 (LDED&C Act 2009)
The (LDED&C Act 2009) states:-
“(5) Subject as follows, a relevant authority may admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority -
(a) Persons of distinction
(b) Persons who have, in the opinion of the authority, rendered eminent services to that place or area

Procedure and Guidance Notes
- The Council may consider applications for “Freedom of the Town” to be bestowed on individuals or groups as described above;
- The Council may on its own initiative consider bestowing “Freedom of the Town” on individuals or groups as described above;
- Councillors are to be advised of the proposal to bestow honorary freeman/woman onto said person(s) to ensure that 2/3 are in agreement prior to arrangements for the special council meeting and reception being made.
- Nominations are to be agreed by Group Leaders and the Town Clerk, prior to any resolution being put before Council;
Once agreed arrangements will be made for a Special Meeting of Full Council to be held, in order to award the Honorary Freedom, followed by a reception to be held in a local venue;

The recipient will be informed of the Council’s wish to bestow the honour of Freeman/woman onto them and they will be invited to attend the special meeting of Full Council followed by the reception, they will be advised on how many guests they can invite to the reception (usually 5);

An agenda will be sent to all Members advising them of the date and they will be advised of the venue for the reception and the cost;

A “Freedom” scroll will be ordered from “Communicorp” or a similar organisation, stating the name and purpose for which the honour is being bestowed;

Once the resolution has been passed at the meeting the Honorary Freeman/woman will be bestowed on the individual and the Council’s seal affixed prior to the scroll being presented followed by the planned reception.

Criteria for Qualification

When considering a nomination for the awarding of the Freedom of the Town the following should be considered:

- The candidate has made an outstanding contribution to the local community.
- The candidate has made achievements in their chosen sport resulting in World or Olympic titles or represented their nation at the highest level.
- The candidate has been a Town Councillor for 25 years
- The candidate has achieved significant artistic/cultural/theatrical/scientific status on a world stage (e.g. Nobel Prize, Oscar etc.)

At the Meeting

- Honorary Freedom can only be awarded if two thirds of Councillors are present and voting at the Special Meeting (Local Democracy, Economic Development & Construction Act 2009 S29 SS8(b);
- The Mayor will open the Special Meeting of Council as is the usual practice and invite Councillors to consider the proposition being placed before them in respect of the awarding of the Freedom of the Town to an individual or group (the wording for this will be included on the agenda);
- The Leader of Council will propose that Council formally accept the proposition with a further Councillor seconding the proposal;
- The Leader of Council and the Leader of the opposition may wish to say a few words about the recipient at this point;
- Following the proposal and seconding of said proposal the Mayor will request a vote by a show of hands;
- Once the proposal has been voted upon and a resolution made that the Freedom of the Town be bestowed upon the individual or group in question the Scroll of Admission will be signed by the Town Mayor and the Town Clerk and officially presented to the recipient;
- Pictures will be taken in the Parlour following the presentation;
• An offer will be made to the recipient of the award for the Council to hold onto the scroll for the purpose of having it professionally framed on behalf of the recipient (if they so wish).

After the Meeting
• The Council’s social media sites will be updated (Twitter/website);
• A press release will be sent to local press (including a photograph)

Date adopted by the Council – 6 February 2017
Date for Review – 6 February 2019
Anti-Harassment and Bullying Policy

Introduction
Our aim is to provide a working environment that respects the rights of each employee and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable. Barry Town Council does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy is the duty of all of our managers and supervisors, all employees have a responsibility to ensure that harassment does not occur in Barry Town Council.

Principles and procedures
The following procedure has been designed to inform employees about the type of behaviour that is unacceptable and provides employees who are the victims of harassment and bullying with a means of redress. Barry Town Council will not tolerate harassment or bullying of:

- job applicants
- employees
- contractors
- agency workers
- the self-employed
- ex-employees.

This policy also applies to work related functions which are held outside of normal working hours, either on or off Barry Town Council premises, such as Christmas parties, leaving celebrations, working lunches, etc.

Harassment
Harassment is unwanted conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose of effect of violating an individual’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Harassment will also occur where a colleague is treated less favourably because he or she has rejected or refused to submit to sex-based harassment, sexual harassment or gender reassignment harassment.

Where it cannot be established that there was an intention to offend, conduct will only be regarded as violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment if, taking all the circumstances into account it would be reasonable to come to that conclusion.
People can be subjected to harassment on a wide variety of grounds. Some examples are:

- sex-based (purely because of gender) or sexual (sexual in nature)
- sexual orientation
- trans-sexualism (gender reassignment)
- being married or a civil partner
- race, nationality, ethnic origin, national origin or skin colour
- disability itself or a reason relating to it
- age
- employment status, eg part-time, fixed-term
- membership or non-membership of a trade union
- carrying out health and safety duties
- religion or religious beliefs or lack of either
- deeply held personal beliefs or lack of them
- political beliefs
- criminal record
- health, eg aids/HIV sufferers
- physical characteristics
- social class
- willingness to challenge harassment – being ridiculed or victimised for raising a complaint.

Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment, however, if it is sufficiently serious. Harassment on any grounds, including the above, will not be tolerated.

Harassment at work is unlawful under the Equality Act 2010.

Barry Town Council together with any managers or supervisors who fail to take steps to prevent harassment or investigate complaints may be held liable for their unlawful actions and be required to pay damages to the victim, as will the employee who has committed the act of harassment. There is no limit to the compensation that can be awarded in employment tribunals for acts of harassment.

Barry Town Council will also be liable for harassment that comes from a third party (eg a customer or supplier) if that harassment occurs on at least two occasions, the organisation is aware that it has happened and does nothing to stop it happening.

Harassment on any grounds is also a criminal offence, primarily under the Protection From Harassment Act 1997. This means that colleagues who suffer harassment may contact the police, in the case of harassment from fellow employees or harassment by third parties. Those found guilty face fines or periods of imprisonment of up to two years.
Additionally, an employee harassed by a colleague may sue that colleague personally for the damage and distress caused. Barry Town Council may be held vicariously liable under the Protection from Harassment Act for any harassment perpetrated by an employee whenever the behaviour in question is closely connected to the employment relationship.

**Examples of harassment**

Employees must recognise that what is acceptable to one employee may not be acceptable to another. Examples of harassment include:

- **Verbal** – crude language, open hostility, offensive jokes, suggestive remarks, innuendoes, rude or vulgar comments, malicious gossip and offensive songs.
- **Non-verbal** – wolf-whistles, obscene gestures, sexually suggestive posters/calendars, pornographic material (both paper-based and generated on a computer, including offensive screen-savers), graffiti, offensive letters, offensive emails, text messages on mobile phones and offensive objects.
- **Physical** – unnecessary touching, patting, pinching or brushing against another employee’s body, intimidating behaviour, assault and physical coercion.
- **Coercion** – pressure for sexual favours (e.g. to get a job or be promoted) and pressure to participate in political, religious or trade union groups, etc.
- **Isolation or non-cooperation** and exclusion from social activities.
- **Intrusion** – following, pestering, spying, etc.

**Bullying**

Bullying is a gradual wearing down process comprising a sustained form of psychological abuse that makes victims feel demeaned and inadequate. Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of intimidating, belittling and humiliating the recipient, leading to loss of self-esteem for the victim and ultimately self-questioning his or her worth in the workplace and society as a whole.

**Examples of bullying**

Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions, like deliberately ignoring someone at work. These can be split into two categories:

The obvious:

- shouting or swearing at people in public and private
- persistent criticism
- ignoring or deliberately excluding people
- persecution through threats and instilling fear
- spreading malicious rumours
- constantly undervaluing effort
- dispensing disciplinary action that is totally unjustified
- spontaneous rages, often over trivial matters.
The less obvious:
- withholding information or supplying incorrect information
- deliberately sabotaging or impeding work performance
- constantly changing targets
- setting individuals up to fail by imposing impossible deadlines
- levelling unfair criticism about performance the night before an employee goes on holiday
- removing areas of responsibility and imposing menial tasks
- blocking applications for holiday, promotion or training.

The actions listed must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying.

**The impact of harassment and bullying**

Harassment and bullying can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation.

The damage, tension and conflict that harassment and bullying creates should not be underestimated. The result is not just poor morale, but higher labour turnover, reduced productivity, divided teams, poor service and poor product quality.

Public image can be badly damaged when incidents of harassment and bullying occur, particularly when they attract media attention. This can result in a loss of customers.

**Enforcement**

Any harassment or bullying will be classed as gross misconduct, for which employees may be summarily dismissed.

All employees will be informed of Barry Town Council policy towards harassment and bullying at induction training and through communication and awareness programmes. It will be stressed that all complaints of harassment will be treated seriously.

Barry Town Council expects all managers and supervisors to ensure that this policy and procedure is adhered to at all times and expects all employees to respect the dignity of their colleagues. The policy will be regularly monitored by the Personnel Committee to ensure that it is achieving its aims and that managers and employees are confident about its application.
Training, communication and awareness
Barry Town Council recognises that a written policy is not sufficient to eliminate harassment and bullying. Prominent and regular communication, training and awareness sessions are important to ensure that all employees:

- Understand our commitment to prevent harassment and bullying.
- Understand their responsibilities and role in the process.
- Know how to seek advice and guidance.
- Know how to make complaints and are confident they will be handled effectively.

Barry Town Council is committed to communicating the policy effectively through:

- training and awareness programmes for all staff at all levels
- briefings for employee and trade union representatives
- posters / notices on staff notice boards
- a section in the staff handbook
- line manager support to guide employees through the policy and procedures
- inclusion in Team meetings
- induction.

Date adopted by the Council – 20 February 2017
Date for Review – 20 February 2019

Anti-Harassment and Bullying Procedures
Advice
Barry Town Council recognises the sensitive nature of harassment and bullying. Employees who believe they are being harassed or bullied may wish to discuss their situation before deciding what action to take. Barry Town Council operates an open door policy to discuss workplace problems and employees can discuss the matter with their manager on an informal basis.

Barry Town Council recognises that this may not always be appropriate in the circumstances, however. If this is the case, employees can discuss the situation with the next higher level of management or with the Town Clerk.

Advisers / line managers will:

- ensure the conversation remains confidential as far as possible
- listen sympathetically
- help individuals consider objectively what has happened
- discuss what outcome the individual would wish to see
- draw attention to available procedures and options
- inform the individual of the legal liabilities involved
- help weigh up the alternatives, but without pressure to adopt any particular course
- assist the individual in dealing with the situation, if they ask for help.
Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, Barry Town Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

Solutions
It is for the individual to decide which route to take in solving any problem that has occurred. There are two types of solution available – informal and formal.

Informal
Employees can choose to solve the matter themselves by approaching the harasser or bully, telling him or her that their behaviour is unwelcome and that it must stop. Otherwise a formal complaint will be made using the procedure outlined below.

If victims would find it difficult or embarrassing to raise the issue directly with the person creating the problem, support can be sought from a work colleague or a union representative who can support the victim when speaking to the harasser or bully.

A third option, is that the victim can put his or her views in writing to the harasser or bully, telling him or her that their behaviour is unacceptable and that it must stop.

Formal
Where informal solutions fail, or serious harassment or bullying occurs, employees can bring a formal complaint in the form of a grievance, with the procedure adapted to take account of the sensitivities of such situations. Each step and action under the formal complaints procedure will be taken without unreasonable delay.

Complaints will be investigated swiftly and confidentially while ensuring that the rights of both the alleged victim and the alleged harasser or bully are protected. Employees and witnesses can be assured that they will not be ridiculed or victimised for making, or assisting a colleague in making, a complaint, even if it is not upheld, as long as it is made in good faith. Everyone involved in the investigation, including witnesses, will be required to maintain confidentiality – a failure to do so will be a disciplinary matter. The procedure is as follows:
Step 1: Lodging a statement of grievance and conducting an investigation:
- the complaint should be put in writing, outlining the alleged incidents, when they occurred, the harm caused, the names of any witnesses and the name of the alleged harasser or bully
- if the victim would find it distressing to set out their complaint in writing then he or she should contact the Town Clerk who will provide assistance
- the written complaint should initially be lodged with the employee’s manager. If this would not be appropriate in the circumstances, it should be lodged with the relevant member of the Personnel Committee
- an independent investigator will be appointed who has had no previous involvement with the situation and who will conduct investigatory interviews with the complainant, the individual against whom the complaint has been lodged and any relevant witnesses. the right to accompaniment will be provided to all those interviewed
- the investigator will submit a full report to the Town Clerk, or if not appropriate, the Chair of the Personnel Committee

Step 2: Grievance meeting:
- the employee will be invited to a meeting with the Town Clerk, or if not appropriate, the Chair of the Personnel Committee to discuss the grievance and the result of the independent investigator's report
- the employee will be provided with the right to accompaniment.
- the timing and location of the meeting must be reasonable
- the meeting will not take place until the the Town Clerk, or if not appropriate, the Chair of the Personnel Committee has had a reasonable opportunity to consider the information contained in the employee's grievance letter and the independent investigator's report
- the employee must take all reasonable steps to attend the meeting
- the meeting must be conducted in a manner that enables the employee to explain his or her case and the Town Clerk, or if not appropriate, the Chair of the Personnel Committee to set out the results of the investigation
- after the meeting the employee will be informed of the decision as to the grievance and notify the employee of the right to appeal against that decision if the employee is not satisfied with it.

Step 3: Hearing the appeal:
- if the employee wishes to appeal, s/he must inform the Leader of the Council
- the employee will be invited to attend a further meeting
- the employee will be provided with the right to accompaniment
- the timing and location of the meeting will be reasonable
- the employee must take all reasonable steps to attend the meeting
- the meeting will be conducted in a manner that enables both sides to explain their cases
- after the appeal meeting the Leader of the Council will inform the employee of the final decision, within five working days.
Full records will be kept of the grievance proceedings and copies of meeting records given to the complainant.

If, at the end of Step 1, the complaint is upheld the matter will be passed to the appropriate line manager to conduct a disciplinary hearing with the person who perpetrated the harassment or bullying.

**Continuing to work together**

Whether a complaint is upheld or not, Barry Town Council recognises that it may be difficult for the employees concerned to continue to work in close proximity to one another during the investigation or following the outcome of the proceedings. If this is the case Barry Town Council will consider a voluntary request from either party to transfer to another job or work location. A transfer cannot always be guaranteed, however.

**Monitoring**

Where harassment or bullying has been found to have occurred and the perpetrator remains in employment, regular checks will be made to ensure that harassment has stopped and that there has been no victimisation or retaliation against the victim. Barry Town Council will also ensure that the employee who committed the act of harassment or bullying is not victimised in any way.

**Malicious complaints**

Where a complaint is blatantly untrue and has been brought out of spite, or for some other unacceptable motive, the complainant will be subject to Barry Town Council’s disciplinary procedure, as will any witnesses who have deliberately misled Barry Town Council during its investigations.

**Complaints to an employment tribunal**

While Barry Town Council trusts that employees will use the internal procedure to resolve any concerns they have about harassment, claims can be lodged with an employment tribunal where harassment is on the grounds of:

- sex
- gender reassignment
- race
- disability
- sexual orientation
- religion
- belief
- age.

*Date adopted by the Council – 20 February 2017*

*Date for Review – 20 February 2019*
WORKFORCE PLANNING

Agile Working Policy

Introduction
This policy sets out the key elements of managing and supporting agile working within Barry Town Council.
Agile working is defined as working flexibly from different locations, whether it be a Barry Town Council office, a community building or occasional homeworking. This way of working can contribute extensively to more cost effective and efficient service provision. However, agile working is not a flexi-time system.
The aim of this policy is to ensure fair and consistent processes are followed and employees know what is expected of them when working in such a manner.

Designated Base
All employees will have a designated base as specified in their contracts of employment and which would be used for travel claim purposes.

Agile Working
In addition, Barry Town Council recognises that there may be occasions when employees need to work in an agile manner to effectively achieve the objectives of their role. This would need to be agreed by the employee’s line manager.
For example, an employee that is normally based in the office, but attends an external meeting could continue to work from a community based location (via laptop) at the end of a meeting, or could return home to complete their working day rather than returning to the office. There are a number of instances when this might be appropriate, for example:

- To reduce working time spent travelling back to designated base following a meeting, event or training course
- To undertake a specific piece of work in an environment free from distraction (drafting a report / typing up lengthy minutes)
- To support agreed time allocated for training (such as writing an assignment / exam revision as per Training policy)

Each instance of agile working must be agreed in advance by the line manager who may consult the Town Clerk if appropriate.
There will be occasions where the option to work in an agile manner may not be available because of a specific job role or because the needs of the business dictate otherwise.
Performance Management

Prior to the commencement of working in an agile manner, line managers need to agree measurable outcomes with employees. An employee will need to know what is expected of them and how they will be assessed. Managers will need to give particular attention to—

- Planning and scheduling of work and putting business needs at the heart of decision making;
- Ensuring the rest of the team and colleagues know how to contact individuals;
- Setting clear objectives;
- Conducting regular supervision sessions;
- Periodically review the agile working arrangements for employees within their area of responsibility.

Employee Responsibilities

- To comply with all conditions contained within this document, for example regarding confidentiality, data protection, health and safety, working hours etc.
- To have joint responsibility with their line manager in agreeing their level of agility and how they carry out their role in a more agile way.
- To report to Barry Town Council any loss, theft or damage to any equipment or confidential information whilst working on an agile basis.

Homeworking

It may also be deemed appropriate for employees to work from home occasionally. Every occasion of home working needs to be authorised by the relevant line manager and outcomes agreed.

Employees must note that the ability to work from home is not a substitute for childcare or similar care responsibilities.

There will be occasions where the option to work from home may not be available because of a specific job role or because the needs of the business dictate otherwise.

Health and Safety

All employees who use computer equipment will be required to undertake a Display Screen Equipment. If an employee is Home Working on a regular basis, a DSE self-assessment must be completed (see HSE template).

It must be noted that if an employee does not have the facilities or is not able to work safely from a specific remote location, the employee will not be allowed to do. Line managers and employees need to agree on a number of Health and Safety practicalities and assess the potential risks, including but not exclusive to:

- Lone Working
- Personal Safety
- Moving and Handling
Data Protection, Security and Confidentiality of Materials

Confidentiality Issues
Not all information used contains personally identifiable details but some information will still be confidential to Barry Town Council. Employees must ensure they hold only the minimum level of confidential information remotely.
The risks associated with a particular employee working occasionally from home will depend on the nature of the work, the type of records used and the access required and the employee's home circumstances.
The employee will have to take responsibility for the confidentiality of any records held remotely (either in paper or electronic form) and for their transportation to and from base. Any spare documents, for instance amended documents, must be disposed of according to Barry Town Council policies. The employee must satisfy their line manager that the precautions taken are adequate to protect Barry Town Council's responsibilities with regard to the Data Protection Act.
Line managers will need to satisfy themselves that the risk associated with agile working have been adequately dealt with.

Security issues
Personal confidential information held on electronic devices such as computers, mobile phones, encrypted memory sticks (SafeSticks) must be held securely.
If any Barry Town Council equipment is kept in a vehicle, it must be locked away out of sight.
Employees should be aware that they could be personally be liable for breaches under the Data protection Act if appropriate security measures are not taken to safeguard personal data and as such they are required to comply with Barry Town Council's IT and Social Media policies.
Line managers must ensure their employees:

- Know their responsibilities under the Data Protection Act and IT Policy
- Never leave a computer with personal confidential information on screen.
- Never leave your computer 'logged on' when unattended.
- Ensure that rooms containing computers and other equipment, are secure when unattended, with windows closed and locked and blinds or curtains closed.
- For employees who may work from home occasionally, home security must be at the same level as at work.
- Do not hold person identifiable information on electronic devices.

Conclusion
This policy will be reviewed on a regular basis by the Personnel Committee in consultation with the Town Clerk and line managers.
Capability Policy

Barry Town Council recognises the role of its employees in providing a high quality service to the community. The Council will therefore recruit employees of the highest quality and then assist them in achieving their full potential with training and development, measured job profiles, regular meaningful appraisals and personal development plans.

It is recognised that there will be occasions when, for a variety of reasons, an employee does not meet the required standard and the Council will therefore follow the ACAS code of conduct and all relevant employment legislation with the employee.

Date adopted by the Council – June 2011
Date for Review – April 2018

Capability Procedure

All employees will have an up to date, agreed, job profile covering their responsibilities and detailing the standard at which they are expected to perform.

All employees will have a formal performance appraisal interview with their line manager at least every 12 months and interim informal meetings will take place as appropriate as part of the Council’s Performance Management Process

Monitoring performance

All line managers have the responsibility to ensure that the performance of their staff is up to the agreed standard and action should take place immediately the standard is not being achieved.

Initial action

The line manager should arrange an informal discussion with the employee to discover why their performance is not up to standard.

The reasons may be:-

- Lack of skill or knowledge
- Training or refresher training required
- Excessive work load
- Inadequate resources
- Personal issues

The manager should identify and prioritise the reasons and take the appropriate action e.g. arrange suitable training, look at the resources available etc.
The line manager should put in place a timescale for improvements and continue to monitor performance. A record of the meeting should be made together with the agreed timescales and future monitoring feedback sessions. This record should be signed by both parties and placed in the employee’s personnel file.

If at the end of the agreed timescale the employee’s performance has returned to the agreed standard no further action apart from the regular performance reviews will be needed. The records should be removed from file and archived.

**Subsequent action**

If the employee fails to reach the agreed standard of performance despite the above assistance the matter becomes a formal issue and the Council’s Disciplinary Procedure must be invoked.

**Date adopted by the Council – June 2011**

**Date for Review – April 2018**
Disciplinary Policy
Barry Town Council offers a high standard of service to the local community. To enable it to operate effectively and efficiently all employees are expected to perform to a high standard, both in the performance of their duties and in their general conduct. During the course of their employment all appropriate support and advice will be provided to help all employees achieve both their own and the Council’s expectations.

No disciplinary sanction will be taken against an employee until the case has been thoroughly investigated. When an investigation into an allegation of misconduct is commenced there should be no assumption by any party that a disciplinary sanction will necessarily follow.

No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty may be dismissal, with, or without, payment in lieu of notice.

Barry Town Council recognises the statutory Code of Practice issued by ACAS and will follow the guidelines provided.

Date adopted by the Council – June 2011
Date for Review – June 2018

Disciplinary Procedures

Disciplinary Offences are summarised in Appendix 1
Wherever possible informal or formal counselling will be undertaken to resolve matters and correct the situation. Where improvement is required the employee will be given clear guidelines as to:-

- What is expected in terms of improving their shortcomings in conduct or performance
- The help and guidance the employee will receive
- The timescales for improvement
- When a review will take place
- The next steps that may be necessary if the required improvements do not take place

A record of the counselling discussion should be given to the employee and a copy placed in their personnel file.

The employee should be regularly monitored over the agreed timescale and improvements recognised and recorded.
Once the counselling objectives have been achieved any records relating to the process should be removed from the employees file and archived.

Where the counselling fails to achieve the required improvements within the agreed timescale or where the matter is more serious and counselling is not appropriate the following procedure will be followed.

**Investigation procedures**

- Where an allegation is made, the Town Clerk will appoint an Investigating Officer to carry out a full and thorough investigation. The Investigating Officer will make recommendations to the Adjudicating officer on whether there is a case to answer.
- Statements should be taken from witnesses if appropriate
- All the relevant facts should be gathered promptly and any physical evidence should be preserved and/or recorded
- Following the investigation, the employee should be given a copy of the investigatory report and all supporting documentation detailing the allegations made. They should be advised of the intention to convene a disciplinary hearing and of their right to be accompanied by a Trade Union Representative or Colleague.
- **If disciplinary action is being contemplated against a trade union representative a summary of the circumstances must be communicated to a senior trade union official or full-time officer of the Trade Union involved**

**Disciplinary hearing**

- The employee should be given sufficient notice in writing of the hearing to allow them to prepare their case, this should be at least 5 working days and an extension may be permitted if the Investigation report is very detailed
- The employee must be advised in writing that they may be accompanied at the hearing by their Trade Union Representative or a work colleague
- At the hearing the Investigating Officer will present their findings and call any witnesses who may be questioned by the Investigating Officer and the employee or their representative
- The employee will present their case, calling witnesses if required who may be questioned by the employee, their representative or the Investigating Officer
- When all the evidence has been heard the employee should be told that they will be advised of the outcome within 5 working days and the hearing ended
- The Investigating Officer will decide on the course of action to be taken and report their findings to the Town Clerk
- The employee should be advised in writing of the decision within 5 working days and of their right of appeal which must be made in writing to the Town Clerk within 10 working days of receipt of the decision
- If an employee fails to attend a hearing they must advise the Investigating Officer as soon as possible of their reason. The Investigating Manager will arrange a further meeting and advise the employee by recorded delivery
- If the employee fails to attend the re-arranged hearing without explanation the hearing will proceed and the employee’s representative may be present

### Disciplinary sanctions

<table>
<thead>
<tr>
<th>Stage</th>
<th>Action</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance or behaviour not up to acceptable standard</td>
<td>Verbal warning (recorded)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To remain on file for 6 months</td>
</tr>
<tr>
<td>2</td>
<td>Performance or behaviour still not up to standard or of a more serious nature</td>
<td>Written warning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To remain on file for 12 months</td>
</tr>
<tr>
<td>3</td>
<td>Performance or behaviour still not up to standard</td>
<td>Final written warning advising employee that if substantial improvements are not made further action, including dismissal may result</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To remain on file for 18 months</td>
</tr>
<tr>
<td>4</td>
<td>Performance or behaviour still not up to standard or an act of Gross Misconduct committed</td>
<td>Dismissal with or without pay in lieu of notice or Dowgrading of disciplinary action in the case of action short of dismissal</td>
</tr>
</tbody>
</table>

### Appeals

If an employee wishes to appeal against a disciplinary hearing decision they or their representative must inform the Town Clerk within 10 working days of receipt of the notification of the disciplinary action. The appeal must be in writing and include full details of the reasons supporting the appeal.

The Town Clerk will arrange an appeal meeting at the appropriate level within 15 working days
(See appendix 2)

- A full report of the disciplinary hearing, subsequent action and any other relevant documents must be forwarded to the person/panel hearing the appeal
- The employee or their representative should provide a report setting out the grounds for the appeal and details of any new evidence in support
- Copies of both reports will be forwarded to each party
- Witnesses may be called by either party with the prior agreement of the person/panel hearing the appeal
- The employee or their representative will put forward their case and introduce witnesses
- The employee or their representative may be questioned and re-examined by the Investigating Officer and the person/panel hearing the appeal
• The Investigating Officer will put forward their case and introduce witnesses
• The Investigating Officer and witnesses may be questioned and re-examined by the employee or their representative
• The employee or their representative and the Investigating Officer will sum up but will not introduce new evidence
• Both parties will withdraw, but remain available to return if the person/panel hearing the appeal wish to clarify a point
• The decision will be communicated to the employee in full within 5 working days of the appeal

The decision of the appeal is final

APPENDIX 8 – Disciplinary offences guidelines

Examples of Minor Misconduct
This is a list of examples of misconduct which may warrant either a Verbal Warning or a First Written Warning. It must be stressed that this list is not exhaustive and that on all occasions a full and proper investigation will take place prior to the issue of a warning

• Persistent lateness or poor timekeeping
• Absence from work, including going absent during work, without a valid reason or authorisation
• Smoking in unauthorised areas
• Failure to work to an agreed standard
• Unreasonable standards of dress or personal hygiene

Examples of Gross Misconduct
This is a list of examples of misconduct which may warrant a Final Warning, Demotion or Dismissal. It must be stressed that this list is not exhaustive and that on all occasions a full and proper investigation will take place prior to the issue of a Final Warning, Demotion or Dismissal

• Dishonesty, fraud, theft embezzlement, or any action calculated to assist others in such activities
• Breach of confidentiality or security prejudicial to the interests of Barry Town Council
• Email or Internet abuse
• Unauthorised possession of, or malicious damage to Property of or in the care of Barry Town Council
• Incapable of carrying out duties due to the influence of illegal drugs or alcohol
• Bullying or harassment
• Criminal offences committed within working hours or on Council premises
• Failure to adhere to Council rules, policies or procedures
• Fighting, assault or attempted assault or breach of the peace
APPENDIX 2 – Levels of responsibility for disciplinary dismissals

<table>
<thead>
<tr>
<th>MANAGEMENT LEVEL</th>
<th>ACTION</th>
<th>APPEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader of the Council</td>
<td>Dismissal of Town Clerk</td>
<td>Unified Appeals Committee</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>All dismissals</td>
<td>Unified Appeals Committee</td>
</tr>
</tbody>
</table>

LEVELS OF RESPONSIBILITY FOR DISCIPLINARY WARNINGS

<table>
<thead>
<tr>
<th>MANAGEMENT LEVEL</th>
<th>ACTION</th>
<th>APPEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader of the Council</td>
<td>Warnings to Town Clerk</td>
<td>Unified Appeals Committee</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Warning to Deputy Town Clerk, Responsible Finance Officer</td>
<td>Unified Appeals Committee</td>
</tr>
<tr>
<td>Deputy Town Clerk</td>
<td>Warnings to Middle Management and all other staff</td>
<td>Town Clerk</td>
</tr>
</tbody>
</table>

Date adopted by the Council - January 2014
Date for Review - June 2018
Honorarium Payments Policy

Principles

- Honorarium payments exist to allow employees to be financially recompensed for significant additional work performed over and above their usual responsibilities.
- This can include instances where an employee has absorbed extra duties but where an acting-up allowance is not appropriate. However extra duties for a period of less than one month would not be appropriate i.e. if someone is on short term sick or annual leave.
- Honorarium payments must be single, one-off payments paid via payroll retrospectively. They should therefore be short term in nature.
- Employees cannot receive both an honorarium and an acting up allowance.
- Honoraria are not payments for exceptional performance of the usual responsibilities of a post and cannot be paid on those grounds.

Benefits / Risks

Working with these procedures should:

- Ensure a fair and consistently applied process across the organisation that appropriately recognises and rewards individuals for exceptional performance.
- Non-compliance with these procedures may result in an inconsistent, and inappropriate, approach to honorarium payments.

Policy

Honorarium payments:

- Must meet both the conditions and limits set out below.
- Will be paid as a one-off lump sum retrospectively through payroll and subject to usual deductions.

Must not be paid:

- For work over and above the employee’s contracted hours. These should be dealt with as time off in lieu or paid in accordance with the prevailing conditions of service for such payments.
- Where an employee is asked to undertake the full duties and responsibilities of a higher graded post this should be addressed by an acting up arrangement, e.g. payment of the appropriate rate for the job for the relevant period in accordance with Barry Town Council’s Standard Term and Conditions of Employment.
Conditions

- Where the ongoing responsibilities of a job change on a permanent or semi-permanent basis the job description should be re-written and approval of the Chief Executive must be obtained or in the case of the Chief Executive, the approval of the NEC must be sought.
- **Short-term additional duties** – where temporary additional duties (at a level significantly higher than that of the employee) are performed for a short period of time e.g. between one – three months and no acting up allowance is payable (e.g. not all the duties of the higher graded post are undertaken).
- **Major work output** – where an employee has completed an important project or produced major work output to a high standard that is significantly above and beyond the scope of their normal duties.
- **Minimum** – no minimum limit is proposed.
- **Maximum** - £500.
- A maximum of one honoraria may be given to one individual in a year.

Approvals

- Any honoraria payment must be recommended by the Chief Executive and approved by the NEC.
- Paid retrospectively.
- Within approved budget.

Note

1. Honorarium payments should be one-off payments for defined pieces of work and should not be used to fill long-term gaps in recruitment.
2. Any member of staff who is acting 100% into a higher graded job should not be paid via an honorarium but paid the appropriate rate for the job during the relevant period.
3. For clarification ‘acting up’ relates to situations where a member of staff assumes the full duties of a higher graded post in circumstances where the post is either vacant or the substantive postholder is on a long term absence.
4. If the situation arises that an acting up opportunity is available, it is important that all those eligible to act up into the higher graded job are given the opportunity to do this.

Approved Date: 8 September 2016
Review Date: 7 September 2018
Lone Working Policy

Purpose
The purpose of this policy is to set out specific requirements that apply to the health and safety of an employee who is working alone.

Definition
Lone workers are those who work by themselves, or without direct or close supervision. Working alone is not in itself against the law and is often safe to do so. Barry Town Council is aware of the risk to its employees and keen to protect them from potentially dangerous situations.

Sometimes Barry Town Council employees have to work alone. For example, this may mean opening up offices, community centres, preparing for a meeting, packing away equipment, locking up after a meeting, travelling after a meeting.

Barry Town Council does not expect any employee to go into a potentially dangerous situation or otherwise knowingly put themselves at risk.

Duties of the employer
In accordance with the Health and Safety at Work Act 1974, the employer has a duty of care to the employee. When an employee is working alone the employer will:

- Carry out a risk assessment of the work before the employee starts work. If any risks are identified consideration will be given to adjustments that can be made to reduce or eliminate any risks. The employee should take part in carrying out the risk assessment and should be made aware of the contents of the risk assessment and of any specific action that needs to be taken as a result of the assessment.
- Ensure that risk assessments are reviewed regularly, and at least once per year.
- Arrange back-up, or change the work if the risk assessment indicates that it is not safe for an employee to be working alone.
- Ensure that the employee is provided with safe and adequate equipment. The employer will ensure that the employee is fully trained in the use of all relevant equipment.
- Ensure that the employee is provided with any personal protective equipment that is required.
- Ensure that the premises are safe (and ensure that the employee is made aware of any potential hazards, as identified in the risk assessment).
- Ensure that the employee is aware of the procedures and processes to follow in carrying out the work.
- Ensure that the employee is aware of any legal restrictions relating to the work being undertaken (eg laws relating to the control of hazardous materials).
Duties of the employee
In accordance with the Health and Safety at Work Act 1974, the employee has a duty to take care of his or her own health and safety.

When working alone it is essential that the employee:
- Obeys all instructions of the employer that have been given before the work starts.
- Takes note of any risks that have been identified in the risk assessment and carries out any actions that have been agreed with the employer in relation to any hazards.
- Wears any protective personal equipment that has been issued.
- Uses all equipment and tools in accordance with their purpose, and in the way that the employee has been trained to use them.
- Notifies the employer immediately of any issues relating to health and safety that occur.

If lone working, an employee should ensure:
- A responsible person knows your itinerary and what time you are expected to be returning home
- A phone call system is implemented so you can phone or text at planned times to confirm safety
- When working alone in the office, the outside doors are set to exit only so no-one can enter
- At evening meetings or visits, you park your car in a well-lit place
- Do not leave bags / laptops / valuables on show in your car
- If you are in doubt about your safety at any time, do not be afraid to ring the police.

Communication equipment
Whenever possible an employee working alone should have a mobile phone. If this is not possible, due to hazards or poor reception, the employee should make sure that he or she is aware of the nearest landline telephone or other means of communication.
If the employee is not fluent in English, the employer is responsible for ensuring that adequate communication systems are in place.

Supervision
It is essential that the lone employee has a named person as a supervisor. The employee should contact the supervisor regularly to discuss any issues that arise.

Accidents
If the employee is involved in an accident, or a member of the public/customer/supplier/other individual is injured whilst on the employee’s premises, the employee should contact the employer as soon as is practical.
If the injury requires medical attention, this should be sought before informing the employer of the situation.

A first aid kit must be available to the employee.

All accidents, incidents and near misses must be recorded in the accident book.

**Emergencies**
The employer and employee should agree a procedure to be followed in the case of an emergency. This should include consideration of issues such as communication, exit from the building and the containment of any situation so that other people are not affected.

**Responding to Aggression and Violence at Work**
If employees encounter violence then they should try and get away from the source or summon assistance.

The following precautions should be taken:

- Be aware of other people at all times
- Look out for signs of possible violence (e.g. body language, loss of control)
- Try to diffuse the situation and remain calm
- Avoid confrontation
- Do not accept abuse on the telephone – terminate the call

If an employee finds themselves with someone with challenging behaviour (such as somebody experiencing a psychotic episode) and cannot improve the situation and calm the person, they should not under any circumstances put themselves at risk and should ring 999 for assistance.

**Young people**
No young person (defined as someone aged under 18 years) may work alone.

**Date adopted by the Council** – 20 February 2017
**Date for Review** – 20 February 2019
Pay Policy Statement

Barry Town Council recognises the importance of managing pay fairly and consistently in a way that motivates staff to make a positive contribution to the work of the Council.

The main aim of the Town Council is to ensure that staff are rewarded fairly for the work that they do, that the Council is able to attract and retain suitably skilled staff and that the approach to pay and reward is affordable and supports the provision of cost effective public services.

The approach aims to reflect fairness and equality of opportunity, the need to encourage and enable staff to perform to the best of their ability and the desire to operate a transparent pay and grading structure.

The Town Council will normally use nationally negotiated pay schemes informed by job evaluation or benchmarking processes to determine the pay of employees within the scheme’s pay ranges.
Recruitment and Selection Policy

Purpose
This document sets out the organisation’s policy on recruitment and selection. The organisation is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

Related policies and procedures
This policy is to be read in conjunction with the organisation’s Equal Opportunities and Data Protection policies. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and related policies.

Scope
This policy is applicable to the recruitment and selection of all employees engaged to provide services for the organisation, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment.

Policy statement
This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of sex, race, disability or other personal characteristics. Existing employees will be invited to apply for transfer and promotion opportunities wherever possible.

Principles
The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be shortlisted against the job requirements as laid out in the job descriptions and person specifications.
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- Information on ethnic origin, sex, disability and nationality will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
• Selection tests may be used which are specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
• If selection tests are used, these should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
• All recruiting managers and Councillors taking part in recruitment and selection will have been trained in interviewing skills and equal opportunities.
• Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept on records for six months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records should then be disposed of confidentially.
• Interviews will assess candidates against job-related criteria only.
• All information held about a candidate must be used only for the purpose for which the information has been collected.
• All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken.
• Reasonable adjustments should be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.
• The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
• Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

Recruitment and Selection Process
The recruitment process should be followed in accordance with the following steps:

Preparation
Formal authorisation to recruit to a post must be granted by the Town Clerk before advertising a vacancy.

If recruiting to the Town Clerk position, authority must be granted by the Leader of the Council and the Chair of Personnel Committee

A job description should be produced with full details of the position, duties, reporting line, responsibilities of the jobholder and number of direct reports, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification.

If necessary, for example in the case of new post, the Personnel Committee may be required to authorise the Job description and Person Specification and Advert.
Advertising
The Council’s Standing Orders under section 26 state:

“Except where the Council otherwise determines, all vacancies in the Town Council’s establishment which the Council intends to fill shall be publicly advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for that post, except where the Council otherwise determines, in accordance with the Council’s Equal Opportunities Policy”

The decision whether to advertise a post internally only, or internally and externally can be determined by the Council and will depend on a number of factors at the time which include:

- commitment to staff development
- available pool of applicants
- applicable redundancy situation

Internal vacancies will be emailed to all staff and highlighted at Team meetings. For external positions a variety of advertising mediums will be used based on budget allocation.

Job advertisements will be based on the job description and person specification.

Positions may be simultaneously advertised internally and externally.

Applications
Application forms are encouraged to be submitted via email, but hard copies of application forms are also acceptable.

The organisation will pay reasonable travel expenses for candidates travelling to interview. Travel arrangements for candidates based overseas should be discussed with the Town Clerk. When reviewing applicants based overseas, the first stage in the process will be a telephone interview. If the telephone interview is successful, a face-to-face interview must then be arranged.

Prior to the interview candidates will be provided with information about the organisation, role and responsibilities.

Selection and Interview
A shortlisting form will be used to assess applicants objectively against the criteria set out in the person specification

The interview panel should consist of two or three interviewers, including the recruiting manager and ideally the Town Clerk or delegated member of the Senior Management Team.
If the Town Clerk position is being interviewed for, then the Leader of the Council, the Chair of the Personnel Committee and the Leader of the Opposition shall make up the interview panel.

All posts at Grade 10 and above will be interviewed by Councillors which includes the Town Clerk, Deputy Town Clerk and Responsible Finance Officer. The Town Clerk has delegated responsibility to interview for posts below this Grade.

An interview question sheet will be designed by the recruiting manager based on the job description and person specification/competency profile, and the outcome recorded on a grid.

All interview documentation must be returned to the Town Clerk for secure storage. Only those that require access for specific and authorised purposes will be able to access this information.

Once an offer of acceptance has been made verbally, the Recruiting Manager will telephone unsuccessful candidates notifying them of the outcome. If candidates request feedback, this should be dealt with courteously and sensitively and based on the scoring form used for interview questions.

**Making the Appointment**

The Town Clerk must approve all offers made to successful candidates. Upon selection of a suitable candidate the recruiting manager will contact the successful candidate and make an offer by telephone initially.

An offer of Employment letter will be sent out once the position has been accepted, subject to references.

A contract of employment containing the written statement of main terms and conditions of employment will be provided for signature within 8 weeks of commencement in post.

**References**

All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK where applicable.

If applicable a DBS check will be conducted at the Reference stage.

The Town Clerk (or delegated Senior Manager) will apply for and verify all references, which will be requested once applicants have indicated acceptance (subject to the conditions highlighted above).

References will ideally come from current and/or previous employers, if applicable. If the references or medical clearance (if applicable) are not satisfactory, the offer may be revoked.
**Induction**
Induction of new employees will start as soon as a candidate accepts a position.

All new starters will receive a timetable for their successful induction into the organisation.

**Probation**
Probation periods will be set out in Contracts of Employment in line with the NJC National Agreement on Pay and Conditions of Service. The standard Probation period is 6 months.

**Appeals procedure**
Employees who have concerns about any aspect of this policy or its operation should use the organisation’s Grievance Policy and Procedure.

**Date adopted by the Council – 20 February 2017**
**Date for Review – 20 February 2019**
Redundancy Policy

Introduction
From time to time Barry Town Council may require fewer employees to work because of economic, technological or business-related reasons. Regrettably, this could result in some employee redundancies as the organisational design changes in line with business needs and to aid future growth and sustainability.

The constantly changing business environment means that redundancy is occasionally inevitable, but the organisation will do its utmost to find other solutions first and wherever possible, employees will be redeployed. There will be support made available where redeployment is not possible.

The purpose of this policy is to lay out how Barry Town Council will manage impending employee redundancies and, if necessary, any decision to implement proposed redundancies. It is Barry Town Council’s intention to avoid redundancies wherever possible, and if they should be unavoidable to mitigate their effect. Furthermore, this policy reflects Barry Town Council’s commitment to full employee consultation and to provide appropriate support to staff should redundancies take place.

This applies to all categories of staff and this policy is in line with all relevant employment legislation and requirements including:

- Equality Act 2010;
- Employment Rights Act 1996;
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and

This policy also applies to any situation where fewer employees are required due to a reorganisation of work.

This policy is non-contractual (see Employee Handbook, section [insert section]).

Alternatives to redundancy
Before making any compulsory redundancies Barry Town Council will first take all reasonable steps to identify feasible alternatives to meet the needs of the business. These will include:

- restriction of external recruitment
- reduction in overtime
- introduction of possible short-time working or temporary lay-offs
- introduction of flexible working hours/days
- “ring-fenced” internal recruitment and redeployment to alternative work
• consideration of terminating or restricting the engagement of temporary/agency staff
• voluntary reduction in remuneration; and
• voluntary redundancy and “bumping” (see Voluntary redundancy below).

Voluntary redundancy
In the event of proposed redundancies Barry Town Council will invite all affected staff to apply for voluntary redundancy. Employees who are not directly affected by the redundancy proposal may also apply. The application period will be limited to a specific period of time. Barry Town Council may at its absolute discretion accept or reject any voluntary application for redundancy (i.e. the organisation believes the volunteer has skills and experience that need to be retained for the organisation’s future viability) and is under no obligation to discuss its reason(s) with the applicant.

When an application for voluntary redundancy is accepted, the employee will be notified in writing and invited to a meeting with a relevant manager to discuss the next steps and the redundancy payment that is available. Whether any enhanced redundancy payment or other severance entitlements are available will depend on the circumstances of each case.

Redundancy Panel
A Redundancy Panel will oversee the process and this panel will be convened on a needs basis, with its membership drawn from the Personnel Committee. These members will be different to members that will make up any Appeals Committee in order to ensure fairness and transparency throughout the whole process.

Consultation and information
Barry Town Council will carry out meaningful consultation with relevant unions inclusive of Unite, Unison, GMB, ALCC in respect of proposed redundancies. This will take place in accordance with the following timescales:

Collective consultation
• a minimum of 30 days’ consultation where between 20 and 99 proposed redundancies are to take place at one establishment over a 90 day period, or
• a minimum of 45 days’ consultation where 100 or more proposed redundancies are to take place at one establishment.

Individual employees will also be consulted separately, as appropriate.

Barry Town Council is committed to providing full and proper information to trade union/employee representatives during the consultation process. Furthermore, adequate time will be provided for them to consult the employees whom they are representing and to respond to proposals and other information presented to them during the consultation process.
Wherever practicable Barry Town Council will endeavour to incorporate the views of trade union/employee representatives into its management of the proposed redundancies.

Information provided will include the:
- reason(s) for the proposed redundancies
- numbers and categories of employees affected, specifying those whom it is proposed to make redundant
- proposed method of selecting those for redundancy
- proposed method of carrying out the redundancies
- time period over which the redundancy dismissals will take place; and
- proposed method of calculating redundancy payments (where non-statutory payments are to be made)
- the number of agency workers working under the supervision and direction of the employer
- which parts of the organisation the agency workers are engaged in
- the type of work which the agency workers do.

**Individual consultation**
The organisation will enter into individual consultation with all employees provisionally selected for redundancy who are “at risk”. Each employee will be given information about the proposed method of redundancy selection, including any selection criteria to be used. They will be informed subsequently of the basis for their selection and be invited to make representations to their relevant manager about their redundancy selection before any final decision about who is to be given notice of dismissal is taken.

Every employee who will be dismissed for purposes of redundancy will be invited to an individual meeting with their relevant manager. At this meeting they will be told that they are to be dismissed. They will be informed of the appropriate time scales and redundancy payment that is available. Any other severance payments will be explained to them.

**Redundancy selection**
The selection criteria to be used in the case of redundancy will change from time to time to reflect the needs of Barry Town Council. The criteria to be used will be fair and robust in application.

It will also be subject to consultation with trade union/employee representatives. If compulsory redundancies are required, employees will be involved and consulted on the selection criteria and be given opportunities to put forward their own views. Employees will be given the opportunity to discuss the selection criteria drawn up.
Alternative work

Barry Town Council will make every reasonable effort to identify and offer suitable alternative work to those employees whom it proposes to make redundant. In the first instance, these employees will be notified of all existing vacancies when they are notified of their selection for redundancy. They will be given the opportunity to discuss these vacancies with the relevant manager(s). Further meetings may be necessary for the employee and relevant manager(s) to explore the individual’s suitability. Any offer of suitable alternative work which is accepted by the employee will be subject to a statutory trial period of four weeks.

If the new position is subsequently deemed unsuitable by Barry Town Council, the employee’s employment will be terminated at the end of the trial period. S/he will receive a statutory redundancy payment based on the date on which their original job became redundant. In these circumstances, should another suitable alternative job be available, the employee will be offered that job and be subject to a further trial period of four weeks.

Should the organisation consider a vacancy to be suitable as an offer of alternative work, but the employee unreasonably refuses that offer, or, having taken up the offer resigns that position before the end of the trial four week period, the employee will forfeit their right to a statutory redundancy payment.

Any period of four weeks may be extended by Barry Town Council because of the need for re-training without affecting the employee’s right to a statutory redundancy payment.

Barry Town Council reserves the absolute right to make a decision about the employee’s termination of employment.

Special consideration will be given to providing suitable alternative work for those on maternity, paternity, adoption or shared parental leave. Those on maternity, paternity, adoption or shared parental leave will be given priority over other employees when offering suitable alternative employment.

The duty of Barry Town Council to seek suitable alternative work for redundant employees will continue up to and including the date of the employee’s termination of employment.

Barry Town Council reserves the right to select the best candidate for any job where there is more than one suitable candidate and may apply appointment selection criteria. During any period of redundancies Barry Town Council will “ring-fence” any vacancies as being open only to internal candidates unless there are circumstances where it reasonably believes there are no suitable internal candidates.
Time-off to look for work/undergo training
Any employee under notice of redundancy dismissal who has at least two years’ continuous service will be granted reasonable time off to look for alternative work with another employer. This will also include reasonable time off to attend interviews or to undergo training for alternative work. Appropriate time off will be arranged with the employee’s line manager.

Support for redundant employees
The organisation will make every reasonable attempt to support any employee who is made redundant. Depending on resources available at the relevant time outsourced support may be arranged. Requests from employees for financial support with training/educational costs will also be considered.

Statutory redundancy payments
Those employees with two or more years’ continuous service with Barry Town Council will be entitled to receive a statutory redundancy payment. This will be calculated according to their age, length of service and final gross weekly pay subject to the statutory maximum (based on the maximum rate of a week’s pay at the time of the redundancy dismissal).

Notice and termination of employment
Barry Town Council may decide to waive its right for the redundant employee to work his or her contractual notice.

If this situation is brought about by Barry Town Council, a payment in-lieu of notice (PILON) will be made.

If this situation is brought about by the employee, Barry Town Council will consider whether it is prepared to agree to a shorter notice period. The employee may serve statutory counter notice. It is normal practice for Barry Town Council to accept such notice, unless there are exceptional circumstances.

Date adopted by the Council – 20 February 2017
Date for Review – 20 February 2019
Training and Development Policy

Barry Town Council aims to operate an effective and efficient high standard of service to the residents of Barry. To achieve this aim the Council recognises that training and development plays an integral part in both employee and councillor development, based on equality of opportunity to all.

According to the Chartered Institute of Personnel and Development (2007), Training can be defined as a ‘planned process to develop the abilities of the individual to satisfy current and future needs of the organisation’.

Barry Town Council recognises that its most important resource is its employees and councillors and is committed to encouraging both to enhance their knowledge and qualifications through further training.

Training courses which will benefit the Council, provide relevant development opportunities and enable employees and councillors to perform their duties and responsibilities efficiently and effectively will be prioritised.

The Council will look proactively at offering financial assistance to support appropriate training and development programmes.

Councillors will be provided with opportunities at induction and throughout their term as councillors to become familiar with changes to legislation, their roles and responsibilities as councillors and to develop themselves in order to better support the community they serve.

Employee training may be identified through formal and informal discussions, when reviewing job descriptions, at supervision and appraisals and agreed via line managers in liaison with the Chief Officer.

Date initially adopted by the Council - June 2011
Date Last Reviewed – March 2018
Date for Next Review – March 2020

Training and Development Procedures

Categories of training

Statutory
Statutory training is that which is required under legislation to ensure that all employees and councillors are trained to the level required by statute.

Occupational
Occupational training is that which is required in order to acquire and refresh the skills needed to carry out particular roles which form part of the employee’s job profile or a role which they will undertake in the near future. There may be some
occupational training required for councillors who undertake specific duties, such as appraising the Chief Officer, chairing skills, understanding planning legislation or other requirements that the council needs to comply with in its role as employer.

Vocational
Vocational training is that which is not necessarily required for the role, but may be deemed useful as the skills, knowledge and qualifications obtained will add to the development of the employee or councillors if not covered by statutory or occupational training.

Training facilities
The Council will make available facilities to employees to enable them to:

- Attend approved daytime training courses or courses held wholly or partly outside office hours
- Study by way of correspondence courses if available
- Have provision of a study area at the Council offices for agreed study during working hours
- Support staff studying from home during working hours via its Agile Working Policy

The Chief Officer will arrange for Councillors to be booked onto relevant training as agreed through their induction programme or requested throughout their term of office.

Training budgets
The Chief Officer manages the staff training budget as agreed and delegated by Full Council. Requests to increase the training budget must be made to the Personnel Committee.

A Councillor training budget will be set on an annual basis and agreed by Full Council. Throughout the year, requests to increase the councillor training budget may be made to Personnel Committee, Finance Committee or Full Council.

In an election year, the Councillor training budget will be increased by 75% in order to arrange a detailed package of training for new / returning councillors. This may include One Voice Wales induction programme, Code of Conduct, introduction to Planning, Chairing Skills and any other courses with councillors require such as health and safety / employing staff / appraising staff etc.

Costs
The Council will meet the cost of reasonable expenses for:

- Staff salary and other contractual benefits
- Course and examination fees (noting that failure to attend a pre-booked course may result in the employee paying towards the cost of the course)
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the National Joint Council Local Government
Services Pay and Conditions of Service. It is expected that if possible, all employees and councillors will use the cheapest form of transport available.

- The cost of meals when not provided as part of the course

**Study material**

- Any essential reading material purchased by the Council will remain the property of the Council and must be returned to the Council at the end of the training course. Failure to do so will result in the employee being charged the full replacement cost

**Examinations**

Paid leave for pre-examination study and to sit examinations will be granted as follows

- Half day study leave for a half day examination
- One day study leave for a one day examination
- Two days study leave for a two day examination
- Up to a maximum of three days study leave for examinations of three or more days

**Requesting training**

All staff have the right to request training and each case will be considered on its own merit.

- The Deputy Town Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses
- Requests must be made in writing to the employee’s line manager who will forward them to the Town Clerk for consideration
- Requests for vocational training **MUST** be approved by the Personnel Committee

**Appeals**

If a request for training is refused an appeal in writing should be made to the Chief Officer (Town Clerk) within 5 working days of the refusal giving reasons why the training is required.

If this is not successful an appeal may be made, again within 5 working days of the refusal by the Chief Officer (Town Clerk), to the Personnel Committee whose decision will be final.

**Repayment of training costs**

If an employee leaves the employment of the Council, except for redundancy or dismissal, within two years of receiving training paid for by the Council they will be required to repay a reasonable sum towards the cost.

Failure to complete a training course due to lack of interest may result in the Council reclaiming the cost of the training and any other costs involved i.e. travel and overtime.
Evaluation

Records of all training undertaken by employees and councillors will be kept centrally on a training database and hard copies of certificates will be kept in staff personnel files.

Staff will be asked to provide feedback to their line manager on the quality of the training they undertake, if they have any best practice or learning to highlight and the overall value and effectiveness of the training. Councillors will be asked to provide feedback to the Chief Officer.

The Chief Officer (Town Clerk) will report annually to the Personnel Committee on progress detailing employee and councillor training attended throughout the year.

Date initially adopted by the Council - June 2011

Date Last Reviewed – March 2018

Date for Next Review – March 2020
Working Time Policy

Policy Statement
With effect from 1 October 1998, the Working Time Regulations fulfilled the British Government’s obligation to implement the European Working Time Directive. Barry Town Council discourages the working of excessive hours and has reviewed working practices in order to ensure compliance with the law.

The main provisions of the Working Time Directive are as follows:-

- That employees should not be required to work more than a maximum of 48 hours per week (including overtime) averaged over a 17 week period
- That employees should not be required to work more than a maximum of an average of 8 hours night work per 24 hour period
- That employees should have a minimum daily rest period of 11 consecutive hours
- That employees should have a rest break where the working day is longer than 6 hours (minimum break period of 20 minutes)
- That employees should have a minimum rest period of one day per week
- That employees engaged continuously for a period of 13 weeks or more, should have a minimum period of annual paid leave of 3, rising to 4 weeks (pro rata to the number of weeks/ hours worked per annum)

Exceptions
Not all employees are considered to fall within the remit of the Working Time Regulations such as employees who are considered to be managing executives or who have autonomous decision making powers. The only provision within the directive that is relevant to these employees is in respect of annual leave.

Employers are required to keep records of hours worked by all employees who fall within the remit of the Regulations to ensure that excessive hours are not being worked. The Health & Safety Executive have the power to enforce these provisions and to check that adequate records are being kept.

Barry Town Council interprets this definition to mean The Clerk would fall outside of the scope of the Regulations and therefore would not be required, by law, to maintain formal records of hours worked.

However, Barry Town Council in the interest of Work/Life Balance request that The Clerk maintains a record of any additional hours worked in order to take Time off in Lieu of those hours worked.

Barry Town Council requires all staff that fall within the Working Time Regulations to comply, by law, with all the provisions as stated above.
APPENDIX 9

- Normal hours of work are 37 hours per week to be worked between 8:00 and 17:00 and agreed with line managers.
- The office opening hours are 8:30 – 17:00 Mondays to Thursdays and 8:30 – 16:30 Fridays.
- Line managers must ensure that staff resources are sufficient for the office to be manned, opened up and locked up as per times set out in point 2.
- Staff must take at least 30 minutes break between morning, afternoon and evening sessions and/or when FIVE consecutive hours have been worked.
- No more than 30 hours lieu may be accumulated (for part time staff, this is pro rata’d in line with their hours).
- Time is recorded from arrival at work in the normal office base.
- Time worked outside normal working hours must be spent attending meetings, training course, or work otherwise approved by the appropriate line manager.
- Time of in lieu (TOIL) must be taken with the approval of the appropriate line manager.
- Time must be recorded on a timesheet, which will be checked and authorised monthly by the line manager.

Adoption Date: 28 November 2016

Review Date: 28 November 2018