

**Okehampton Town Council
Policy & Resources Committee 19th June 2023
Meeting Report**

Date:	1 st June 2023
Name:	Emma James

Grant Applications

The grant budget for the financial year is as follows:

Grant Budget 2023/24	£ 29,000.00
Ring-fenced for Allotments	£ 2,386.36
Awarded in this financial year	£ 0.00
Balance available	£ 26,613.64

Total for consideration on 18 th June	£ 12,110.00
RBL – Wreath for Remembrance Service	£ 50.00

Policies and Documents –

Work Experience Policy

Okehampton Town Council occasionally receives requests to provide students with work experience opportunities. Work experience introduces students to the work environment, and it can be a valuable part of their education.

Requests will be considered for those students who meet the following criteria:

- students aged 14 years of age or older through their education provider as part of their curriculum
- where the education provider guarantees to provide ongoing review and support for the work experience student, throughout the period of work experience
- placement will be of a practical nature within the Parks team
- any special requirements are disclosed so that the Council can carry out a risk assessment to determine the support/adjustments and supervision which will be needed and the tasks which can appropriately be allocated.

Consideration of requests:

Okehampton Town Council's work experience policy is to satisfy such requests wherever possible and the Town Clerk and Park-Keeper, who will be the nominated Line Manager, have been delegated the authority to approve, or otherwise, requests that meet the above criteria on the following basis:

- that it is safe and practical to do so,
- that the needs of the student can reasonably be met

- that no unbudgeted costs will be incurred with the exception of the provision of minor items of PPE, for example gloves
- that at least two members of the Parks team are scheduled to be working on the requested dates
- that the work schedules for the proposed dates are suitable
- that the Park-Keeper, or other nominated line manager who will be responsible for supervising the student/s, has suitable DBS clearance.

Other Information

Staff are encouraged to provide support as required to all work experience placements, and in some cases, employees may be requested to provide supervision for the student in addition to their normal duties.

A list of duties they are expected to undertake will be drawn up by the Line Manager and an appropriate risk assessment will be undertaken. The Council's Insurers will be notified.

The educational setting will be expected to provide their own Risk Assessment and a signed consent form must be received from the parent or guardian at least five working days prior to the start of the placement.

Any issues arising during a work experience placement will be dealt with by the relevant Line Manager in conjunction with the education provider and/or the parent/guardian as deemed necessary.

The Council reserves the right to terminate the placement in the event of a member of staff with DBS clearance is absent, unsuitable behaviour of the student or irresolvable matters that have arisen.

Business Continuity Plan

Contents	Page
1 General Information	2
Introduction	2
Review	2
Record of Amendments.....	2
Aim, Objectives, and Distribution of the Plan.....	2
2 Implementation	
Stage 1 – Escalation	3
Stage 2 – Activation	3
Stage 3 – Evaluation	3
Stage 4 – Invocation	3
3 Emergency Accommodation and File Access	4

Appendices

A Stage 3 – Evaluation Checklist	5
B Incident Log Sheet.....	6
C Personal Log Sheet	7

D	Contact Details and Keyholders (Staff/Councillors).....	8
E	Tenants Information and Contact Details	10
F	Suppliers Contact Details.....	11

Data Protection

The data contained in this document is for use in relation to this Plan only.

In order to comply with General Data Protection Regulations, the document must be held securely by those Members it is distributed to and disposed of in the correct manner when no longer required or the plan is updated.

Failure to comply, may result in disciplinary action being taken.

1 GENERAL INFORMATION

Introduction

This Plan has been designed to prepare Okehampton Town Council to cope with the effects of an emergency and continue to provide and maintain its services. This plan aims to minimise the effects of an incident which may affect the provision of Council services and to restore the highest possible levels of service in the shortest possible time.

It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

Throughout the document, in the event the Clerk is absent, the Assistant Clerk will undertake the action on their behalf in consultation with the Mayor or Deputy Mayor.

Review

The Plan will be reviewed at least annually by the Policy & Resources Committee and ratified by Full Council.

Record of Amendments to the Plan

Amendments Made	Approved by full Council on Date
Initial version of the plan	28 th October 2019
Review following Covid19 Pandemic. Addition of pandemic information under Stage 4 and update of contact details.	28 th June 2021
Annual review. Update of contact details.	25 th July 2022
Annual review and update of contact details.	TBC

Aim, Objectives and Distribution of the Plan

Aim

The aim of the Plan is to increase the Council's resilience and minimise wherever possible the risk of disruption to the delivery of Council services. The Plan addresses the timely reinstatement of critical services by providing guidance and action plans for staff tasked with implementing the process.

Objectives

- To develop and maintain a process which regularly reviews, updates and tests the overall plan.
- To ensure all key staff are involved in the preparation and maintenance of the Plan, so that there is an effective and consistent response to service continuity planning.
- To mobilise the organisational actions required to manage recovery.
- To ensure control is established in the critical early stages following an incident which affects the delivery of the Council's services.
- To restore and maintain services provided as soon as possible.

Distribution

Copies of the Plan will be held securely in the Office by the Clerk and Assistant Clerk. Additionally, the Clerk, Assistant Clerk and all members of the Emergency Committee (Mayor and Committee Chairmen) will personally hold a copy in a secure location at their home address.

2 IMPLEMENTATION

The Plan should only be implemented in the event of an incident which causes or for which there is a high risk of disruption of the ability to deliver Council services. The following stages **must** be followed:

Stage 1 – Escalation

During normal hours and out of hours, the person receiving information of an incident or potential incident must alert the Town Clerk. ~~or in the event that the Town Clerk is unavailable, the Assistant Town Clerk.~~

When informed of the incident or potential incident the Town Clerk, will inform some, or all of the following as required:

- Assistant Town Clerk
- Mayor
- Deputy Mayor
- Committee Chairman, or in their absence the Vice-Chairman
 - Property
 - Parks
 - Policy & Resources
 - Planning
- Admin Officer & Mayors Assistant
- Caretakers
- Park-Keeper
- Councillors

If necessary, the Park-Keeper will contact the Groundsperson and/or Apprentice.

Stage 2 – Activation

Decision is made by the Town Clerk to activate/convene the Emergency Committee (EC) to evaluate the situation and agree the actions to be taken.

Stage 3 – Evaluation

It is recognised that whilst any major disruption or emergency is likely to affect the Council's overall service, it may impact differently on the ability of individual services to function and maintain their effectiveness.

Following an incident, it will be necessary at an early stage to assess the overall impact on the delivery of services. The evaluation will be the responsibility of the EC, in conjunction with any other persons as may be felt necessary. A checklist is attached at Appendix A.

Stage 4 – Invocation

The decision to invoke the Plan will be made by the EC and will be based upon the evaluation at Stage 3. It may be necessary at this stage for members of staff to revert to working from home.

Flooding

Should the nature of the emergency be major flooding of the town centre or Simmons Park, all available members of staff and councillors may be called upon to assist with the moving of files and items to an alternative location, should it be risk assessed safe to do so.

Town Hall Offices – Files and items in the ground floor offices will be moved to the first floor and housed in the Council Chamber, Committee Room or a location as agreed by the EC. Paper documentation being the first of the items to be moved, along with the electronic data backup, followed by Regalia and other items of value.

Simmons Park Office/Workshop – Council vehicles and machinery to be moved to higher ground, if possible, paperwork and electronic data backup to be moved to the Town Hall or a location as agreed by the EC.

Fire

In the event of a fire in the Town Hall or adjacent buildings the members of staff and/or the Fire Service to be requested to remove any of the pictures from the offices, Chamber, Committee Room and staff room if it is safe to do so, following advice from the Fire Service.

Pandemic or Health Emergency

In the event of a pandemic or health emergency, the advice of the government will be followed.

Such an event could result in high levels of employee and/or councillor sickness, potentially resulting in meetings being inquorate or services being unable to be provided.

To minimise the risks members of staff will revert to working from home if necessary and council meetings will take place virtually if legislation permits. To ensure that services can continue to run delegated powers ~~will be~~ have been given to the Town Clerk. In the event that the Town Clerk is incapacitated, powers will be delegated to the Assistant Town Clerk to act following consultation with the Mayor and/or Committee Chairmen.

3 EMERGENCY ACCOMMODATION AND FILE ACCESS

Accommodation

Depending upon the nature of the incident, emergency accommodation may need to be arranged or staff may revert to working from home.

Equipment/Services Required:

- Phones – either landline or mobile. Office phones are internet based and can be connected from any location with internet access.

- Stationery; pens and paper etc
- IT equipment as required and available. As and when computers are replaced, consideration should be given to the purchase of laptops and ancillary equipment to enable easy conversion to home working if required.
- Internet/Wi-Fi access
- Access to Council electronic files (arranged through AME Solutions 01392 824022 or support@amesolutions.co.uk)

Access to Electronic Files and Software

Electronic files are backed up daily in 2 locations.

Members of staff will be required to keep securely at home copies of vital log-in details to enable remote access to files and software; this will include email, accounting and payroll software, banking and access to the website. Remote access to electronic files can be activated by AME Solutions.

**Business Continuity Plan
Stage 3 – Evaluation Checklist**

The following check list should be used as a guide to evaluate the extent of the damage and potential consequences of the incident.

Consideration	Comments
Identify which services or functions are affected and the level of disruption, or potential disruption	
Consider staff availability	
Are any staff displaced, or likely to be displaced, and require alternative working arrangements?	
Access damage, or likely damage, or disruption to IT equipment and systems	
What other equipment is lost or damaged?	
Can functions continue from the usual location?	
What affect will there be on delivery of the Council's services?	

**Business Continuity Plan
Incident Log Sheet**

Name:

Date:

Incident Details
Location
Who and What Council Service Areas are Affected
Information, Decisions and Actions (including times)

**Business Continuity Plan
Contact Details and Keyholders (Staff/Councillors)**

CONFIDENTIAL (once completed)

Included are the personal contact details of members of staff and councillors, which must only be used in the event of an emergency and in relation to this plan.

These details must not be disclosed to any other persons except with the direct approval of that individual, failure to comply with this will be in contravention of the General Data Protection Regulations and may result in disciplinary action being taken.

Office/Staff Work Contact Details

Location	Name	Role	Email
Town Hall 01837 53179	Emma James	Town Clerk	townclerk@okehampton.gov.uk
	Caroline Ellis	Assistant Town Clerk	accounts@okehampton.gov.uk
	Abi Horn	Admin Officer	Admin@okehampton.gov.uk
	Jonathan Dean	Senior Caretaker	
	Paul Tucker	Assistant Caretaker	
Parks 07511 831912	James McGahey	Park-Keeper	parks@okehampton.gov.uk
	Neil Cleave	Groundsperson	
	Jacob Peek	Apprentice	

Staff Personal Contact Details

Name	Role	Home Tel	Mobile
Emma James	Town Clerk		
Caroline Ellis	Assistant Town Clerk		
Abi Horn	Admin Officer		
Jonathan Dean	Senior Caretaker		
Paul Tucker	Assistant Caretaker		
James McGahey	Park-Keeper		
Neil Cleave	Parks Groundsperson		
Jacob Peek	Apprentice		

Councillors Contact Details

Name	Role/Committee	Home Tel	Mobile
Laura Bird			
Richard Coleman			
Allenton Fisher			
Carole Holt			
Michael Ireland			
Tony Leech			
Christine Marsh			
Bob Tolley			
Simon Weekes			
Ann Wood			
Julie Yelland			

(P&R = Policy & Resources Committee)

Keyholders

Town Hall	Parks Office and Workshop

Note – Keys to Parks Office and Workshop and all other Council owned properties are available from the Town Hall

**Business Continuity Plan
Tenants Information and Contact Details**

CONFIDENTIAL (once completed)

Included are the personal contact details of members of staff and councillors, which must only be used in the event of an emergency and in relation to this plan.

These details must not be disclosed to any other persons except with the direct approval of that individual, failure to comply with this will be in contravention of the General Data Protection Regulations and may result in disciplinary action being taken.

Tenant	Premises	Contact Details
Merlin Cinema	Market Street, Okehampton	
ISC	Market Street, Okehampton	
Countryside Furnishers	Market Street, Okehampton	
DCC Registration Service	Town Hall, Okehampton	

Plumbing & Heating			
Electrician			
Automatic Doors			
General Builder			
Accounts Software			
Payroll	Brightpay		
Grounds Maintenance			
Public Toilet Cleaning			

Terms of Reference Policy & Resources Committee

Membership

The core constitution of the Policy & Resources Committee shall be the Mayor, the Chair of each of the Council's Committees and any other Members as nominated by the Council.

Whilst attendance at meetings of the Committee is open to all Members **only those nominated to sit on the Committee can take part and vote on any matters** and Part 2 Staffing items of business will be restricted to those Members serving on the Committee. Any Members who are related to a member of staff will be required to leave for Part 2 items of business that relate to **that person any employee**.

Responsibilities

To carry out the Council's responsibilities for the following areas:

1. **Budget:** To recommend to the Council the budgetary framework - the allocation of finances to different services and projects, proposed contingency and ear-marked funds, setting the Council's precept and decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure and the setting of virement limits.
2. **Financial Services:** To exercise general supervision and control over the finances of the Council; account(s), banking, investment, accounting and auditing arrangements; the raising of loans and the general insurances of the Council.
3. **Information Technology:** To oversee the effective and efficient use of IT throughout the Council and to be responsible for data protection.
4. **Land Transactions:** To determine land transactions in respect of land within the remit of the committee and within budgetary parameters.
5. **Personnel:** The management of the personnel function and all aspects of personnel management as is necessary, and to consider any recommendations made by the Personnel Sub-Committee including the appointment of members of staff apart from the Town Clerk in which case recommendation will be made to full Council.

6. **Risk Management:** To implement the Council's Risk Management Strategy and create a risk management culture, utilising the authority's resources as effectively and efficiently as possible, to reduce the total cost of risk.
7. **Support Services:** To exercise general supervision of support services in an effective and efficient manner.
8. **Community Safety, Civil Defence and Emergency Planning:** To exercise the Council's functions in relation to civil defence, emergency planning and community safety.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Terms of Reference Personnel Sub-Committee

The Personnel Sub-Committee is a sub-committee of Okehampton Town Council's ('the Council') Policy & Resources Committee (P&R).

Membership

The core constitution of the Personnel Sub-Committee shall be the Mayor, and the Chair of each of the Council's Committees.

The Chairman of the Committee shall be chosen from the Members serving on the Committee, excluding the Mayor. Attendance at meetings of the Sub-Committee will be strictly limited to those Members serving on the Committee.

~~Any Members who are related to a member of staff will be required to leave if items of business to be considered relates to that person.~~

Any Councillor who is related to a member of staff must leave if confidential matters relating to any employee is to be considered'.

In accordance with Standing Order 19d, in the event that the Mayor and Chairman of the P&R Committee are related* to each other and/or the Chairman of the Personnel Sub-Committee the following will be apply:

- i) In the event that the Mayor and Chairman of Policy & Resources Committee are related, the Line Managers will be the Mayor and Vice- Chairman of Policy & Resources Committee. The Vice-Chairman of Policy & Resources Committee will take the place of the Chairman on the Personnel Sub-Committee.
- ii) In the event that two Committee Chairmen are related, only one will be a member of the Personnel Sub-Committee, being the Chairman of Policy & Resources Committee if

relevant, or as agreed by Full Council, the other being replaced by the relevant Committee Vice-Chairman.

* In this instance 'related' means – spouse, civil partner, parent, child, brother or sister.

Purpose

This committee is appointed to make recommendations about staffing matters to the P&R Committee, for ratification by either that Committee or the Full Council, as set out in the Terms of Reference of the P&R Committee and may make resolutions as set out in relevant staffing related policies.

Responsibilities

1. To oversee the recruitment and appointment of staff and make recommendation of appointment to the P&R Committee apart from that of the Town Clerk for which the P&R Committee should make recommendation to full Council.
2. To arrange new employment contracts and changes to contracts.
3. To oversee any process which could lead to the dismissal of staff (including redundancy)
4. To consider any appeal against a decision in respect of pay and make recommendation to the P&R Committee.
5. To consider any process, including appeal from a member of staff regarding a grievance or disciplinary matter and make resolutions in accordance with the relevant policies
6. To supervise and performance manage the Clerk's work, and handle grievance and disciplinary matters, and pay disputes arising from the Clerk in accordance with relevant policies.

Reporting

The Committee shall report to meetings of the P&R Committee as and when necessary.