

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of the **POLICY & RESOURCES COMMITTEE**

held in The Stevenson Centre at 7:30pm on Monday 19th December 2022

**Present**  Councillors A C Bavington **Chairman**

Mrs S Bowman T J Keane

S M Sheridan T M Welsh

Mrs P White Mrs J Wilson

C G Wright

Council Manager Mrs N Tamlyn

Council Administrator Miss E Skuce

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor M D Newman. Councillor K Graham did not attend the meeting.

The Chairman advised members that he would be adding an Item under Financial Matters 7b) for Councillor T M Welsh to provide a verbal report on the quarterly income and expenditure reconciliations. **AGREED.**

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Councillor Bavington declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE.**

1. **ITEMS BROUGHT FORWARD – FOR NOTING**

Members reviewed and **NOTED** the Items Brought Forward list.

1. **TO APPROVE THE FY23/24 SERVICE LEVEL AGREEMENT FOR THE COMMUNITY WARDEN SERVICE AND INCREASE TO THE HOURLY RATE**

Members reviewed the FY23/24 Service Level Agreement for the Community Warden Service and **NOTED** the proposed increase to the hourly rate, from £21.95 to £23.24 which was just under 6% and below the current rate of inflation.

Members agreed to **RECOMMEND** to Full Council that it accepts the Service Level Agreement for FY23/24 and the increase to the hourly rate from £21.95 to £23.24. The Council Manager confirmed that the increase had been included in the proposed Budget for FY23/24.

**6. TO REVIEW POLICIES**

**a) Children and Vulnerable Adults Protection and Safeguarding (see Appendix A)**

Members reviewed the Policy and agreedthe changes that the Council Manager and the Safeguarding Member had made, with the exception of one minor amendment to Section 5 which a Member suggested should state that any allegations are to be reported to the Council Manager, unless the person being complained about is the Council Manager, in which case it should be reported to the Chairman of the Parish Council.

Members agreed to **RECOMMEND** to Full Council that they adopt the Policy with the agreed changes to Section 5.

**b) Health and Safety (see Appendix B)**

Members reviewed the Policy and agreed to accept the additions in relation to the defibrillator and staff first aid and fire training.

Members agreed to **RECOMMEND** to Full Council that they adopt the Policy with the agreed additions regarding the defibrillator and staff first aid/fire training.

**c) Equality and Diversity (see Appendix C)**

Members reviewed the Policy and **NOTED** that no amendments or additions were required to this Policy.

Members agreed to **RECOMMEND** to Full Council that they adopt the Policy.

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments**

Members reviewed and **NOTED** the latest list of payments **(see Appendix D)**

1. **To receive a verbal report from Councillor T M Welsh on the quarterly reconciliations of all income and expenditure**

Councillor T M Welsh advised that he had completed reconciliations on the two Parish Council bank accounts up to October 2022 and The Stevenson Centre Charitable Trust bank account up to November 2022 and had found no anomalies.

Members **NOTED** that reconciliations for the Parish Council could only be completed up to October 2022 because the bank statements for November were not yet available.

Councillor Welsh also checked salary payments for the Parish Council up to November 2022 and The Stevenson Centre Charitable Trust up to November 2022 checking that the gross amount matched the bank accounts and again, found no anomalies.

The petty cash records were checked and found to be accurate. **NOTED.**

1. **PROPOSAL TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH SECTION 1 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT (1960) FOR THE FOLLOWING ITEMS OF BUSINESS ON THE GROUNDS THAT THEY INVOLVE THE LIKELY DISCLOSURE OF CONFIDENTIAL AND EXEMPT INFORMATION**

**AGREED** to exclude press and public from the meeting.

1. **TO RECEIVE AN UPDATE FROM THE VILLAGE HALL EXTENSION WORKING PARTY ON THE REVISED PLANS (see Appendix E)**

The Chairman confirmed that the Village Hall Extension Working Party had met with Concertus on Monday 12th December to review the revised plans and the elevations. Councillor Bavington informed Members that the Working Party were happy with the elevations but had requested a small number of minor amendments to the floorplans. The plans had now been updated and were displayed at the Committee meeting for Members to view.

It was hoped that the Committee would agree to recommend to Full Council that it accepts the plans and that a planning application could be submitted and a Decision made before May 2023.

Members reviewed the plans and discussed in detail the location and layout of the toilets and whether the shower/wet room was bigger than needed. They also felt that there was no natural light to the toilets and showers and insufficient ventilation. Councillor Keane confirmed that new builds had air vents and extractor fans as opposed to external windows as they posed security and privacy concerns. Members discussed the issue of natural light further and raised safety concerns if there was an emergency when it was dark outside. Councillor Keane stated that emergency lighting was factored into the build and would address those concerns. He also advised that in the second phase, they could potentially look at the style of doors to improve the internal light.

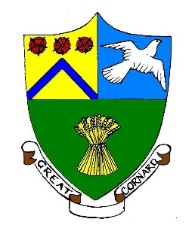
Councillor Sheridan stated that on behalf of the Scouts, he would like to express his satisfaction with the revised plans.

Members agreed to **RECOMMEND** the approval of the Plans (**See Appendix E**) to Full Council and to instruct Concertus to submit an Application to the Planning Authority accordingly.

Councillor Bavington advised that District Councillor Simon Barrett was aware of the Parish Council’s plans for the Village Hall and had suggested that the project might qualify for CIL funding. **NOTED**

The Chairman advised Members that a pre-Budget meeting had taken place and that in many years, he did not remember a more challenging Budget. The uncertainty around rising costs and inflation meant that major costs were very difficult to estimate for the year ahead. The Chairman therefore asked Members that when they receive their papers for the Estimates meeting on the 9th January 2023, to review them closely.

**Meeting closed at 8:03pm**

**APPENDIX A**

**CORNARD PARISH COUNCIL**   
**THE STEVENSON CENTRE CHARITY**

**Children, Young People and Vulnerable Adults Protection and Safeguarding Policy**

**Purpose and Scope**

The purpose of this Policy is to ensure that everyone (irrespective of whether they are individuals or representatives of an organisation) are aware of their responsibilities with regard to protecting and safeguarding any children, young people and vulnerable adults who may either visit or participate in any activities held at the Centre.

This policy applies equally to all children, young people and vulnerable adults regardless of their age, gender, racial heritage, disability status, religious beliefs, sexual orientation or identity. All children, young people and vulnerable adults have a right to equal protection from all types of abuse or harm.

It is recognised that some children, young people or adults may be particularly vulnerable due to a range of issues. These may include their level of dependency, individual communication needs or the impact of previous experiences. Any such issues must be taken into account both in the planning of activities and in determining the appropriate type and level of supervision needed to ensure a safe, enjoyable and successful event.

Full compliance with this Policy is a condition of any booking or use of The Stevenson Centre.

**Definition**

**Children and Young People:**

Anyone under the age of 18 years

**Vulnerable Adults:**

* Unable to care for themselves
* Unable to protect themselves from significant harm
* Or may be in need of care in the community services

**To Whom this Policy Applies**

This Policy applies to anyone working for or on behalf of Great Cornard Parish Council and The Stevenson Centre Charity whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual using the Parish Council or The Stevenson Centre facilities for delivering any service to children, young people or vulnerable adults.

**SECTION 2**

**Promoting a Safe Environment**

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

* Provide safe facilities and carry out regular safety assessments
* Ensure that employees, Councillors and leaders of activities in/on Parish facilities are aware of the safeguarding expectations
* Ensure that the Policy for users of Parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults (e.g. any adults who have regular unsupervised contact with children, young people and vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks)
* Ensure that attendees at functions, e.g. fireworks evenings, are aware that parents are responsible for their children’s safety and the location of a dedicated safe place for lost children is clear
* Display on noticeboards the relevant safeguarding contacts for advice and helps. See Appendix Notice & Poster

**SECTION 3**

**Responsibilities of Hirers**

The Hirer is responsible for ensuring that any activities for children, young people or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/young people/vulnerable adults. This will include, where necessary, ensuring that valid Disclosure and Barring Service certificates are in place and the Hirer taking full responsibility for anyone that they may employ, engage, contract or expect to look after or interact with children/young people/vulnerable adults.

Full details of the Disclosure and Barring Service and its application to both employees and volunteers can be found on the GOV.UK website.

It is recognised that some private events may fall outside of specific legislative requirements but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults (preferably the parents or nominated guardians of the children, young people and if applicable, the vulnerable adults concerned) are in place.

It is also important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children/young people/vulnerable adults. The NSPCC Factsheet 'Recommended Adult to Child Ratios When Supervising Children' offers further guidance.

All Hirers must ensure that any activity that requires themselves or any person engaged, contracted or invited by them for any purpose, is trained and/or qualified, as required.

Any Hirer who proposes to hold an event or activity that requires Ofsted registration must, in addition to meeting all Ofsted requirements, provide Great Cornard Parish Council as sole managing trustee of The Stevenson Centre Charity with a copy of the Hirer's own, dedicated, Children, Young People and Vulnerable Persons Protection Policy. This must be supplied before the event takes place. Further information on all aspects of Ofsted registration is available on the GOV.UK website.

Hirers are expected to ensure that, as well as providing safe practices and supervision, due care and sensitivity is practised in ensuring the personal dignity of children/young people/vulnerable adults. This will include, but is not limited to, listening to and valuing and respecting their views and choices whilst working in partnership with parents, carers and any relevant agencies to ensure that safe and appropriate decisions are made.

Great Cornard Parish Council as sole managing trustee of The Stevenson Centre Charity is responsible for the maintenance of the Centre and its facilities, including the provision of accessible toilets. It is the Hirer's responsibility to ensure that the premises and facilities are suitable for the specific needs of the attendees at any event provided or hosted by them, before the event proceeds.

Children are not allowed in the Centre unaccompanied and Hirers must ensure that children under 12 do not enter the kitchen area. The Hirer is responsible for ensuring that the needs and abilities of individual young people and vulnerable adults are assessed and that any level of supervision or any restriction on their access to any areas is appropriate to ensure their safety.

The Hirer is responsible for ensuring that any items brought into the Centre (for example, toys, play equipment or musical instruments) conform to any relevant legislation to ensure that they are safe and fit for purpose. Equally, if any of the assets of the Centre, such as crockery are used as part of the hire then they must be used in a safe manner in order to minimise risk to any users, including children, young people and vulnerable adults.

Hirers must ensure full compliance with all age and vulnerability related legislation. This includes, but is not limited to, legal requirements with regard to the sale or provision of alcohol, attendance at the screening of any film with an age classification and age related restrictions on any form of gambling or sale of goods.

**Use of Facilities by Groups for use with Children, Young People or Vulnerable Adults (e.g. clubs/organisations regularly using the recreation ground)**

In summary, the Parish Council will require the leaders to:

* Have public liability insurance
* Have a suitable Children, Young People and Vulnerable Adults Safeguarding Policy and/or agree to work to the Parish Council’s Policy and relevant guidance
* Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using Parish facilities
* Ensure leaders have valid enhanced DBS checks as appropriate and know where the First Aid boxes are kept
* Do Risk Assessments for individual activities

**SECTION 4**

**Safe Working Practice**

All users of Parish facilities must follow the Safeguarding Children, Young People and Vulnerable Adults Policy at all times. For example, they should:

* Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check
* 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 their 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 8s must be collected by a parent/carer)
* Ensure that photos or videos of individuals are not taken without written permission from parents or carers
* Ensure they have access to a First Aid kit and telephone and are familiar with fire procedures. Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips or where First Aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen
* When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible

**Expectations of Behaviour**

All users of Parish facilities should:

* Ensure that communications, behaviour and interaction with users should be appropriate and professional
* Treat each other with respect and show consideration for other groups using the facilities
* Refrain from any behaviour that involves racism, sexism and bullying and in addition, to report any instances of such behaviour to group leaders, Parish Councillors, the Council Manager or parents and carers as appropriate

**SECTION 5**

**Allegations Against Staff and Volunteers**

* All staff and volunteers should take care not to place themselves in a vulnerable position with a child, young person or vulnerable adult
* If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Council Manager. Unless the allegation is against the Council Manager, in which case, it should be reported to the Chair of the Parish Council.
* The Parish Council should follow the Suffolk SP (Suffolk Safeguarding Partnership) procedures for managing allegations against staff/volunteers on the Suffolk SP website. No attempt should be made to investigate or take action before consultation with the Local Authority’s Designated Officer (LADO). See contact details below.

**Whistleblowing**

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

**What Should be Cause for Concern**

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child, young person or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

All staff and volunteers coming into contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at [www.suffolksp.org.uk](http://www.suffolksp.org.uk)

All agencies working with children are recommended to follow the multi-agency procedures at [www.suffolksp.org.uk](http://www.suffolksp.org.uk)

**Notification Requirements**

Should any user become aware of potential or actual risk to any user of the Centre (including children, young people and/or vulnerable adults) which they cannot immediately safely rectify, then the event in progress must be immediately suspended or terminated until such time as the problem is satisfactorily addressed. Where such a risk is due to any fault with the premises then the Parish Council office must be immediately notified. Emergency contact details are displayed on the Parish Council noticeboard situated in the lobby area of the Centre.

Great Cornard Parish Council considers the welfare of children, young people and vulnerable adults to be of paramount importance and therefore in the case of any actual or suspected abuse, of any type, by any person, the police and any other relevant agency must be immediately informed. It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.

Great Cornard Parish Council will fully co-operate in any such investigation and this will include providing the police with full details of any information provided to them by the Hirer.

This Policy was formally adopted by Great Cornard Parish Council as sole managing trustee of The Stevenson Centre Charity in July 2018 and will be reviewed regularly.

All policies of Great Cornard Parish Council are available to the public via the Great Cornard Parish Council Website which is:- www.greatcornard.onesuffolk.net

Useful Safeguarding Contact Details

|  |  |  |
| --- | --- | --- |
| *Contact* | *Email* | *Telephone No.* |
| **Multi-Agency Safeguarding**  **Hub (MASH)**  To report a concern of abuse or neglect call the MASH team | Via the Suffolk County Council Multi-Agency Safeguarding Hub  https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult/ | *0808 800 4005* |
|  |  |  |
| **Local Authority**  **Designated Officer**  To report an allegation against a person in a position of trust | [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk) | *0300 123 2044* |

Suffolk Safeguarding Partnership (SSP)

For general safeguarding issues and training, please contact the SSP team:

|  |  |  |
| --- | --- | --- |
| Contact | Email | Telephone No. |
| Suffolk Safeguarding  Partnership | [enquires@suffolksp.org.uk](mailto:enquires@suffolksp.org.uk) | 01473 265359 |
| Website: **Concerned? See it? Recognise it? Report it?**  [www.suffolksp.org.uk](http://www.suffolksp.org.uk) | | |

**Adopted: September 2018**

**Reviewed and amended: December 2022**

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**GREAT CORNARD PARISH COUNCIL**

**THE STEVENSON CENTRE CHARITY**

THE PARISH COUNCIL, AS SOLE TRUSTEE OF THE STEVENSON CENTRE CHARITY, HAS ADOPTED A **CHILDREN AND VULNERABLE ADULTS PROTECTION AND SAFEGUARDING POLICY**

IF YOU WOULD LIKE TO VIEW THE POLICY PLEASE CONTACT THE COUNCIL OFFICE

**REPORTING ABUSE OR SUSPECTED ABUSE AT THE STEVENSON CENTRE:**

**SAFEGUARDING LEAD: MRS N C TAMLYN, COUNCIL MANAGER**

**01787 373212 –** [**councilmanager@greatcornardpc.co.uk**](mailto:councilmanager@greatcornardpc.co.uk)

**SAFEGUARDING MEMBER: COUNCILLOR MRS T WELSH**

**DEPUTY SAFEGUARDING MEMBER: COUNCILLOR MRS P WHITE**

**GREAT CORNARD PARISH COUNCIL**

**THE STEVENSON CENTRE**

**SAFEGUARDING REFERRAL FORM**

**If you think a child or a vulnerable adult is in immediate danger,**

**call the Police on 999 or call Customer First on 0808 800 4005**

**Please use this form for less urgent referrals only.**

**PLEASE COMPLETE AS MUCH OF THIS FORM AS POSSIBLE INCLUDING ESSENTIAL INFORMATION BEFORE CONTACTING THE SAFEGUARDING TEAM**

If you do not have all the information, please send this form and then follow up with additional information as soon as you get it.

**REFERRAL TO GCPC / THE STEVENSON CENTRE SAFEGUARDING TEAM**

If you wish to discuss your referral with the Safeguarding Team, or need advice or guidance, please contact:

Mrs N Tamlyn (Council Manager) - 01787 373212

Safeguarding Member: Councillor Mrs Tracey Welsh

Deputy Safeguarding Members: Councillors Judith Wilson & David Young

**YOUR DETAILS**

|  |  |
| --- | --- |
| Your Name: |  |
| Your Role within Great Cornard Parish Council / The Stevenson Centre: |  |
| Your Telephone No: |  |
| Your Email Address: |  |

**DATES AND LOCATION TO WHICH THIS FORM RELATES**

|  |  |
| --- | --- |
| Date Incident occurred: |  |
| Location Incident occurred: |  |
| Date you were notified of this Incident: |  |

**INFORMATION ABOUT PERSON BEING REFERRED – YOUNG PERSON**

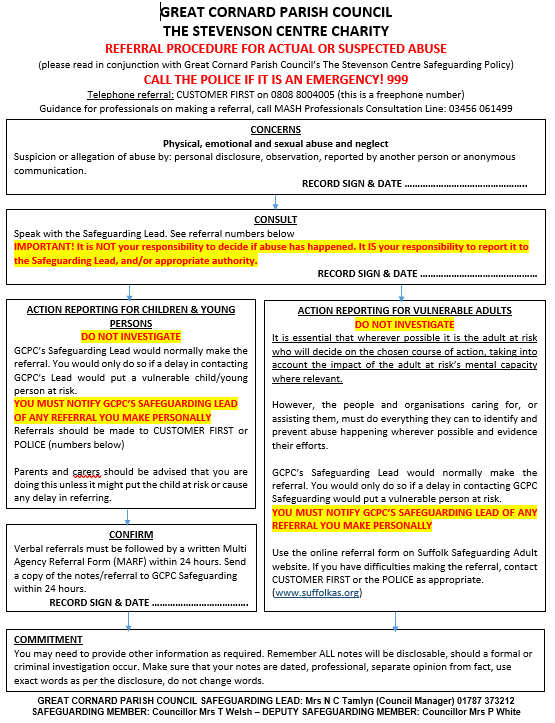
Please note: When sending this form, please include all essential information marked in red

|  |  |
| --- | --- |
| Their Name: |  |
| Their Date of Birth: |  |
| Their Home Address: |  |
| Relationship to GCPC or Name of Stevenson Centre User Group: |  |
| Stevenson Centre User’s Name and Contact Telephone No: |  |
| Are their Parent/Carers involved with GCPC or The Stevenson Centre? If so, please provide details: |  |
| Are their Parents/Carers aware that this Incident has been reported to the GCPC Safeguarding Team? |  |

**INFORMATION ABOUT PERSON BEING REFERRED – ADULT**

|  |  |
| --- | --- |
| Their Name: |  |
| Their Telephone No/Address: |  |
| Relationship to GCPC or Name of Stevenson Centre User Group: |  |
| Stevenson Centre User’s Name and Contact Telephone No: |  |
| Do they have any special educational needs or disabilities? |  |

|  |
| --- |
| PLACE, DATE AND TIME OF INCIDENT:  DURING WHICH SESSION/GROUP DID THE INCIDENT OCCUR? |
| DETAILS OF THE INCIDENT AND/OR CONCERN:  Provide as much information as possible – tell us what kind of abuse you are worried about. What have you seen or heard? Where and when does the abuse happen? How does it affect the person? When was the last incident of concern? Provide dates and locations or incidents if you can. Complete on separate page if necessary. |
| WHAT HAS HAPPENED FOLLOWING THE INCIDENT, IF ANYTHING? |
| HAVE THERE BEEN ANY PREVIOUS CONCERNS ABOUT THE PERSON BEING REFERRED? |
| ANY OTHER INFORMATION: |
| *Safeguarding Lead Use Only*  *Form received by hand \_\_\_\_\_*  *Form received by email \_\_\_\_\_*  *Date received \_\_\_\_\_\_\_\_\_\_\_\_\_*  *Action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |



**APPENDIX B**

**GREAT CORNARD PARISH COUNCIL**   
**THE STEVENSON CENTRE CHARITY**

**Health and Safety Policy**

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7. Risk Assessment   
8. Specific Arrangements and Procedures   
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**1. Introduction**

1.1 Our policy is to provide and maintain safe and healthy working conditions for all of the Parish Council and Stevenson Centre Charity employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.

1.2 Our management accepts the responsibility for applying the above and for providing information, instructions and training at all times and for the duration necessary to achieve this purpose.

1.3 Other people may be affected by our activities, i.e. visitors, neighbours, contractors etc, and our management accept the responsibility to provide appropriate levels of safety for them.

1.4 We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.

1.5 Where risks to safety and health need to be assessed under a specific duty or Regulation, we will ensure that an assessment will be carried out and that all actions shown to be necessary will be implemented.

1.6 Should any of our activities endanger the health of any employee, such activities will be monitored and, where necessary, arrangements for health surveillance made.

1.7 We will provide suitable information regarding the safety or safe use of our services and/or products.

1.8 We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.

1.9 Our commitment to this Policy is to engender a positive health and safety culture throughout all areas and activities.

**2. Responsibilities of employees**

All our employees must:

2.1 Comply with this Health and Safety Policy.

2.2 Fully observe the Safety Rules.

2.3 Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.

2.4 Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.

2.5 Dress sensibly and safely for their particular working environment or occupation.

2.6 Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.

2.7 Use all safety equipment and/or protective clothing as may be provided.

2.8 Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.

2.9 Maintain all equipment in good condition and report any defects to management when they occur.

2.10 Report all incidents to management whether injury is sustained or not.

2.11 Attend as requested any training course designed to further the needs of health and safety.

2.12 Observe all laid down procedures concerning processes, material and substances used.

2.13 Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

**3. Specific responsibilities**

3.1 Overall and final responsibility for health and safety rests with Full Council.

3.2 Overall operational responsibility is delegated to: The Council Manager

3.3 Responsibility for health and safety for The Stevenson Centre will lie with Full Council as Sole Managing Trustees of The Stevenson Centre Charity and such responsibilities will be implemented by the Charity and its employees in accordance with this Policy.

3.4 Day-to-day responsibility is delegated to: The Council Manager

**4. Communications and training for employees**

4.1 All employees shall receive the necessary training, instructions and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.

4.2 This will include regular staff updates as well as formal safety training.

4.3 Records of training provided will be held on personnel files.

**5. Consultation with employees**

5.1 All employees of Great Cornard Parish Council are consulted on matters which affect the health, safety and welfare whilst in work.

5.2 In addition to formal health and safety training, regular staff updates are provided to employees which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e., leaflets, guidance information etc is also provided.

5.3 When undertaking Risk Assessments or producing Method Statements, employees who are affected are consulted throughout the process.

**6. Accident and near miss reporting procedures**

6.1 Great Cornard Parish Council takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the work place as much as is reasonably practicable.

6.2 Where accidents or near misses occur, Great Cornard Parish Council will ensure its own 'in house' accident reporting procedure is followed.

6.3 Any accident reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseased and Dangerous Occurrence Regulations), will be fully investigated by Great Cornard Parish Council.

6.4 Great Cornard Parish Council will ensure the necessary reporting procedures, as required by the RIDDOR Regulations, are followed at all times.

**7. Risk Assessment**

7.1 Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.

7.2 Control measures are defined in the form of written safe working procedures, method statements and safety plans and relayed to the persons at risk by line management, through formal information channels, instruction and training.

**8. Procurement and Third Party Suppliers and Contractors**

8.1 The Council has a responsibility for the health and safety of all staff and residents affected by any work or service conducted on behalf of the Council by any service provider, contractor or other third party.

8.2 The Council will request health and safety information relating to all products and services tendered by the Council, relating to relevant health and safety legislation as part of the procurement process.

8.3 The Council will request information relating to training and competency of all contractors and workers who undertake work on behalf of the Council

8.4 The Council reserve the right to suspend any works to conduct appropriate reviews or investigations if a safety concern is brought to the attention of the Council.

8.5 The Council expects all contractors, suppliers and third parties to support a positive health and safety culture while working on behalf of the Council in accordance with this Policy.

**9. Review**

This Health and Safety Policy will be reviewed four yearly.

**Reviewed and updated: December 2022**

**APPENDIX C**

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**CORNARD PARISH COUNCIL**

**THE STEVENSON CENTRE CHARITY**

**Equality and Diversity Policy**

**1 Policy Statement**

1.1 Great Cornard Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and celebrating diversity amongst our community.

1.2 The purpose of this Policy is to provide equality and fairness for all and not to discriminate on grounds of age, disability, gender, marital status, race, ethnic origin, nationality, national origin, sexual orientation, religion or belief. We oppose all forms of unlawful and unfair discrimination.

**2 Great Cornard Parish Council as an Employer**

2.1 Our aim is that our workforce will be truly representative of the community from which it is drawn and each employee feels respected and able to give of their best.

2.2 All employees, whether part-time, full-time or casual workers, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

* 1. **Our Commitment:**

a) To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

b) Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

c) Training, development and progression opportunities are available to all staff.

d) Equality in the workplace is good management practice and makes sound business sense.

e) We will periodically review all our practices and procedures to ensure fairness.

f) Breaches of this Policy will be regarded as misconduct and could lead to disciplinary proceedings.

g) The Policy will be monitored and reviewed regularly to ensure it is compliant with current equal opportunities legislation and follows best practice.

**3 Great Cornard Parish Council a Community Leader and Advocate**

3.1 We are committed to creating a socially inclusive and cohesive community by:

a) Promoting equal opportunity and equal access to employment, services and information.

b) Identifying and addressing the barriers that different groups face to participate in community life.

c) Working towards ensuring fair and equitable resources.

d) Respecting and celebrating diversity as a vital part of the strength of our community.

e) Working with others to ensure that Great Cornard is a safe place in which to live, work or visit.

f) Listening and responding to the views of our community through appropriate and widespread consultation and participation mechanisms, which are accessible to all.

g) Ensuring the communications we produce and the events we hold positively reflect and promote the diversity of our community and are fully accessible.

**4 Great Cornard Parish Council as a Service Provider**

4.1 We are committed to ensuring that our services are accessible to all and responsive by:

a) Ensuring that we deliver our services in ways that are sensitive to customers’ needs.

b) Ensuring that all employees, contractors and partners have the information they need to provide equality of opportunity and that this is reflected in their conduct. The Council will require, where legally possible, partners and contractors to have equal opportunities policies, and will seek sufficient information and evidence that compliance with equalities legislation is genuine.

c) Ensuring that the information we provide about our services is accessible to our community.

d) Consulting and involving all sections of our community in the development and monitoring of our policies and services in ways which enable people to participate.

**Adopted: July 2018**

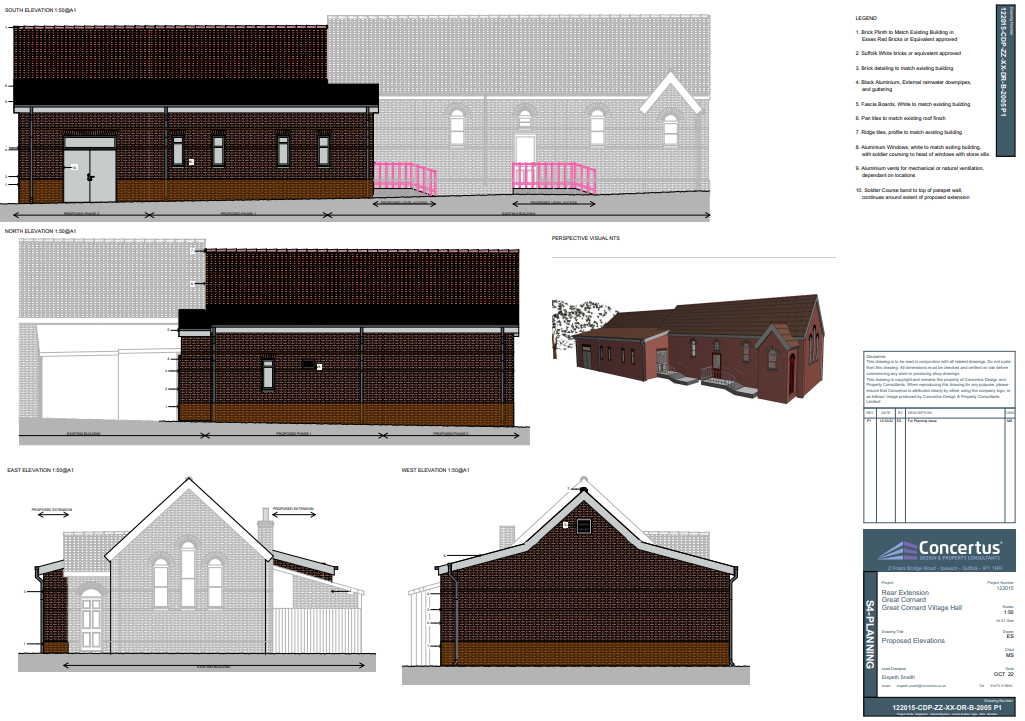
**Reviewed and updated: December 2022**

**APPENDIX D**

**Great Cornard Parish Council Summary of Income and BACS Payments up to 19th December 2022**



**APPENDIX E**



Diagram, engineering drawing

Description automatically generated