



BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(A)

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PERSONNEL COMMITTEE WILL BE HELD VIRTUALLY ON MONDAY 12 OCTOBER 2020 AT 7.00 PM. FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

A FULL SET OF PAPERS CAN BE ACCESSED ON OUR WEBSITE VIA WWW.BARRYTOWNCOUNCIL.GOV.UK

IF MEMBERS OF THE PUBLIC WISH TO ASK QUESTIONS, PLEASE SUBMIT THESE TO THE CHIEF OFFICER (TOWN CLERK) PRIOR TO THE MEETING AS DURING THIS EMERGENCY PERIOD, PUBLIC PARTICIPATION AT COUNCIL MEETINGS IS LIMITED.

THE MEETING WILL BE HELD IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL AUTHORITIES (CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020 ALLOWING PARTIAL OR FULL REMOTE ATTENDANCE OF COUNCIL MEMBERS.

Yours faithfully

Emily Forbes
Chief Officer

AGENDA

- 1. Apologies for absence**
- 2. To receive declarations of interest under the Council's Code of Conduct (Note: Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)**

3. **Well-being of Future Generations (Wales) Act 2015**

(To note)

*Personnel Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
 - i. the body's well-being objectives may impact upon each of the well-being goals;*
 - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

4. **To approve and sign the minutes of a meeting of the Personnel Committee held on 28 July 2020**

(Pages 1223-1226)

POLICY / GOVERNANCE

5. **Petitions Policy**

(Pages 1227-1229)

6. **Pensions and Retirement Policy**

(To Follow)

FINANCIAL REPORTS

7. **Budget Monitoring Report August 2020** (Pages 1230-1231)
8. **Draft Budget Estimates for 2021/2022** (To Follow)

HEALTH & SAFETY

9. **Covid-19 Risk Assessment** (Pages 1232-1255)
10. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 25 January 2021

11. **Exclusion of the Press & Public**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

MINOR AUTHORITY REPRESENTATIVES

12. **Minor Authority Representative Vacancies and Application – Ysgol Sant Baruc** (Pages 1256-1261)

STAFFING MATTERS

13. **TOIL** (Pages 1261-1263)
14. **NJC Payscales and Annual leave** (Pages 1264-1273)
15. **Reward and Recognition of staff throughout Covid-19 Pandemic** (Pages 1274-1275)
16. **Consultation with Cemetery staff** (Pages 1276-1296)
17. **Retirement update** (Verbal)

****NB: AT THIS POINT, THE APPOINTED APPEALS COMMITTEE of Cllrs Clarke, Perkes and Wiliam WILL BE ASKED TO LEAVE THE MEETING****

18. **Disciplinary and Grievance update** (Verbal)

Distribution

Electronic notification of summons and front page Agenda to all Committee members. Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and at Barry Library for inspection; electronic copies to Barry & District News and the Glamorgan Gem

This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.

BARRY TOWN COUNCIL

DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 28 JULY 2020 AT 6.00 PM

PRESENT: Councillors Charles (Chairperson) together with Councillors Clarke, Payne (Vice Chair), Perkes, William, Wilkinson and Wright

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Paul Duggan – Cemetery Team Leader
Councillor N Hodges – Observer
Councillor I Johnson - Observer

R239. **APOLOGIES FOR ABSENCE**

None received

R240. **DECLARATIONS OF INTEREST**

Councillors Perkes and Wilkinson asked if they should submit a declaration of interest as Councillor Perkes is a Unison member and Councillor Wilkinson is a retired Unison member. The Chief officer advised that if both Councillors felt that they had a prejudicial interest then they should declare it.

R241. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 13 JULY 2020**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 13 July 2020 be approved and signed as a correct record.

R242. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Personnel Committee will be reviewed in September 2020

R243. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.

R244. **STAFF CONSULTATION RE: CHANGE OF HOURS DUE TO LATER SUMMER OPENING OF CEMETERY**

Members were provided with an update report in relation to the staff consultation held with members of the Cemetery Team on 13 July 2020. The report also provided the notes taken at that meeting.

The Chief Officer provided an overview of the rationale relating to the variation of the Cemetery Teams contracts which would provide a different shift pattern of 11am – 7pm, Monday to Friday during the summer months. The Chief Officer advised that staff are not happy with the proposed change and would seek members advise on how to proceed. The Chief Officer also advised members that currently hours are being covered by an external Security Team, the cost of which is lower than the overtime rates.

The Chief Officer advised that during the consultation with staff, the team provided many reasons why the change in contract would not suit their current needs and asked if Council would reconsider the policy decision to keep the Cemetery open until 7pm, Monday to Friday during the summer months.

The Chair advised members that the decision to open late during the Summer months was made by Council due to the success of the trial that operated for two years and is now a permanent service which should not be taken away.

Councillor Perkes asked if there are figures of the number of people attending the Cemetery during these hours. The Cemetery Team Leader advised that there were no figures but during the trial period those staff members who came back to lock the gates said that the majority of the time there was no one in the cemetery. The Chief Officer advised members that she had requested volunteers during the staff consultation meeting to monitor the gates with a number counter but no one came forward.

Councillor Clarke asked if the members of the appeals committee should be present during this meeting. The Chair advised that it wouldn't be an issue for this meeting and asked members for a way forward in relation to the item.

Councillor N Hodges advised that the later opening hours provide a modern service to members of the public who work during the week and said that each time he has been there in the summer evenings he comes across a number of people visiting. He suggested that instead of upsetting the staff an idea would be to continue with the external Security Team as it would be money well spent and to include the later hours into the contracts of the new trainees.

The Cemetery Team Leader advised that continuing with the Security Team would be beneficial as the change would cause a number of issues as it would reduce staff numbers during the busy morning period which is also effected by annual leave and sickness absence. He also

advised that it would not be a good idea to include the late shifts into the trainee's contracts as they would need to be present from 8am to learn the roles they would be carrying out.

Councillor Wilkinson said that she would like to see the figures from the Security Company and advised that the change could be managed and change is needed.

Councillor Johnson thanked the Cemetery Team Leader for being in attendance to help have an oversight from the Cemetery Teams perspective, he also advised that with the income from the Cemetery that the cost of the Security Team is an acceptable figure. He also said that the process is being dealt with fairly and wouldn't like to compulsory actions being taken to resolve the issue. Councillor Johnson also added that due to the time in the year he would recommend to continue with the Security team for the remainder of the Summer to enable the Council to plan something new.

Councillor Wilkinson said that this issue needs to be resolved this year and would not like to see it continue next year.

Discussions continued with the question of affordability being asked. The Deputy Chief Officer advised that the current budget included the payments for overtime for the closure of the Cemetery gates but the Security Companies rates are lower than the overtime rates and ongoing this would be an affordable option for the Council.

The Chair suggested that a fuller detailed report be submitted to the Personnel Committee in the Autumn to have a way forward in relation to the longer opening during the Summer months. The Chief Officer suggested a date of 5th October for the Personnel Committee to meet and advised that it would be suggested for the draft Schedule of Meetings which will go to the Annual Meetings scheduled to be held on 28 September 2020.

RECOMMENDATION:

- 1. A full detailed report be submitted to a Personnel Committee to resolve a way forward in relation to the later opening hours of the Cemetery in the Summer Months**

- 2. That the Security Company continues to lock the Cemetery for the remainder of the Summer.**

The meeting closed at 6.40 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY PERSONNEL COMMITTEE -28 JULY 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R244 (1)	A full detailed report be submitted to a Personnel Committee to resolve a way forward in relation to the later opening hours of the Cemetery in the Summer Months	CO	Aug-20	Complete. On agenda for discussion 12.10.2020
R244 (2)	That the Security Company continues to lock the Cemetery for the remainder of the Summer.	FCM	Aug-20	Complete

PERSONNEL COMMITTEE	12 OCTOBER 2020	AGENDA ITEM: 5
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DRAFT PETITIONS POLICY

REPORT AUTHOR

Emily Forbes (Chief Officer / Town Clerk)

PURPOSE OF REPORT

Personnel Committee members are asked to consider and review the new draft policy below for Recommendation to the Finance, Policy and General Purposes Committee.

**Draft Petitions Policy (drawn from an English Council's Policy)
Barry Town Council**

Petitions

We particularly welcome petitions as one way in which you can let us know your concerns. We set out below how the Town Council will respond to petitions that you send to us.

What is a petition?

We treat as a petition any communication that is signed by or sent to us on behalf of a number of people. A communication needs at least 10 signatories or petitioners before we treat it as a petition. Whilst we like to hear from people who live, work or study in Barry, this is not a requirement and we would take equally seriously a petition from, for example, 10 visitors to the area on the subject of facilities at one of our Leisure Centres.

Commented [EF1]: Consider numbers?

Commented [EF2]: Consider numbers

Dealing with your petition

Within 5 working days of receipt, the Petitions Officer will acknowledge receipt to the petition organiser.

In some cases, the Petitions Officer may be able to resolve the petitioners' request directly, by getting the relevant Officer to take appropriate action if it relates to a specific task within the Council's remit. Where this is done, the Petitions Officer will ask the petition organiser whether s/he considers that the matter is resolved.

Unless the matter has been resolved to the satisfaction of the petition organiser, the Petitions Officer will aim, within 10 working days of receipt of the petition, to provide a substantive response to the petition organiser setting out to whom petition will be

reported to for consideration, when and where that will take place and inviting the petition organiser to attend that meeting, or be represented, and to address the meeting for up to 3 minutes on the issue covered by the petition.

Whilst we are committed to dealing with petitions promptly, a petition will normally need to be received at least 10 working days before a relevant meeting if it is to be reported to that meeting. Where it is necessary to undertake a significant amount of work to collect information and advice to enable the matter to be properly considered, it may be necessary for the Petitions Officer to decide that the petition will be held over until the following meeting of the relevant Committee.

At the same time as responding to the petition organiser, the Petitions Officer will notify Group Leaders, the Town Mayor and the relevant Committee Chair of receipt of the petition

Petitions not accepted

Commented [EF3]: Any other types?

Petitions that will not be reported are:

- *Duplicate petitions*

Where more than one petition is received in time for a particular meeting, each supporting the same outcome on one matter, each petition organiser will be treated as an independent petition organiser, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting. This does not prevent any other member of the public addressing the meeting during the specific public time allotted at each meeting. Where possible the Council will inform each petition organiser of the duplication and provide details if we are able.

- *Repeat Petitions*

Were a petition will not normally be considered where they are received within 6 months of another petition being considered by the Town Council on the same matter.

- *Rejected Petitions*

Petitions will not be reported if in the opinion of the Petitions Officer, they are rude, offensive, defamatory, scurrilous or time-wasting, or do not relate to something which is the responsibility of the Town Council, or over which the Town Council has some influence.

- *Petitions relating to Planning and Licensing*

Planning and Licensing matters are dealt with by the Planning Authority (Vale of Glamorgan Council) and there are proper statutory routes for appealing such decisions and these are laid out in the appropriate legislation

Types of petitions

1. Ordinary

No of signatures required:

10+

Subject matter:

Anything within the remit or sphere of influence of the Town Council that doesn't fit any of the other petition categories.

Who will consider it:

The Officer and/or Committee that is responsible for the issue raised.

What happens next:

Petitioner can address the meeting that considers the petition. Will be advised of outcome within 7 days.

2. Consultation

No of signatures required:

10+

Subject matter:

Response to consultation by the Town Council on any issue.

Who will consider it:

It will be considered by the appropriate Committee as part of the report on the outcome of the consultation exercise at the meeting when they take the decision.

What happens next:

The decision of the Committee will be recorded in the minutes. There will not, usually, be any avenue for appeal.

3. For debate

No of signatures required:

700 (or 150 where the issue relates to no more than 2 electoral Wards).

Subject matter:

Anything within the remit or sphere of influence of the Town Council that doesn't fit any of the other petition categories.

Who will consider it:

It will be reported to the next available meeting of Full Council. The Petitioner will have an opportunity to speak for 3 minutes.

What happens next:

The Committee will make a decision or refer the matter to an Officer for decision. You will be informed of the outcome within 7 working days.

Commented [EF4]: CONSIDER NUMBERS HERE?

BUDGET MONITORING REPORT AUGUST 2020**Report Author**

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report August 2020 (1 page)

Purpose of Report

To provide members with the Committee's income and expenditure in the 2020/21 financial year as at the end of August 2020.

Background Information

On the following page is the budget monitoring report to 31 August 2020, indicating actual income and expenditure up to the end of month five in the 2020/21 financial year.

Recommendation

Members are requested to receive the budget monitoring report for August 2020 noting the projected out-turn for the year is to be underspent by £31,550.

Budget Monitoring Report to 31st August 2020.

Gross Expenditure									
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected	
		12 Months	5 Months	Expenditure		12 Months	Projections	Variance	
		£	£	£	£	£	£	£	£
Personnel Committee									
M&S/Salaries	1	345,265	133,895	197,982	13,388	345,265	331,877	13,388	
Planning/Salaries	1	10,500	3,827	9,226	-2,553	10,500	13,053	-2,553	
Merthyr Dyfan Cemetery/Salaries	1	318,100	118,558	188,770	10,772	318,100	307,328	10,772	
Porthkerry/Salaries	1	15,000	6,250	8,750	0	15,000	15,000	0	
Pioneer Hall/Salaries	1	25,725	9,734	14,348	1,643	25,725	24,082	1,643	
Community Building/Salaries	1	12,400	0	3,100	9,300	12,400	3,100	9,300	
M&S/Equipment	16	5,000	1,024	3,976	0	5,000	5,000	0	
Merthyr Dyfan Cemetery/Equipment	9	5,000	2,757	3,243	-1,000	5,000	6,000	-1,000	
Pioneer Hall/Equipment	9	500	61	439	0	500	500	0	
Community Building/Equipment	8	500	216	284	0	500	500	0	
M&S/General Salaries Contingency	23	30,000	4,667	25,333	0	30,000	30,000	0	
M&S/Health and Safety	24	5,000	223	4,777	0	5,000	5,000	0	
Corporate/Staff Suggestion Scheme	4	500	0	500	0	500	500	0	
Corporate/Councillor Training	6	2,000	0	2,000	0	2,000	2,000	0	
Corporate/Staff Training	7	16,000	1,927	14,073	0	16,000	16,000	0	
Total Expenditure		791,490	283,139	476,801	31,550	791,490	759,940	31,550	
Our budget for the year is £791,490 with actual expenditure for the 5 months to 31 August 2020 of £283,139 with committed expenditure of £476,801 resulting in an underspend of £31,550.									
Our projected out-turn for the year is to be underspent by £31,550									
Staff Training Breakdown									
Statutory		£ -							
Occupational		£ 1,927							
Vocational		£ -							
		£ 1,927							



BARRY TOWN COUNCIL

Risk Assessment: Risks of Covid-19 and Creating a Safe Wokrplace

Department or Work Area Details			
Area of work / role being assessed	Creating a Covid-19 Safe Workplace		
Department	Corporate Support		
Qualifications/Licenses /Training required to undertake activity	Risk Assessment Training, Health & Safety Level 3 Training		
Links to legislation/policy	Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020		
Date Completed	15 June 2020	Date reviewed	07 October 2020
Prepared by	Emily Forbes	Approved by	Personnel Committee 12/10/20

Hazard identified	People at risk and what is the risk Describe the harm that is likely to result from the hazard and who could be harmed	Existing control measures What is currently in place to control the risk?	Risk rating score 1-5 for Likelihood (L) and Severity (S) Multiply (L) * (S) to produce Risk Rating (RR)				Further action required What is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial and date once the action has been completed
			L	S	RR	L/M/H				
Infection Prevention, Cleaning and Staff / councilor Safety - As the council rebuilds after lockdown and staff return to work the council must ensure their safety by making premises "COVID" secure – unsafe workplace premises raise the risks of virus transmission	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales 	<p>Ensure that the council complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work council 	2	4	8	Med	Regularly review compliance with H&S legislation and changing Coronavirus Regulations	Bi-weekly / as legislation changes	EF	

	<ul style="list-style-type: none"> the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<p>Clerks should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) put used tissues in the bin straight away wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available) avoid close contact with people who are unwell clean and disinfect frequently touched objects and surfaces do not touch face, eyes, nose or mouth if hands are not clean. <p>In all departments, fully implement Public Health Wales (PHW) <i>Guidance for</i></p>								
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		<p><i>Employers and Councils on Coronavirus</i>, including the following key safety precautions:</p> <ul style="list-style-type: none"> • Keep risk assessments under review to ensure that a safe place of work is maintained • Consult with staff and staff representatives – fully involve staff at all stages of the pandemic • Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work • Follow government health and travel advice • Provide hand sanitiser as required • Provide infection control personal protective equipment (PPE) such as gloves, 							
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		<p>masks and eye protection if required in individual risk assessments and method statements, e.g. cleaning</p> <ul style="list-style-type: none"> • Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE • Provide additional waste removal facilities and more frequent rubbish collection • Display appropriate public health posters and notices around the workplace and on websites <p>Staff are not required to wear face coverings while at work but may do so if they wish</p>							
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<p>Workplace Social Distancing - Effective social distancing is a key element in reducing the transmission of COVID-19</p> <p>Risk of virus transmission</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing.</p> <p>The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<ul style="list-style-type: none"> • Avoiding non-essential contact with others • Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible • Avoiding physical contact (e.g. hugs, handshakes, etc) • work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc • Establishing maximum occupancy limits for work areas • Reducing the need for staff to move around within the workplace • Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members 	1	4	4	low	<p>Video conferencing to be used for remote meetings</p> <p>Video conferencing for press to access mtg to reduce need to attend</p> <p>Specific risk assessment for holding meeting of Full Council in hall</p> <p>Training provided for staff COVID-19 Essentials: Infection Prevention & PPE training course (July 2020)</p>		See schedule of mtgs for dates	EF
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		<p>only and use video conferencing, etc</p> <ul style="list-style-type: none"> • Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc • Providing hand sanitiser at meetings <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the council to operate - where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> • Increased hand washing • Increased environmental cleaning 							
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		<ul style="list-style-type: none"> Keeping the activity time involved as short as possible Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others) 								
<p>Vulnerable and Extremely Vulnerable Staff or councillors - Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by PHW as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> are 70 or older are pregnant have a lung condition such as asthma, 	<ul style="list-style-type: none"> Staff Health survey to ascertain those at risk Staff with NHS shielding letters during first phase lockdown to inform their managers Councillors who are shielding should not attend any meetings and should use Video Conference method as provided for in new regulations 	3	5	15	High	<p>Those staff shielding to inform managers</p> <p>Ensure councillors are able to access Council meetings remotely and all papers are electronically available</p>	Managers	Regular checks with staff	

	<p>COPD, emphysema or bronchitis (not severe)</p> <ul style="list-style-type: none">• have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)• are taking medicine that can affect the immune system (such as low doses of steroids) or• are very obese <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none">• have had an organ transplant• are having chemotherapy for cancer, including immunotherapy								
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	<ul style="list-style-type: none">• are having an intense course of radiotherapy for lung cancer• have a severe lung condition (such as severe asthma or severe COPD)• are taking medicine that makes them much more likely to get infections (such as high doses of steroids)• have a serious heart condition and are pregnant <p>The following PHE advice applies:</p> <ul style="list-style-type: none">• Those in the “high risk” (extremely vulnerable) category are subject to special “shielding”								
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	<p>arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks</p> <ul style="list-style-type: none"> • Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home • People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements <p>Pregnant women are included in the</p>								
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	<p>“moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</p>									
<p>Staff Health and Staffing Levels - Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”</p>	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be furloughed or supported to work from home 	2	5	10	med	<p>Staff who are considered high-risk will not be required to attend the workplace</p> <p>Any symptoms must be reported to managers</p>	Managers	Daily review	

	<p>NHS</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period</p> <p>Those who are considered extremely vulnerable are</p>	<ul style="list-style-type: none"> • Staff who are sick or self-isolating should phone immediately and inform their line-manager – on no account should they attend for work • Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell • Staff may be reallocated from non-essential parts of the council to essential functions • Clerks should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels 								
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	advised to “shield” themselves at home									
<p>Cases of Possible Infection On-site -</p> <p>Risk of People becoming unwell while on-site or a symptomatic person using a site</p>	High risk of transmission	<p>If an unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets • Public areas where a symptomatic 	2	5	10	Med	<p>High risk if occurs on premises</p> <p>In this instance a deep clean would take place immediately</p> <p>Risk mitigated by Working from Home for office workers</p>	Managers and Team Leaders	Daily review	

		<p>individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</p> <ul style="list-style-type: none">• Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine• Cleaning staff must wear appropriate PPE• Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste							
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Cyber Security - Cyber-security risks	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”</p> <p>With the council and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p>	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> • Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place • Circulate warnings to staff of any credible cyber threats, especially scam emails and text messages • Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections • Ensure any homeworking arrangements maintain standards of data protection and IT security 	1	5	5	LOW	<p>Video Conferencing through Zoom – latest version has enhanced its security.</p> <p>Citrix servers have added security.</p> <p>Each laptop and device issued by Council has security programmed inclusive of council tablets.</p> <p>Higher Risk if councillors utilise their own devices to access the meeting.</p>			

		<ul style="list-style-type: none"> Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus 							
Homeworking, Hot-desking and Equipment Sharing	<p>Staff working together in workplace premises inevitably raises the risk of virus transmission</p> <p>Hot desking and the sharing of office equipment present hazards that raise the risk of virus transmission further</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus</p> <p>Homeworking has been adopted within the council as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises</p> <p>The following working arrangements will be put into place to support homeworking:</p> <ul style="list-style-type: none"> The Clerk will plan for the minimum number of people needed on 	1	3	3	LOW	Office staff will work from home for the majority of time, only coming in to the office to collect records or paperwork and for socially distanced team meeting to reduce social isolation and team fragmentation.		

		<p>site to operate safely and effectively</p> <ul style="list-style-type: none"> • The Clerk will review all staff job roles in order to facilitate and encourage homeworking wherever appropriate • Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers • Clerks should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security (Guidance is available from ACAS in this regard) • Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of 							
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		<p>information and data, for example, remote access to work systems</p> <ul style="list-style-type: none"> • Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate • Hot-desking will not be supported at this time • Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, e.g. whiteboards, pens, etc 							
Premises Access and Travel	<p>Travel to and from work may lead to greater risk of virus transmission</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc.</p> <p>Access to buildings</p>	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> • Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits – ensure that all access 	2	2	4	LOW			

	<p>may create a virus transmission risk if staff all seek entrance at once or are channeled through single points of entry</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<p>points have supplies of sanitizer available</p> <ul style="list-style-type: none"> • Review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff • Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate • Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time • Provide hand sanitiser at entrances and exits • Ask staff not to share cars and limit use of any work minibuses, etc 								
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		<ul style="list-style-type: none"> • Support staff to walk or cycle to work wherever possible • Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc <p>In all cases non-essential travel for work purposes should be minimised</p>							
Crisis management and council continuity hazards caused by the pandemic emergency	The crisis threatens council continuity and ability to deliver essential services to our customers	<p>After lockdown, the following safety arrangements should be applied to establish council recovery:</p> <ul style="list-style-type: none"> • Establish overall coronavirus risk management team • Ask all team leaders to review and refresh council continuity plans as necessary • Devise appropriate 	3	3	9	MED			

		council recovery plans and keep under constant review								
Threat to Effective Communications	The pandemic crisis threatens communications with Service users and suppliers – such communications are vital in the re-establishment of council activities and procedures after	<p>After lockdown the following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> • Council to review all outward facing communications (e.g. on website, etc) to ensure messages are consistent, clear and reflect the Service user and focused and socially aware values of the council • Clerks to revise communications strategies and plans • Devise specific plans for how and how often to communicate with Service users and suppliers 	3	2	6	MED				

Lack of information or inaccurate information being circulated	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the council, they can obscure and confuse vital health and safety measures.	<p>After lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p> <ul style="list-style-type: none"> • To ensure the safety and wellbeing of staff council strategies must be based on accurate information and staff must be given consistent, simple and clear messages • Coronavirus risk management team to monitor official advice carefully and update all policies and procedures • Ensure team leaders are briefed and kept up to date • Clerks to beware fake news and discourage the circulation of misinformation • Keep staff informed – key messages include the need for unwell 	2	3	5	LOW				
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		staff or homeworking staff to stay at home, for frequent handwashing and for social distancing									
Risk Assessor(s)	Emily Forbes		Signature(s)				Designation Chief Officer				