



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN THE PARISH COUNCIL OFFICE ON THURSDAY 26 MAY 2016 AT 19:30

Present: Councillors Susan Francis; Lee Hamilton-Street; Norma Harris; John Oldfield; Peter Thompson.

In attendance: Rob Martin – Parish Clerk
Paul Barley – Deputy Clerk
Councillor Mike Hill-Smith

Action

16/001 APPOINTMENT OF CHAIRMAN

Councillor Hamilton-Street was proposed as Chairman by Councillor Francis, seconded by Councillor Oldfield.

The election was carried out by a show of hands and Councillor Hamilton-Street was unanimously **ELECTED** as Chairman.

16/002 APPOINTMENT OF VICE-CHAIRMAN

Councillor Oldfield was proposed as Vice-Chairman by Councillor Francis, seconded by Councillor Thompson.

The election was carried out by a show of hands and Councillor Oldfield was unanimously **ELECTED** as Vice-Chairman.

16/003 APOLOGIES FOR ABSENCE

None.

16/004 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

16/005 APPROVAL OF MINUTES OF THE MEETING HELD ON 1 MARCH 2016

The minutes of the meeting of 1 March 2016 were **AGREED** as a correct record and signed by the Chairman.

16/006 PUBLIC CONSULTATION

There were no members of the public present.

Councillor Francis took the opportunity to confirm to the Committee that Sylvia Verrinder had written to her in her capacity as Chairman of the Parish Council to confirm her retirement from the Parish Council on the morning of the present meeting, which had been accepted.

The Committee wished to record its thanks to Miss Verrinder for her seven years of dedicated work as a Parish Councillor.

16/007 CLERK'S REPORT

It was noted that a date had now been set for the Clerk to meet Councillors Francis and Oldfield for the purposes of setting performance objectives which, once agreed,

Clerk/JO/SF

would be subject to an interim review in six months, and a year-end review after 12 months.

16/008 2015/2016 FINAL ACCOUNTS AND ANNUAL RETURN

The Clerk noted that this was an opportunity to comment on the accounts and annual return at greater length than time at a PC meeting would allow.

Councillor Thompson expressed concern about how the Council's reserves were treated on its balance sheet and noted that reserves needed to be set against an asset renewal programme.

The Clerk noted that, following the recent exercise undertaken by the office in updating the asset register and ascertaining reinstatement/replacement values for the Parish Council's assets, the reserves policy could be much more closely aligned with an asset renewal programme.

Following discussion, it was agreed that Councillor Thompson would have a meeting with the Clerk in early course, in order to discuss this further.

Clerk/PT

16/009 2015/2016 INTERNAL AUDIT REPORT

The Committee noted the report received from the Internal Auditor, RS Hall & Co.

Councillor Thompson noted that an audit plan needed to be formulated and agreed for the coming financial year. The Clerk noted that he would talk to RS Hall & Co in order to take this forward.

Clerk

It was noted that standing orders should be reviewed every six months in accordance with standard business practice.

Committee

It was noted that in addition to the existing controls on BACS payments, it would be desirable for spot checks on these, and the monthly bank reconciliations, to be done twice a year. Councillor Thompson agreed to take this forward.

PT

Concerning bank account signatories, the Deputy Clerk noted that these now needed to be reviewed, as Sylvia Verrinder had been a signatory prior to her resignation, and further signatories were now needed. This would require some not unduly onerous KYC formalities to be completed for non-Lloyds Bank customers.

Following discussion, it was **AGREED** that Councillor Francis and the Chairman of the Committee would be added to the bank mandate, although it was not envisaged that Councillor Francis, as the incumbent Parish Council chairman, would sign to authorise payments in the ordinary course of events.

Deputy Clerk

It was also **AGREED** that Councillor Roger Phelon would be approached to establish whether he was willing to act as a signatory, and the Deputy Clerk was instructed to make enquiries accordingly.

Deputy Clerk

16/010 ASSESSMENT OF THE EFFECTIVENESS OF INTERNAL AUDIT

The Clerk noted that the Committee, and the full Parish Council, were requested to:

- a) consider the effectiveness of the Internal Auditor in the last year with reference to attached analysis, and
- b) consider the reappointment of RS Hall & Co as the Internal Auditor for the 2016/2017 financial year.

It was **AGREED** that, noting the comments under the previous item about audit planning for the coming year, the Committee was satisfied with the effectiveness of the Internal Auditor.

Concerning the reappointment of RS Hall & Co, on a proposal by Councillor Francis, seconded by Councillor Oldfield: That RS Hall & Co be reappointed as Internal Auditors to the Parish Council – unanimously **AGREED**.

Clerk

16/011 RISK ASSESSMENT POLICY

The Committee noted the Risk Assessment Policy document that had been circulated prior to the meeting.

The Clerk noted that various attempts had been made to look at the matter of risk assessment policy over the years, but with limited progress. Risks to the Parish Council that required to be assessed came in the form of business risks (including legal and financial risk) and physical risks (including grounds staff working practices, Parish Council events and so forth). The Clerk noted that the Administrator, Claire Fullman, was being trained in risk assessment.

The Chairman noted that letters of concern should be employed where policies were not being followed.

Following discussion it was **AGREED** that a higher-level document needed to be prepared, which in hierarchical terms would sit above the policy document already circulated. There was a need to consider business risk management and other forms of risk management; it would be desirable for guidance to be issued to the Clerk in that regard.

Clerk/Committee

16/012 GOVERNANCE FRAMEWORK

The Clerk provided an update on progress with regard to the framework document and referred the Committee to the draft Employee Handbook, which had been prepared from ACAS guidance and suggested templates.

**Committee
Clerk/All**

The Clerk noted that guidance would be welcomed from the Committee as to its view of the order of priority for the numerous policies that were required.

The general view was that employee matters should be dealt with first, along with Health & Safety. The draft Employee Handbook was a good start in this.

The Clerk noted that whilst he, as the Proper Officer of the Parish Council, had the responsibility of dealing with staffing matters day to day, the Committee should give consideration to the formation of a Sub-Committee to assist with that.

The following votes were taken:

On a proposal by Councillor Francis, seconded by Councillor Thompson: That a recommendation be made to the full Parish Council to adopt the employee handbook as a living document – unanimously **AGREED**.

Clerk

On a proposal by Councillor Francis, seconded by Councillor Thompson: That the Members' Code of Conduct and Protocol be dealt with next – unanimously **AGREED**.

Clerk

16/013 PARISH COUNCIL WEBSITE

The Clerk advised that the process of uploading content to the new site was well in hand, and on present information would be completed, and the new site made live, by early July 2016.

Clerk

16/014 DATE OF NEXT MEETING

The Committee's next meeting will take place on Wednesday 27 July 2016 at 7.30pm in the Parish Office.

All

Meeting ended at 20:55.

.....
Chairman

Date.....



GOVERNANCE & OVERSIGHT COMMITTEE (GOC)

TERMS OF REFERENCE

Objectives

1. To ensure sound and open governance of financial matters and actions taken in the name of the parish council by both the parish clerk's office and by authorised committees & councillors.
2. To ensure no actions are taken by either Councillors or Employees outside of the appropriate authority mandated by decisions of the Full Council.
3. The role of the GOC is explicitly not as a management committee, policy setting committee or budget setting committee. It is specifically that of an oversight, monitoring and assurance committee in respect of the control of financial matters and commitments and actions taken by the Parish Council, its Committees, Councillors, the Parish Clerk and his staff.

Membership

4. The membership of the committee is to be set at the Annual Parish Council Meeting in May of each year, or at a Full Council during the course of the year, if necessary.
5. Membership of the GOC should be no more than 5 in number.
6. The Chairman of the Parish Council may sit on the Governance & Oversight Committee, but may not be its Chairman.

Meetings

7. Meetings should be quarterly, and at other times if deemed necessary by Full Council.

Detailed Role

8. Overall monitoring of financial matters and use of reserves against the approved budget for the Council.
9. Initial consideration of the Final Accounts and Annual Return, advising the Full Council on their contents.
10. Review the committee and Working Group support workload imposed on the Parish Clerk and his team, and make recommendations to the Full Council if any concerns arise.
11. To make recommendations to the Full Council to encourage and facilitate the development of all councillors' individual knowledge, experience and capability across the full spectrum of Parish Council responsibilities.
12. To oversee staffing matters, in conjunction with the Clerk, and to make recommendations to the full council where necessary.
13. To consider matters of compliance with the Code of Conduct.
14. To consider unresolved employee Disciplinary & Grievance matters.
15. To ensure that an appropriate level of Internal Audit is conducted.

16. In conjunction with the Clerk, to ensure that sufficient Internal Control is present in Parish Council procedures, to provide councillors with adequate assurance to enable the appropriate statements to be made.
17. The GOC should also take the lead in reviewing the Parish Council's Standing Orders & Financial Regulations.
18. The GOC should review the Parish Council's committee structure and make recommendations to the Full Council for appropriate changes.
19. The GOC should take the lead in reviewing the other policies of the Parish Council, making recommendations for their adoption, and monitoring their compliance.
20. Subject to the restrictions made necessary under data protection and confidentiality controls, the GOC should be able to ask for any required information.

Scheme of Delegation

21. The Full Council delegates the above roles to the GOC on the basis that the resultant work is being undertaken for the Parish Council as a whole.
22. The GOC is to advise the Full Council on the necessary steps required to ensure the continuing probity and legality of its actions.

COUNCIL & COMMITTEE CYCLE FOR 2017/2018

2016

January	July
February	August Set Committee Priorities for 2017/2018
March	September
April	October Council consideration of committee priorities and feed back
May	November
June	December Set 2017/2018 Precept

2017

January Notify ADC of Precept Requirements	July
February Annual Committee Plans Completed	August
March Staff Appraisals; Office Plan production	September Committee half-year review
April Start of Financial Year	October Council half-year review; Review BAC and Bank Rec
May Start of Administrative Year (New Committees)	November
June	December

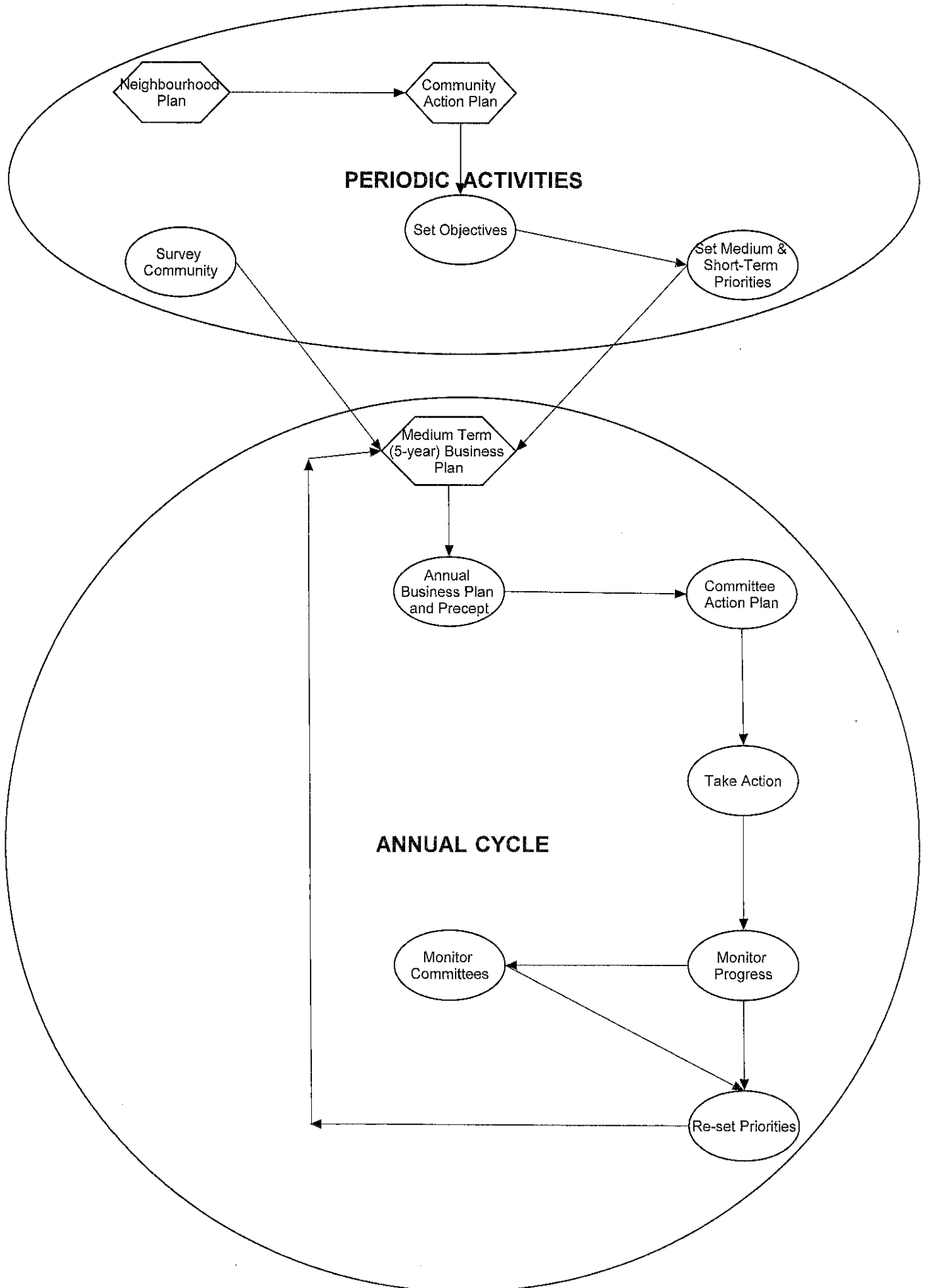
2018

January	July
February	August
March End of financial year	September
April Committee end of year review	October
May 2017/2018 Final Accounts & Annual return	November
June Annual Report on 2017/2018	December

ANGERING
COMMUNITY

PARISH
COUNCIL

COMMITTEES



Angmering Parish Council Risk Management Policy.

Introduction

Potential opportunities and risks to the achievement by the Angmering Parish Council (APC) of its objectives are to be effectively managed.

A systematic way of managing business risk is a statutory requirement. This policy details the procedures for managing business risk in a consistent way throughout the Council.

Business risk can be defined as the chance of something happening that will have an impact on the Council objectives. The task of business risk management is to ensure the APC makes cost effective use of a risk process that has a series of well defined steps to support better decision making through good understanding of risks and opportunities and their likely impact.

Application

This policy becomes effective immediately.

This updated policy applies from 1st August 2016.

All staff and Councillors must be aware of, and are required to comply with, all relevant APC policy and associated procedures.

Purpose

The purpose of this policy is to establish corporate standards and clear procedures in the management of business risk. This will be achieved through:

- Integration of risk management into the culture of the Council
- Raising awareness of the need for risk management by all those connected with the delivery of services (including partners, suppliers and contractors)
- Enabling the Council to anticipate and respond to changing social, environmental and legislative conditions
- The introduction of robust framework and procedures for identification, analysis, control and monitoring of risk, and the reporting and recording of events, based on good practice
- Minimisation of the cost of insurable risk.

Scope

This policy applies to all operational and business management functions including annual planning, corporate strategic assessment and project work at all levels. Risk management involves having processes in place to manage risks; access to reliable, up to date information about risks; the right balance of

control in place to deal with those risks; and decision-making processes supported by a framework of risk identification and analysis.

Policy Statement

Business risk management is about identifying, analysing and managing potential issues/problems that might affect business, programme, project or partnership objectives across the Council and taking action to control it. Risks must be managed in an integrated way in order to manage interdependencies.

All management teams within APC will adopt the corporate business risk management process to:

- identify risks
- evaluate risks
- control risks
- monitor risks

Benefits

Risk management protects Staff, Councillors, residents and assets including our invaluable reputation. It also improves performance by contributing to:

- Enhanced decision making, with resources being focused on those areas most requiring attention
- Support to innovation through a structured risk taking process
- Effective delivery of annual plans and objectives
- More efficient use of resources
- Streamlining processes by removing redundant controls that are no longer required to prevent or mitigate the risk
- More effective management of change
- Improved performance
- Legal compliance
- Less surprises as risks are anticipated and systems are in place to respond to them quickly
- Financial savings e.g., insurance premiums and reduced losses arising from workplace accidents and illnesses
- Enhanced MPS reputation through positive impact and influence on both internal and external stakeholders

Associated Documents and Policies

- Risk assessment methodology
- Business risk register
- Risk assessment portfolio

Status	Draft
Version	1

Risk Management Methodology

Reference Document

DOCUMENT OVERVIEW:

This document details the process and methodology for completing business risk analysis and risk assessments used by the Council.

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1 Definitions

Hazard	Is something with the potential to cause harm such as chemicals, electricity, and working at height etc.
Risk	The likelihood that the harm from one or more hazards is realized (the extent of the risk covers the people affected and the consequences for them).
Business Risk	An event or situation which could adversely affect or beneficially affect the organisation's ability to achieve its objectives.
Pure Risk	Results only in loss to the organization (bad risk).
Speculative Risk	These can result in either loss or gain (good or bad risk).
Harm	Includes death, injury (physical or mental), damage to property, equipment or the environment. It also includes financial harm, harm to the reputation of the organisation, and potential harm due to criminal prosecution, personal injury claims or enforcement action.
Risk Assessment	A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.
Business Risk Analysis	The process of gauging the size, shape, scope and nature of adverse or undesired outcomes. This includes hazard identification and analysis of the likelihood and severity of harm.
Generic Risk Assessment	Where a task, procedure or situation is repeated throughout all or part of an organisation it is more efficient to produce a "Generic Risk Assessment" of that activity, procedure or situation.

Note: It must be remembered that when using a Generic Risk Assessment it must be applied and adapted to the specific location or situation, to

ensure it is suitable and sufficient.

Competent Person	A person with adequate knowledge, experience and other relevant qualities to perform a task. Anyone having responsibility to carry out Systematic Risk Assessments should also understand when and in what circumstances it is necessary to seek further advice. A person carrying out a risk assessment should have successfully completed an IOSH Supervising Safely Course and their qualification current.
Suitable & Sufficient	To be 'suitable and sufficient' a risk assessment must identify all significant risks (trivial risks can normally be ignored), all those exposed to the risk, the controls required to manage the risk and be current. It should also identify and prioritise any further controls required.
Significant Risks	Whether or not a risk is significant is subjective. However, as guidance, the person completing the risk assessment should consider a risk significant if they feel that the arising controls should be formally captured within a written safe system of work.
'So far as is reasonably practicable'	When considering if a suggested control is 'so far as is reasonably practicable' consideration should be given in the form of a balanced judgement between risk (likelihood & severity) and cost (money, time & effort) i.e. low risk -v- high cost is not reasonably practicable.
Risk Owner	Responsibility for particular risks will be assigned to a nominated role. That person will own the risk assessment and associated documents i.e. SOPs and will be responsible for their review as and when required.

2 Introduction

- 2.1** This document details the main risk management processes used within Angmering Parish council (APC) and is intended to assist staff when carrying out a Business Risk Analysis or Risk Assessment.
- 2.2** As part of the business risk analysis and risk assessment process, you are required to assess the impact on the 9 protected characteristics as detailed in the Equality Act 2010.
- 2.3** The overall aim of risk management is to make sure that no one is injured, becomes ill or that damage does not occur to equipment, property, the environment or the reputation of the Council.
- 2.4** Both a business risk analysis and risk assessment must cover the 3 levels of risk (Community, Corporate & Operational). As such the assessor must, in addition to health and safety risk, also consider legal, financial, reputational, business continuity, environmental and social risks.
- 2.5** There is a legislative requirement to carry out a number of other risk assessments covering more specific areas. The following list, together with the relevant forms, is provided for clarification and reference purposes:

Type of Assessment	Form
Strategic/Systematic Risk Assessment	RA1
Strategic/Systematic Risk Assessment Action Plan	RA2
Display Screen Equipment (Refer to DSE SOP)	RA6
Manual Handling Assessment (Refer to Manual Handling SOP)	RA7
Business Risk Analysis	RA8
Control of Substances Hazardous to Health (Refer to COSHH SOP)	-

3 The Five Steps To Risk Assessment

- 3.1** Any risk assessment used in APC follows the principles of the Health and Safety Executive guidance contained in INDG163: Risk Assessment – A Brief Guide to Controlling Risks in the Workplace, more commonly referred to as ‘the 5 steps to risk assessment’. It should be noted that it is the risk assessment, and not the business risk analysis, that discharges the organisations statutory duty under the Management of Health and Safety at Work Regulation 1999. This section covers what constitutes a suitable and sufficient risk assessment to comply with the law.
- 3.2** To complete suitable and sufficient risk assessment that complies with the Management of Health and Safety Regulations, the main activity should be broken down into manageable tasks. If you try to assess too large an activity, hazards will be missed due to the size or complexity of the task.
- 3.3** Example: You may decide to carry out a risk assessment for the use of “Grass Cutters”. On the face of this, this may seem straightforward, but when considering certain activities you need to take into account such things as prevailing conditions or training, maintenance of the equipment and existing risk assessments.
- 3.4** There should already be a risk assessment for the vehicle. This will take into account stowage and removal of the equipment carried. There will also be a risk assessment for the activity e.g. ground maintenance, that will take into account the general hazards associated with this type of task.
- 3.5** Therefore, the starting point for this risk assessment will be once the equipment is removed from the vehicle and should focus purely on the hazards associated with the use of the equipment in the type of environment it will be used.
- 3.6** It will be useful to break the risk assessment down into more manageable tasks and consider each area in a logical sequence. In this particular instance the risk assessment could be broken down into the following areas:
- Transporting the equipment to the work location.
 - Use of the equipment for cutting grass.
 - Carrying out inspection/standard test.
 - Undertaking maintenance and repair.
- 3.7** This method of activity breakdown can be used until you reach a point that is manageable.

- 3.8** Where a similar risk assessment already exists and is used as a basis to produce a new risk assessment, care must be taken to ensure that all tasks, hazards, risks and control measures are relevant. A risk analysis must be completed to ensure the residual risk rating is appropriate to the specific risk assessment. **A straightforward copy and paste is not acceptable.**

STEP 1 – IDENTIFY THE HAZARDS

- 3.9** Having broken down the activity into manageable tasks the first step is to identify the significant hazards present for each task identified using professional judgement.
- 3.10** The assessor should observe the task being performed and consult with the people who perform the task. **Remember you cannot do a risk assessment from your desk.**
- 3.11** When you carry out activities on a regular basis it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:
- **Check manufacturers' instructions** or data sheets for chemicals and equipment as they can be helpful in explaining hazards and putting them in their true perspective.
 - **Look back at your accident and ill-health record** – these often help to identify less obvious hazards.
 - **Take account of non-routine operations** (e.g. maintenance, cleaning operations).
 - **Remember to think about long-term hazards to health** (e.g. high levels of noise, vibration or exposure to harmful substances).
 - **Visit the HSE website** – HSE publishes practical guidance on hazards and how to control them www.hse.gov.uk
- 3.12** It should be remembered that hazards may already be in the workplace or be due to the activity/task to be undertaken or from equipment and materials in use (refer to Appendix D for typical examples of generic hazards).
- 3.13** Trivial hazards can normally be ignored (see definition for 'significant hazard').
- 3.14** Take care to describe in such a way that it is clear what the nature of the hazard is. As an example, the word 'lighting' does not describe the hazard but if you put 'poor lighting' it is absolutely clear.

STEP 2 – WHO MIGHT BE HARMED

3.15 For each hazard you need to be clear about who might be harmed. This will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people at risk.

3.16 In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur e.g. slips, trips and falls resulting in cuts, bruises and fractures. Remember:

- Some workers have particular requirements e.g. new and young workers, migrant workers, new expectant mothers, people with disabilities, temporary workers, contractors, homeworkers and lone workers (www.hse.gov.uk/toolbox/workers).
- Think about people who might not be in the workplace at the time, such as visitors, contractors and maintenance workers.
- Take members of the public into account if they could be harmed by your work activities.
- If you share a workplace with another organisation, consider how your work affects others and how their work affects you and your workers. Talk to each other and make sure controls are in place.
- Ask your workers if there is anyone you may have missed.

STEP 3 – EVALUATE THE RISKS

3.17 Having identified the hazards, you have to decide how likely the harm will occur, i.e. the level of risk and what to do about it. Risk is part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and things you need to do to manage them responsibly.

3.18 Generally, you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measure needed to control the real risk in terms of money, time and trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

3.19 Your risk assessment should only include what you could reasonably be expected to know – **you are not expected to anticipate unforeseeable risks.**

3.20 Look at what you are already doing and the control measures you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

3.21 When controlling risks, apply the hierarchy of controls, if possible, in the following order (refer to Appendix D for examples of control measures):

- a)** Eliminate the risk – use of alternatives, change of process.
- b)** Substitute – try a less risky option e.g. switch to using a less hazardous chemical.
- c)** Use barriers – isolation and segregation e.g. guarding.
- d)** Use procedures – organise work to reduce exposure to the hazard, use safe systems of work.
- e)** Use warning signs – e.g. signs, instructions and labels.
- f)** Issue personal protective equipment (PPE) e.g. clothing, footwear, eye protection etc.
- g)** Provide welfare facilities e.g. first aid and washing facilities for removal of contamination.

3.22 Involve your workers, so you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

3.23 If you control a number of similar workplaces containing similar activities, you can produce a model risk assessment reflecting the common hazards and risks associated with these activities i.e. Generic Risk Assessment.

3.24 You may use model risk assessment developed by other organisations, but you can only do so if you:

- Satisfy yourself that the model risk assessment is appropriate to your type of work;
- Adapt the model risk assessment to the detail of your own work situations, including any additions necessary to cover hazard and risks not referred to in the model.

3.25 Remember:

3.25.1 You are assessing the likelihood and severity of the significant outcomes.

3.25.2 That controls a to c listed in 3.21 above should be the preferred options if they can be achieved. Whereas d to g relies on people following procedures and taking the appropriate action, where research into human factors has shown people are not naturally compliant.

STEP 4 – RECORD YOUR SIGNIFICANT FINDINGS

3.26 Make a record of your significant findings – the hazards, how people might be harmed and what you have put in place to control the risks. Any record produced should be simple and focused on the controls.

3.27 Remember that for a risk assessment to be suitable and sufficient you need to be able to show that:

- A proper check was made.
- You asked who might be affected.
- You dealt with all the significant hazards, taking into account the number and type of people who could be involved.
- The precautions are reasonable, and the residual risk is low.
- You involved your staff or their representatives in the process.

3.28 You may find that there are a lot of improvements that could be made, big and small, but it should be recognised that everything cannot be done at once. An action plan should be produced prioritising the improvements with the focus on dealing with the most important issues first.

3.29 Remember, the greater the hazard the more robust and reliable the measures to control the risk of an injury occurring will need to be.

STEP 5 – REGULARLY REVIEW YOUR RISK ASSESSMENT

3.30 Risk Owners are responsible for the review of risk assessments to ensure compliance with the Management of Health and Safety at Work Regulations 1999. The Regulations require that any assessment should be reviewed if:

- There is reason to suspect that it is no longer valid, or
- There has been a significant change in the matter it relates to.

3.31 Few workplaces stay the same. Sooner or later, there will be new equipment, substances or procedures that could lead to new hazards. It makes sense, therefore, to review risk assessments on an ongoing basis to ensure continuing improvement.

3.32 Look at the risk assessments again and ask yourself:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learnt anything from accidents or near hits?

3.33 Make sure your risk assessments stay up to date. During the year, if there is a significant change, don't wait.

- 3.34** The monitoring of risk assessments should ensure they remain relevant and "suitable and sufficient". This process will also inform the review of any document linked to the risk assessment for which the risk owner is responsible.
-

4 Completing a Business Risk Evaluation (XYZ Approach)

- 4.1** The Business Risk Analysis (XYZ Approach) process can be described as a simple tool that can be applied to 'unevaluated risks' at any level in the Council.
- 4.2** The basic principle of the evaluation is that it is based on data/evidence and not 'gut feelings' or 'personal agendas'. In effect it is a 'quick calculator' to determine whether or not 'perceived' risk is an 'actual' risk. This process looks at 'pure risk' (bad risk) and 'speculative' risk that can result in either loss or gain (good or bad risk).
- 4.3** It should be noted that a business risk analysis does not constitute a 'suitable and sufficient' risk assessment as required by the Management of Health and Safety at Work Regulations. Consequently, a full risk assessment may be one outcome of completing a business risk evaluation.
- 4.4** A Business Risk Analysis RA8 should be carried out when an issue is identified that may affect or impact on the Council achieving its strategic aims and objectives.
- 4.5** The principle can also be applied at other levels within the organisation e.g. Council objectives or Appraisal objectives.
- 4.6** An RA8 must be completed to support policies, major projects. Advice can be obtained by contacting the Strategic Risk Group.
- 4.7** When completing an RA8 for a proposal the following 'triggers' should be used to determine whether or not the issue should be progressed:
- 4.7.1** High Risk/Low Opportunity - do not progress.
 - 4.7.2** Low or Medium Risk/High or Medium opportunity - progress to SLT
- 4.8** The RA8 process will also be used to determine the level of risk and priority for issues entered onto risk registers at Strategic level.

Angmering Parish council

- 4.9** It also provides a useful tool to inform decision making at any level of the Council.
- 4.10** When completing an RA8 always discuss with your colleagues to ensure you describe the risk in clear unambiguous terms.
- 4.11** You should include sufficient information to be assured that the risk is data based. It should be remembered that a basic principle of using this approach is that you can challenge (and be challenged) on the risks.
- 4.12** Please refer to Appendix A for guidance on completing an RA8 Business Risk Analysis.

5 Completion of RA1 Risk Assessment Form

- 5.1** A RA/1 Risk Assessment Form can be obtained from the Parish Office.
 - 5.2** When producing a risk assessment it is important that the detail is descriptive enough that someone reading the risk assessment will understand its meaning. Remember you may know what you mean but will someone else?
 - 5.3** When considering Management of Community and Corporate Risk, both the hazard and outcome columns have been pre-populated to assist you in determining the organisation risks associated with the tasks that you have already assessed in the risk assessment.
 - 5.4** When considering the Equality Impact Assessment the hazard column has been pre-populated this will assist you in considering any impact, from the tasks that you have already assessed, on the nine protected characteristics.
 - 5.5** The risk assessor should appreciate that although financial loss and damage to reputation is considered from an organisational perspective in 5.3 above, there is also a need to consider financial loss such as vehicle and equipment damage, and damage to reputation such as the public's perception of the Council, for each task.
 - 5.6** Once you have completed the risk assessment you should forward it for validation to
 - 5.7** Refer to Appendix B for guidance on completing an RA1.
-

6 Completion of RA2 Risk Assessment Action Plan

- 6.1** A RA/2 Risk Assessment Form can be obtained from the Parish office.
- 6.2** Once you have completed the risk assessment you should forward it for validation using the Health & Safety Risk Team group email box. Note: do not forward the risk assessment to individual email addresses as this may cause delay if that person is on annual/sick leave.
- 6.3** Refer to Appendix C for a sample RA2.
-

7 Risk Calculator

- 7.1** To help analyse the risks, a "risk calculator" is used. The risk calculator can be used for the RA8 and RA1.
- 7.2** The likelihood is decided on using the 5 expressions of likelihood in the table below. The impact is decided on using the relevant 'impact equivalence chart'. Use the Impact Equivalence Chart (Threat) for RA8s dealing with pure (bad) risk and RA1s. Use the Impact Equivalence Chart (Opportunity) for RA8s considering opportunity.
- 7.3** When using an 'impact equivalence chart' to complete an RA1 it is only necessary to use the areas of risk that are appropriate. As an example, a particular hazard may only require you to consider health & safety, legal and financial risk.
- 7.4** This judgment is then worked onto the 'Risk Assessment Matrix' and the Risk Rating Interpretation Chart is used to give a "Priority for Action".

Measures of Likelihood (Probability)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Very unlikely	The event may occur only in exceptional circumstances.
2	Unlikely	The event could occur at some time.
3	Moderate	The event will occur at some time.
4	Likely	The event could occur in most circumstances.
5	Very Likely	The event will occur in most circumstances.

Impact Equivalence Chart (Threats)

Score	Descriptor	Health & Safety	Legal	Financial	Reputation	Business Continuity	Environment	Social
1		Minor injury requiring local first aid treatment (e.g. minor cuts/abrasion). No lost time/alternate duties.	No formal proceedings.	Insignificant financial loss (up to 5K)	Little or no adverse publicity. Little staff comment.	Brief disruption - no more than 1 day and having insignificant adverse effect on non-critical area of service.	Nuisance release. Minimal or no impact.	Insignificant number of persons displaced & personal support required. Insignificant disruption to community services.
2		Recoverable injury likely to result in 7 days or less lost or 7 days or less alternate duties.	Low cost personal injury or property damage claim.	Minor financial loss (> 5K) Minor impact on departmental budget.	< 3 day adverse local media coverage. Causes staff concern.	Brief disruption - no more than 1 day and having adverse effect on front-line services.	Minor local/wider environmental damage/impact to nature and built environment with high potential for recovery.	Minor damage to property. Minor displacement of a small number of people for <24 hours/minor personal support required. Minor localised disruption to community services/infrastructure <24 hours.
3	Moderate	Medical treatment required. Recoverable injury likely to result in over 7 days lost/over 7 days alternate duties.	Improvement or Prohibition Notice. Employment Tribunal. Judicial Review. Personal Injury or Property Damage Claim.	Significant financial loss (> 25K) Departmental budget over spend.	> 3 day adverse local media coverage. Comment from external inspection agencies. Noticeable impact on public opinion.	Business disruption to service up to 3 days and having adverse effect on front-line services.	Moderate local/wider environmental damage/impact to nature and built environment with limited potential for recovery.	Damage confined to specific location or number of locations, but requires additional resources. Localised displacement of >100 people for 1-3 days. Localised disruption to infrastructure and community services.
4	Major	Permanent or life changing injuries. RIDDOR Major or Dangerous Occurrence.	Criminal prosecution resulting in fine, remedial or publicity order.	Major financial loss (> 100K) Urgent review of Corporate finances required.	< 3 day adverse national media coverage. Public confidence in the service undermined.	Business disruption to service > 3 days and having adverse effect on front-line services.	High local/wider environmental damage/impact to nature and built environment with little potential for recovery.	Significant damage requires support for local responders with external resources. 100-500 people in danger & displaced for longer than 1 week. Local responders require external resources to deliver personal support. Significant impact on and possible breakdown of delivery of some local community services.
5		Single or multiple deaths.	Criminal prosecution resulting in imprisonment.	Severe financial loss (> 1 million) Significant budget over spend at Corporate Level	> 3 day adverse national media coverage. MP Concern (questions in the house)	Business disruption to service > 7 days and having adverse effect on front-line services.	Very high local/wider environmental damage. Severe damage impact to nature and built environment.	Extensive damage to properties & built environment requiring major demolition. General/widespread displacement >500 people for prolonged duration & extensive personal support required. Serious damage to infrastructure causing significant disruption to, or loss of, key services for prolonged period. Community unable to function without significant support.

Impact Equivalence Chart (Opportunities)

Score	Descriptor	Health & Safety	Legal	Financial	Reputation	Business Continuity	Environment	Social
1		Minimal or no impact in improving health & safety	No formal proceedings.	Insignificant financial benefits (up to 5K)	Little or no publicity. Little impact on staff morale.	Little or no improvement to business continuity.	Minimal or no impact.	Minimal or no improvement or benefit to the community.
2	Minor	Minor improvement to health & safety. Potential to reduce recoverable injuries likely to result in 7 days or less lost or alternate duties.	Potential to reduce the number/cost of personal injury or property damage claim.	Potential for minor financial gain (> 5K)	Potential for < 3 day positive local media coverage. Potential for minor positive impact of staff morale.	Potential for minor improvement to business continuity <1 day positive impact on front-line services.	Potential for minor local/wider environmental positive short-term impact to nature and built environment.	Potential for minor improvement or benefit to the community.
3	Moderate	Moderate improvement to health & safety. Reduction in injuries requiring medical treatment. Potential to reduce recoverable injuries likely to result in over 7 days lost/over 7 days alternate duties.	Potential to reduce the risk of: Improvement or Prohibition Notice. Employment Tribunal. Judicial Review.	Potential for moderate financial gain (> 25K)	Potential for > 3 day positive local media coverage. Potential for moderate positive impact on Service reputation with the public/other agencies.	Potential for moderate improvement to business continuity <3 days positive impact on front-line services.	Potential for moderate local/wider environmental positive medium-term impact to nature and built environment.	Potential for moderate improvement or benefit to the community.
4		Significant improvement to health & safety. Potential to reduce permanent or life changing injuries. Potential to reduce RIDDOR Major or Dangerous Occurrence.	Potential to reduce the risk of criminal prosecution resulting in fine, remedial or publicity order.	Potential for significant financial gain (> 100K)	Potential for < 3 day positive national media coverage. Potential for significant positive impact on Service reputation with the public/other agencies.	Potential for improvement to business continuity >3 days positive impact on front-line services.	Potential for significant local/wider environmental positive long-term impact to nature and built environment.	Potential for significant improvement or benefit to the community.
5		Major improvement to health and safety. Potential to reduce single or multiple fatalities.	Potential to reduce the risk of criminal prosecution resulting in imprisonment.	Potential for major financial gain (>1 million)	Potential for > 3 day positive national media coverage.	Potential for major improvement to business continuity >7 days positive impact on front-line services.	Potential for major local/wider environmental positive permanent impact to nature and built environment.	Potential for major improvement or benefit to the community.

8 Risk Assessment Matrix – Level of Risk

- 8.1** The judgement is then worked out using the appropriate risk matrix below. Multiply the severity number by the likelihood number to find the risk factor for each significant outcome. This produces residual risk rating as a numerical value from 1 to 25.

		The Risk Matrix (Threats)				
Impact	Catastrophic	5	10	15	20	25
	Major	4	8	12	16	20
	Moderate	3	6	9	12	15
	Minor	2	4	6	8	10
	Negligible	1	2	3	4	5
		Very Unlikely	Unlikely	Moderate	Likely	Very Likely
		Likelihood				

		The Risk Matrix (Opportunities)				
Impact	Major	5	10	15	20	25
	Significant	4	8	12	16	20
	Moderate	3	6	9	12	15
	Minor	2	4	6	8	10
	Negligible	1	2	3	4	5
		Very Unlikely	Unlikely	Moderate	Likely	Very Likely
		Likelihood				

- 8.2** This also provides an indication of the extent and priority of the risk using a 'traffic light' system. When dealing with threats the higher the number, the greater the risk, and the priority, and therefore the greater the amount of

resources likely to be needed in order to control the risk. When dealing with opportunities the greater the number the more benefit for the organisation.

9 Risk Rating Prioritisation Chart

- 9.1** Once the residual risk rating has been determined and applied to the risk matrix the 'traffic light' system can be used to determine the priority.
- 9.2** The risk rating prioritisation chart is then used to give a 'priority of actions' when developing a risk assessment action plan.
- 9.3** The prioritisation of the implementation of risk control measures will depend on the risk rating, but the time scale in which the measures are introduced will not always follow the ratings. It may be appropriate to deal with some low level risk at the same time as a high level risk or before a medium level risk.

Threat			Opportunity
Acceptable – monitor.	Low Risk	High Opportunity	Acceptable – the potential for high benefit with low risk.
Acceptable - Subject to guidance in this section.	Moderate Risk	Moderate Opportunity	Acceptable - Subject to guidance in this section.
Unacceptable – activity must not proceed.	High Risk	Low Opportunity	Unacceptable - should not proceed – Little or no benefit for the organisation.

Low Risk/High Opportunity

- 9.4** If the risk, taking into account existing control measures, is established as low, then no further controls are required. However, you should continue to monitor the residual risk and ensure that it remains low **'so far as is reasonably practicable'**.

Moderate Risk/Moderate Opportunity

- 9.5** Where a task in an RA1 identifies a moderate residual risk, taking into account existing control measures, the assessor will need to make a judgement on whether the risk has been reduced to a **'so far as is reasonably practicable'** level.
- 9.6** If the assessor considers the risk has not been reduced to an acceptable level an RA2 Action Plan should be produced and any remedial actions timetabled. The risk assessment must be reviewed and amended as necessary following implementation.

Equality Impact Assessment: Where the assessor considers additional control measures are required they must also record the need for a Customer Focus Appraisal on the RA2

- 9.7** Where an RA8 identifies a moderate opportunity the assessor will need to make a judgement on whether there is a need to do more to maximise the benefits of the proposal or initiative.
- 9.8** If the assessor considers more needs to be done to maximise the potential this will form the basis of the required actions listed under 'recommended actions' on the RA8.

High Risk/Low Opportunity

- 9.9** High risk or low opportunity activities or initiatives must not proceed.

10 Implementation of Action Plans

- 10.1** It is extremely important that any additional control measures identified are effectively implemented.
 - 10.2** Where implementation of the additional control measures will impact significantly on workloads and budgets the Risk Owners must liaise with the relevant individual to ensure they are aware and sign up to the action plan. This allows workloads and budgets to be managed effectively.
 - 10.3** The person(s) responsible for implementing an action plan will be required to provide regular progress updates. The Risk Owner should request regular updates until such time as the additional risk control measures are fully implemented.
 - 10.4** Once the action plan has been successfully completed the Risk Owner should re-assess to ensure the risks have been removed or reduced to an acceptable level. The risk assessment should reflect that an RA2 is no longer required.
-

11 Validation of Risk Assessments

- 11.1** Risk assessments and any RA2 Action Plans will remain draft until such time as the documents have validated.
- 11.2** The validation process is designed to ensure:
 - 11.2.1** That a consistent standard is being applied across the Council.
 - 11.2.2** That risk assessments are suitable and sufficient.
 - 11.2.3** That the risk analysis is applied on a realistic basis.
 - 11.2.4** That there are no obvious omissions.
 - 11.2.5** The RA1 and RA2 are completed correctly.
- 11.3** Where a RA1 or RA2 is received and does not meet any of the criteria in 11.2 the Health and Safety Risk Advisor will liaise and discuss with the Risk Owner, and may offer advice on completion, suggest amendments, and scoring.
- 11.4** A Health & Safety Risk Advisor is a suitably qualified and experienced colleague who will act as a sounding board when completing risk assessments.

- 11.5** It is expected that most issues can be discussed and mutually agreed between the Risk Owner and a Health and Safety Risk Advisor. However, there may be occasions where the perception of risk varies between the assessor and advisor.
- 11.6** Where, following discussion, the Risk Owner and Health and Safety Risk Advisor are unable to agree of the residual risk the Health and Safety Risk Advisor will forward the RA1 and/or RA2 to the Clerk for arbitration.
- 11.7** It should be appreciated that whilst a Health and Safety Risk Advisor carries out this validation process it does not constitute confirmation that the risk analysis is correct, as they have not been involved in the risk analysis process.

12 Review of Risk Assessments

- 12.1** An RA8 will remain valid all the time the risk/opportunity exists. Review of these documents will be dependent on the timescale to implement any identified risk treatment and determined by the risk owner.
- 12.2** RA1 risk assessment will be allocated to roles and the person undertaking that role will be the risk owner and responsible for reviewing the risk assessment and associated documents e.g. Equipment Data Sheets, Reference Document. Therefore, risk assessments and procedures will be reviewed on the same cycle. The risk assessment should be reviewed first which will then inform the document review.
- 12.3** RA1 risk assessments and any associated RA2 will be reviewed on the following occasions:
- 12.3.1** Where the Risk Owner has reason to suspect a risk assessment is no longer valid.
 - 12.3.2** At intervals not exceeding a 3 year period if the assessment is risk critical and 5 years if non-risk critical.
 - 12.3.3** On notification of a Significant Safety Event
 - 12.3.4** Following a reported health and safety incident, including injury, ill health or near hit.
 - 12.3.5** Following completion of a Customer Focus Appraisal.

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12.3.6 When there has been a significant change that may impact on a risk assessment including:

12.3.6.1 Where there is a change to a workplace e.g. alterations

12.3.6.2 When a new process or plant is introduced.

12.3.6.3 Where the level of competence of the people carrying out the work changes.

12.3.6.4 New legal requirements.

12.3.6.5 When new information about a hazard comes to light.

12.3.6.6 When the nature of work changes.

12.3.6.7 When a new system of work is introduced.

12.3.6.8 When new equipment to perform tasks is introduced.

12.3.6.9 When new employees are performing the task.

12.4 Where there is a need to amend the content of an RA1/RA2 these changes should be made in 'red'.

12.5 The Clerk will carry out monitoring of the review process. This will be monitored by spot checks of portfolios on the database, inspections, audits etc.

12.6 Results of monitoring will be included as part of the quarterly health and safety update to the Governance and oversight Committee Meetings.

References:

Management of Health and Safety at Work Regulation 1999

Document Control					
Risk Management Methodology					
Version	Date	Author	Role	Status	Changes
V 1	07/06/2016	Lee Hamilton-Street	Councillor	Draft	Review

Appendix A – Guidance for Completing an RA8 Business Risk Analysis

EXAMPLE RA8

BUSINESS RISK EVALUATION

Notes on completion:

- Before raising an issue use the XYZ Tool to evaluate the business risk.
- Do not complete on your own – always bounce it off your colleagues to make sure the unevaluated is clear and unambiguous.
- Refer to Section 5 of the Risk Assessment Methodology document to determine the evaluated risk (likelihood x impact).
- Use the 'Impact Equivalence' Table to determine the single most significant impact.

The Unevaluated Risk

Strategic objective to which the risk relates:

(Delete objectives not applicable)

- ☐ Reducing the number of emergency incidents and their consequences.
- ☐ Working with our partners to build a safer, stronger, healthier and more sustainable community.
- ☒ Safe, healthy and competent employees.
- ☐ Value for money services.
- ☐ Reducing our impact on the environment.

The identified risk or issue must always link to one of the Community Action Plan objectives. If it doesn't, you need to give consideration to if this is something that actually impacts on APC.

X - Describe a single event that might happen.....

(Describe what is concerning you in unambiguous terms. This should be linked to the objective above)

Catastrophic failure of a 135 Ladder in West Sussex Fire & Rescue Service.

The 'X' is the event or issue that is concerning you. We can all foresee lots of 'X's but most are not relevant or significant. Therefore you should only consider those that are 'reasonably foreseeable'.

(The likelihood score is the likelihood of this event happening and should reduce after recommendations are implemented)

Y - Describe a single reason why this will happen.....

(Describe why the event concerns you)

Catastrophic failure of a 135 ladder in West Yorkshire Fire & Rescue Service and we have 47 X 135 ladders in use in West Sussex.

The 'Y' is the explanation of why 'X' will occur. You will need data to support this when completing page 2 of the RA8 but remember at this stage you are only recording your initial thought process. State in clear unambiguous terms and in not more than a sentence why you think 'X' will happen.

Z - Describe a single, measurable, impact.....

(There may be several potential impacts so use the Impact Equivalence Table to determine which impact the Service should be concerned with in the first instance e.g. firefighter fatality)

Single or multiple deaths.

The 'Z' is the unevaluated impact on the organisation once 'X' has been realised. At this stage you are only recording which 'single' impact should concern the Service in the first instance.

(Reasonably foreseeable worse case impact – unlikely to drop even after control measures)

The Evaluated Risk – The Data

Likelihood Data:

(Provide brief details of the data that supports your evaluation of the risk. Remember – your evaluation must be based on datanot opinion)

Positive:

- We have accurate records of age, maintenance and testing of 135 ladders.
- Staff undertaking ladder maintenance are competent.
- Ladder testing is in accordance with manufacturers instructions.
- Unlikely to overload during use due to training and operational procedures.
- History of 135 ladders can be tracked.
- No previous history of similar incidents.
- Infrequent use of 135 ladders.

Negative:

- West Yorkshire failure resulted in two firefighters suffering serious injuries.
- WSFRS have 47 x 135 ladders.
- It is scientifically recognised that alloys can suffer metal fatigue with age.
- Not cost effective for WSFRS to introduce scientific inspection of ladders.
- No ladder lifting policy.

In this section you record the data that will help you evaluate how likely it is that 'X' will occur.

When evaluating the risks associated with a 'threat' you should include factors such as:

- Previous history
- Effectiveness of current control measures
- How often the activity is carried out
- Who carries out the activity
- And many more.....

Exactly the same process is used when evaluating risks associated with an 'opportunity'. As an example, this may be a proposal or new initiative that another Service that has already progressed and is willing to share information that can demonstrate the proposed benefits.

Remember that at this stage we are not interested in 'impact' simply how likely it is that 'X' will occur.

Equality & Diversity Implications:

Protected Characteristics	Community		Stakeholders		WSFRS Staff	
	Yes	No	Yes	No	Yes	No
Age	☐	☒	☐	☒	☐	☒
Disability	☐	☒	☐	☒	☐	☒
Gender Reassignment	☐	☒	☐	☒	☐	☒
Marriage/Civil Partnership	☐	☒	☐	☒	☐	☒
Race	☐	☒	☐	☒	☐	☒
Religion/Belief	☐	☒	☐	☒	☐	☒
Sex	☐	☒	☐	☒	☐	☒
Sexual orientation	☐	☒	☐	☒	☐	☒
Pregnancy/Maternity	☐	☒	☐	☒	☐	☒

(If you have answered YES to any of the above provide brief details below and refer to the WSCC Customer Focus Appraisal Process)

This section considers the impact of the 9 protected characteristics under three headings; community, stakeholders and APC staff. Where you consider there is an impact on any of the characteristics and you answer 'yes' you should enter brief details and determine if a full CFA is required.

Reasonably Foreseeable Worst Case Impact:

(Referring to the Impact Equivalence Table list all potential impacts)

	Negligible		Moderate		
Health & Safety	☐	☐	☐	☐	☒
Legal	☐	☐	☐	☒	☐
Financial	☐	☐	☐	☒	☐
Reputation	☐	☐	☐	☐	☒
Business Continuity	☐	☐	☐	☐	☒
Environment	☒	☐	☐	☐	☐
Social	☒	☐	☐	☐	☐

In this section the potential impacts/opportunity are considered under each of the seven headings e.g. health & safety, legal, financial etc.

To determine the impact refer to the appropriate equivalence charts depending on whether you are considering a 'threat' or 'opportunity', and tick the appropriate box.

Risk Rating

(Using the data above, rate the risk. Refer to Section 5 of the Risk Assessment Methodology document to determine the evaluated risk (likelihood x impact).

Likelihood (X) **2** X Impact (Z) **5** = Risk Rating **10**

Risk Treatment

Recommendations to Risk Owner

(The following recommendations are based on the finding of the risk evaluation and will be fully implemented will reduce the risk to a 'so far as low as reasonably practicable' level)

	Recommendation	Comments	By Whom	Target Date
1	Set life policy for 135 ladders at 15 years	Approved	SLT	
2	Replace all existing 135 ladders over 15 years old.	Agreed	Fleet Manager	
3				
4				
5				
6				

Where the risk evaluation relates to 'bad risk' or a threat to the Service enter the control measures in the form of recommendations that need to be implemented to reduce the risk to a 'so far as is reasonably practicable' level.

Where the risk evaluation relates to 'good risk' or an opportunity for the Service enter the recommended actions required to ensure the full benefits are realised.

Use the 'Measure of Likelihood' in Section 6 – Risk Calculator to determine the likelihood.

The impact will be automatically determined and dependent on your analysis of the RFWCI/RFPI. Example: The RFWCI of 'catastrophic' under health and safety will score 5 or the RFPI of 'major' under financial will also score 5.

The 'risk rating' is the likelihood multiplied by the Impact.

Use the appropriate Risk Matrix in Section 7 dependent on whether you are evaluating 'threat' or 'opportunity'.

Residual Risk

(Assess the 'residual risk' – the risk that is there once all the recommendations are successfully in place.)

Likelihood (X) X Impact (Z) = Risk Rating

Risk Owner:	Clive Hand		
Form Completed by:	Clive Hand	Date:	21/06/2012

To determine the residual risk rating re-score based on what you consider the residual risk/potential business opportunity will be if your recommendations are fully implemented.

Appendix B – Guidance for Completing an RA1 Risk Assessment

WEST SUSSEX FIRE & RESCUE SERVICE

RISK ASSESSMENT

Initial Risk Assessment	✓	Review	Please place a ✓ in the		
Service Venue/Premises			Off Site Venue/Premises	Activity	Other
Safety Critical Equipment			Equipment	New Dimensions	
Vibration			Noise	PPE	

Details of risk assessment (including location/description of activity or equipment to be assessed):
 Use of Full Fire Kit (Includes: Helmet, Fire Hood, Tunic, Over Trousers, Fire Boots and gloves)

Describe the overall title of the activity / equipment / process being assessed for example "Responding to an Incident". If the scope of the risk assessment needs further clarification you may add a short statement detailing the method of work.

Task	Hazard	Significant Outcomes	Risk Group	Control Measures in Place	Level of Risk			Residual Risk (HML)	RA2 Required Yes/No
					L	S	R		
Wearing full fire kit for firefighting. Break the activity down into each task for example "Removal from Appliance". Refer to the Five Steps to Risk Assessment.	Exposure to flashover/backdraught.	Death	A, B	Compliance with European Standards.	1	5	5	L	No
	Exposure to heat/humidity.	Burns		Conspicuity on tunic and over trousers.	2	3	6	M	No
	Poorly fitting fire kit due to fit kit not being gender specific.	Heat induced ill health		Identify who is exposed to the hazard, enter the letter(s) from the drop down pick-list at the bottom of the form i.e. A: Operational	2	2	4	L	No
	Damp/wet fire kit.	Steam burns		Training.		3	9	M	Yes
	Fire Kit worn incorrectly.	Cuts & bruises		Information.		3	3	L	No
	Removing gloves to carry out tasks.	Broken bones		Supervision.		4	4	L	No
Hit by falling objects.	Failure to wear full fire kit	Identify all significant hazards associated with each task. Refer to Appendix D for typical examples of hazards.		Total Care Package for inspection/monitoring & cleaning.	Identify how individuals, groups or the organisation can be harmed. Refer to Appendix D for typical examples.				
Struck by moving vehicle whilst working on or adjacent to public									

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[illegible]

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Exposure to hazardous substances. Repeated cleaning.									
Wearing fire kit with other PPE including: Gas tight suits. Decontamination Suits. Life Jackets. Fall Protection Equipment. Fire Ground Glasses.	Firefighter safety compromised resulting in serious injury or death.	A,B	1	5	5	L	No		
The first 4 columns for this task are pre-completed. Complete the control measures, level of risk, residual risk and RA2 to be completed columns as normal									
Management of Community & Corporate Risk in respect of the above tasks.	Severely failing to discharge its duty of care (negligent). Negative media coverage.		1	4	4	L	No		
	Criminal prosecution resulting in fine, imprisonment, remedial order, publicity order, damage to reputation & disruption to business. Enforcement action resulting in disruption to business, financial loss and damage to reputation. Litigation resulting in financial loss.		1	4	4	L	No		
			1	3	3	L	No		

[illegible]

EN 469 (Tunic & Over Trousers)

EN 345:2 1997 (Boots)

EN471 (Hi-visibility day & night)

EN 443 (Helmet & Visor)

Assessors Name:

A. N. Other

Initial Assessment:

31/07/2013

To be completed by the Health & Safety Risk Team only:

Portfolio:

Include details of any related National or Regional GRA's only referred to when producing your risk assessment.

Appendix C – Guidance for Completing an RA2 Action Plan

WEST SUSSEX FIRE & RESCUE SERVICE

RISK ASSESSMENT ACTION PLAN

Specify the additional control measures identified in the RA1 including more detail.

Enter who will be responsible for implementing the required actions. This may be a Team, Group or individual.

Enter the date at which it is considered that progress in respect of implementation should be reviewed.

Enter who will be responsible for implementing the required actions. This may be a Team, Group or individual. Equality Impact Assessment: Completion of the Customer Focus Appraisal will be the responsibility of the assessor.

Equality Impact Assessment: In addition to the control measures required enter 'Complete Full WSCC Customer Focus Appraisal' (Refer to the Customer Focus Appraisal SOP for guidance).

Equality Impact Assessment: If additions to the control measures are required enter 'Full Customer Focus Appraisal Required'.

For Moderate or High Risk, detail any further control measures required.

Risk Assessment	Task (From RA1)	Control Measures Required	Method of Implementation	Action by Who	Action by When	Review Due Date	Date Completed
	Equality impact assessment on the above tasks.	Provide gender specific fire kit.	Research and provide genderspecific kit and over trousers.	Resource & Development Manager	31/03/2014	31/10/2014	
	Enter the relevant task from the RA1 requiring additional control measures.	Full Customer Focus Appraisal required.	Complete full WSCC Customer Focus Appraisal.	A.N. Other	31/03/2014	31/03/2014	

Assessors Name: A. N. Other Date: 31/07/2013 Initial Date Action Plan Created: 31/07/2013

To be completed by the Health & Safety Risk Team only.

Portfolio:

Appendix D – Risk Assessment Form Completion Guide

Hazards	Significant Outcomes
Fire	Death Burns
Heat/humidity	Heat induced ill health
Smoke/fumes	Inhalation resulting in potential damage to respiratory system
Electricity	Electric shock resulting in death Electrical burns
Excessive noise	Noise induced hearing loss
Exposure to hazardous substances	Chemical burns Inhalation of fumes resulting in potential damage to respiratory system
Violence & aggression	Work related ill health Physical injury
Struck by moving vehicle	Death Crush injury Broken bones Cuts & bruises
Unsafe structure	Crush injury Broken bones Cut & bruises
Poor lighting	Slips, trips & falls resulting in cuts, bruises and broken bones.
Poor housekeeping	Slips, trips & falls resulting in cuts, bruises and broken bones.
Adverse weather conditions	Heat induced ill health Hyperthermia
Excessive workloads	Work related ill health

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Members of the public exerting pressure
on the crew to act

Unsafe decision by Incident
Commander resulting in serious
injury or loss of life

Damage to reputation

Existing Controls (typical examples)

Training
Operational procedures
Supervision
Instruction
Technical Information
Personal protective equipment
Fall protection equipment
Signs / guards
Audit system
Workplace inspections
Dynamic risk assessments
Maintenance
Occupational Health
Confidential counselling
Etc.

Technical References (typical examples)

*These are the documents on which used as reference to assist in the
development of your risk assessment and Standard Operating Procedures.*

BUSINESS RISK EVALUATION

Notes on completion:

- Before raising an issue use the XYZ Tool to evaluate the business risk.
- Do not complete on your own – always bounce it off your colleagues to make sure the unevaluated risk is clear and unambiguous.
- Refer to Section 5 of the Risk Assessment Methodology document to determine the evaluated risk (likelihood x impact).
- Use the 'Impact Equivalence' Table to determine the single most significant impact.

The Unevaluated Risk

CAP Objective to which the risk relates:

(Select those applicable)

CAP Objectives	
☐ HTP 1 Retain rural character of Angmering	☐ CLEW 1 Community
☐ HTP 2 Local Economy	☐ CLEW 2 Community Engagement
☐ HTP 3 Traffic Management	☐ CLEW 3 Health
☐	☐ CLEW 4 Public Protection

X - Describe a single event that might happen.....

(Describe what is concerning you in unambiguous terms. This should be linked to the objective above)

(The likelihood score is the likelihood of this event happening and should reduce after recommendations are implemented)

Y – Describe a single reason why this will happen.....

(Describe why the event concerns you)

Z – Describe a single, measurable, impact.....

(There may be several potential impacts so use the Impact Equivalence Table to determine which impact the Council should be concerned with in the first instance e.g. Staff fatality)

(Reasonably foreseeable worse case impact – unlikely to drop even after control measures)

The Evaluated Risk – The Data

Likelihood Data:

(Provide brief details of the data that supports your evaluation of the risk. Remember – your evaluation must be based on data.....not opinion)

Positive:

Negative:

Equality & Diversity Implications:

Protected Characteristics	Community		Stakeholders		APC Staff	
	Yes	No	Yes	No	Yes	No
Age	☐	☐	☐	☐	☐	☐
Disability	☐	☐	☐	☐	☐	☐
Gender Reassignment	☐	☐	☐	☐	☐	☐
Marriage/Civil Partnership	☐	☐	☐	☐	☐	☐
Race	☐	☐	☐	☐	☐	☐
Religion/Belief	☐	☐	☐	☐	☐	☐
Sex	☐	☐	☐	☐	☐	☐
Sexual orientation	☐	☐	☐	☐	☐	☐
Pregnancy/Maternity	☐	☐	☐	☐	☐	☐

(If you have answered YES to any of the above provide brief details below)

Reasonably Foreseeable Worse Case Impact:

(Referring to the Impact Equivalence Table select potential impact for each of the 7 areas of risk)

	Negligible	Minor	Moderate	Major	Catastrophic
Health & Safety	☐	☐	☐	☐	☐
Legal	☐	☐	☐	☐	☐
Financial	☐	☐	☐	☐	☐
Reputation	☐	☐	☐	☐	☐
Business Continuity	☐	☐	☐	☐	☐
Environment	☐	☐	☐	☐	☐
Social	☐	☐	☐	☐	☐

Risk Rating

(Using the data above, rate the risk. Refer to Section 5 of the Risk Assessment Methodology document to determine the evaluated risk (likelihood x impact).

Likelihood (X) ☐ X Impact (Z) ☐ = Risk Rating ☐

Risk Treatment**Recommendations to Risk Owner**

(The following recommendations are based on the finding of the risk evaluation and when fully implemented will reduce the risk to a 'so far as low as reasonably practicable' level.)

	Recommendation	Comments	By Whom	Target Date
1				
2				
3				
4				
5				

6				
---	--	--	--	--

Residual Risk

(Assess the 'residual risk' – the risk that is there once all the recommendations are successfully in place.)

Likelihood (X) X Impact (Z) = Risk Rating

Risk Owner:			
Form Completed by:		Date:	

Manual Handling Risk Assessment RA7

Task Description:

Factors to be considered	Applicable?	Level of Risk			Risk Control Measures
		L	M	H	

Does the task involve:

holding load away from trunk?	Yes	☐	☐	☐	
twisting?	No	☐	☐	☐	
reaching upwards?	Yes	☐	☐	☐	
large vertical movements?	Yes	☐	☐	☐	
long carrying distances?	Yes	☐	☐	☐	
strenuous pushing or pulling?	Yes	☐	☐	☐	
insufficient rest or recovery?	Yes	☐	☐	☐	
a work rate imposed by the process?	Yes	☐	☐	☐	
unpredictable movement of loads?	Yes	☐	☐	☐	

Selecting individuals to do the task. Does the job:

require people with unusual capability?	Yes	☐	☐	☐	
present a hazard to those who are pregnant?	Yes	☐	☐	☐	
require people with special information or training?	Yes	☐	☐	☐	
present a hazard to those with a health problem ?	Yes	☐	☐	☐	

Are the loads:

heavy? (give approx weight)	Yes	☐	☐	☐	
bulky or unwieldy?	Yes	☐	☐	☐	
difficult to grasp?	Yes	☐	☐	☐	
unstable or unpredictable?	Yes	☐	☐	☐	
intrinsically harmful? (e.g. sharp/hot)	Yes	☐	☐	☐	

		Level of Risk			Risk Control Measures
Factors to be considered	Applicable?	L	M	H	

Does the work environment involve:

constraints on the posture?	Yes	☐	☐	☐	
poor floors?	Yes	☐	☐	☐	
changes in levels?					
hot, cold or humid conditions?	Yes	☐	☐	☐	
strong gusts of wind?	Yes	☐	☐	☐	
poor lighting conditions?	Yes	☐	☐	☐	

Other factors list

is movement or posture hindered by clothing or PPE?	Yes	☐	☐	☐	
---	-----	--------------------------	--------------------------	--------------------------	--

Assessment carried out by:

Name: Workplace:

Date:

West Sussex Fire & Rescue Service

RA6 Display Screen Risk Assessment

Name	Workstation location
Department	Asset Number
Job title	Date
Is the workstation shared?	Yes ☐ No ☐

Guidance for shared workstations

Where workstations are shared the person completing the assessment should consult other users to ensure that :

- They are not experiencing any discomfort that they attribute to using DSE
- They are aware of their entitlement to eye testing
- They take regular breaks away from DSE
- The checklist has covered all the problems they may have working with DSE

Monitor	Yes	No	Comments
Are the characters clear, readable and free from flicker?	☐	☐	
Are the brightness and contrast adjustable?	☐	☐	
Is the screen adjustable?	☐	☐	
Is the screen free from glare and reflections?	☐	☐	
Do you have access to a screen cleaning kit?	☐	☐	
Keyboard & Mouse	Yes	No	Comments
Are the characters on the keys easily readable?	☐	☐	
Does the keyboard tilt?	☐	☐	
Is it possible to find a comfortable keying position?	☐	☐	
Is the mouse suitable for the tasks it is used for?	☐	☐	
Is the mouse positioned close to you?	☐	☐	
Do you have access to a padded wrist rest?	☐	☐	

West Sussex Fire & Rescue Service

Furniture cont	Yes	No	Comments
Do your feet fully touch the floor?	☐	☐	
Is your chair comfortable?	☐	☐	
Does the chair have a working:			
Seat back height adjustment?	☐	☐	
Seat height adjustment?	☐	☐	
Swivel mechanism?	☐	☐	
Castors or glides?	☐	☐	
Is the small of the back supported by the chairs backrest?	☐	☐	
Environment	Yes	No	Comments
Is there enough room to change position and vary movement?	☐	☐	
Is the lighting suitable (not too bright or dim)?	☐	☐	
Have suitable window blinds been provided where necessary?	☐	☐	
Can people walk past your desk without moving your chair?	☐	☐	
Is your workspace clear from trailing cables?	☐	☐	
Is the temperature within your workspace comfortable at all times?	☐	☐	
Are levels of heat comfortable?	☐	☐	
Are you free from draughts?	☐	☐	
Are levels of noise comfortable?	☐	☐	
Electrical Safety	Yes	No	Comments
Have plugs been inspected?	☐	☐	
Is your workplace free from trailing cables?	☐	☐	
Are there any hazards present, eg. overloaded sockets, worn leads?	☐	☐	
Personal	Yes	No	Comments
Have you experienced any discomfort or other symptoms, which you attribute to working with DSE?	☐	☐	
Are you able to take regular breaks working away from DSE?	☐	☐	
Are your deadlines reasonable?	☐	☐	
Are you aware of the Service's eye testing policy?	☐	☐	
Has this checklist covered all problems you may be experiencing working with DSE?	☐	☐	

West Sussex Fire & Rescue Service

DSE Risk Assessment Managers Action Sheet

Manager to complete action sheet in conjunction with DSE user.

DSE User / Line Managers Comments And Recommendations

Line Managers Actions

Date to be actioned by:

Line Managers Signature

Date:

Actions Complete

Line Managers Signature

Date:

Reviewed on:

Signature

Reviewed on:

Signature

Reviewed on:

Signature

Reviewed on:

Signature

Remember to review your risk assessment annually or if any significant changes occur to the workstation, equipment, personnel or if ill health is reported.

Angmering Parish Council

Business Risk register

Last reviewed (MM/DD/YYYY)

[illegible]



ANGMERING PARISH COUNCIL

Members' Code of Conduct

On election or co-option to Angmering Parish Council a member is required to sign an undertaking to comply with the authority's Members' Code of Conduct.

The following is the new Members' Code of Conduct for Angmering Parish Council, which came into effect on 1st July 2012.

As an elected or co-opted member of Angmering Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act 2011 provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority. The following are the statutory principles of the Members' Code of Conduct:

- **SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

15. Unless dispensation has been granted, I will not participate in any discussion of, vote on, or discharge any function related to any matter in which I have a Pecuniary Interest as defined by regulations made by the Secretary of State.
16. I agree that, where I have a Pecuniary Interest in an item to be considered at a meeting, it is my responsibility to ask, before I leave the meeting, for it to be minuted that I am leaving the meeting for that item, so there is clear evidence that I did not take part in the debate or the vote.
17. I will observe the restrictions the authority places on my involvement in matters where I have a Pecuniary or non-Pecuniary interest as defined on my Register of Interests Form.

I hereby undertake to Angmering Parish Council that I will comply with my statutory responsibilities under The Localism Act 2011 and I further undertake to comply with Angmering Parish Council's local Code of Conduct as set out above and any consequential request made to me by its Standards Committee.

Signed : _____

PRINT NAME : _____

Dated : _____

ANGMERING PARISH COUNCIL

REGISTER OF INTERESTS FORM

I, (NAME), _____ being a Member of Angmering Parish Council, set out below under the appropriate headings my details which I am required to declare under the Localism Act 2011 and related Regulations relating to Pecuniary Interests. I note that in accordance with section 31 (4) of the Localism Act 2011 a member with a Pecuniary Interest must not participate in any discussion of the matter at a meeting or participate in any vote, taken on the matter at the meeting, unless a Dispensation has been sought and granted in accordance with section 33 of the Localism Act 2011.

Subject	Description – please read the explanatory notes at the end of this form	Myself	My spouse/partner
1. Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.		
2. Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 ⁽¹⁾ .		Not applicable
3. Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.		
4. Land	Any beneficial interest in land which is within the area of the relevant authority. [includes where you live]		
5. Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.		

Subject	Description – please read the explanatory notes at the end of this form	Myself	My spouse/partner
6. Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.		
7. Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.		

IMPORTANT - Sensitive information

Where you consider that the information relating to any of your Pecuniary Interests is sensitive information, and the Council's Monitoring Officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest.

You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under the above paragraph is no longer sensitive information, notify the Council's Monitoring Officer asking that the information be included in the Register of Members' Interests.

"Sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Subject to "Sensitive Information", a Member must, within 28 days of becoming aware of any new personal interest or change to any Pecuniary Interest registered, register details of that new Pecuniary Interest or change by completing a fresh form and returning it to:

The Monitoring Officer

I declare that the information that I have provided on this Register of Interests Form is a true record to the best of my knowledge

Signed:

(Councillor named above)

Dated:

REGISTER OF INTERESTS: Angmering Parish Council

For Office Purposes Only		
1	Name of Councillor:	
2	Form forwarded to the Monitoring Officer	Date:
3	Form received by the Monitoring Officer	Date:
4	Form included on hard copy Register	Date
5	Form included on website for ADC	Date
6	Form included on website for Town/Parish Council	Date

Explanatory Notes:

- "the Act" means the Localism Act 2011;
- "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- "director" includes a member of the committee of management of an industrial and provident society;
- "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- "M" means a member of a relevant authority;
- "member" includes a co-opted member;
- "relevant authority" means the authority of which M is a member;
- "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
- "relevant person" means M or any other person referred to in section 30(3)(b) of the Act;
- "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000⁽²⁾ and other securities of any description, other than money deposited with a building society.

⁽²⁾ 2000 c. 8.



The Angmering Parish Council Members' Code of Conduct

Introduction and Interpretation

1. (1) This Code applies to you as a Member of Angmering Parish Council ("the Council") when you act in your role as a Member.
- (2) You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.
- (3) This Code is based on and is consistent with the principles of public life set out in Section 28 Localism Act 2011, which Angmering Parish Council endorses: -
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership

Angmering Parish Council is under a duty to promote and maintain high standards of conduct by members

- (4) It is your responsibility to comply with the provisions of this Code when acting in your capacity as a Member.
- (5) In this Code --
 - "meeting" means any meeting of
 - (a) the Council;
 - (b) any of the Council's committees, sub-committees, working groups or panels.

"Member" includes a co-opted member and an appointed member.

General Obligations

2. (1) **You must** always treat member colleagues, officers, other organizations and members of the public with respect.
- (2) **You must not** conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.

pecuniary interests are set out in the Annex to this Code.

- (2) **Do** similarly notify the Monitoring Officer at ADC of any disclosable pecuniary or other interests not already registered within 28 days of your re-election or re-appointment to office.
- (3) **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person.
- (4) **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies
 - (i) bodies to which you have been appointed or nominated by the Council;
 - (ii) bodies exercising functions of a public nature;
 - (iii) bodies directed to charitable purposes;
 - (iv) bodies one of whose principal purposes include the influence of public opinion or policy.

Disclosure of Interests and Participation

6. (1) **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure.
- (2) **Do** notify the Monitoring Officer at ADC of any interest not already registered that is disclosed to a meeting under paragraph 6(1) above within 28 days of the disclosure.
- (3) **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter.

Decision-making and Predetermination

7. (1) Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.
- (2) However, **do not** place yourself under any financial or other obligation to outside individuals or organizations that might seek to influence you in the performance of your official duties.
- (3) When making a decision, **do** consider the matter with an open mind and on the facts before the meeting at which the decision is to be made, listening to the advice

- (a) that body (to your knowledge) has a place of business or land in the area of the Council; and
- (b) either-
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Originally adopted at the Parish Council Meeting held on ?????

Reviewed and agreed by Full Council at their meeting on ?????



ANGMERING PARISH COUNCIL

CODE OF CONDUCT

A GUIDE FOR PARISH COUNCIL OFFICERS

Angmering Parish Council's overall Vision Statement includes the commitment to communicate and consult with openness and integrity as well as the belief in:-

- being democratically accountable;
- maintaining the highest ethical and professional standards;
- treating people with dignity, fairness and respect.

The primary aim of the Code is to lay down clear guidelines to help ensure the maintenance and improvement of standards and to protect officers from misunderstanding or criticism.

Officers are representatives of the Council and therefore must act accordingly whilst at work.

An Officer must:-

1. Not conduct yourself in a manner which could reasonably be regarded as bringing the Council into disrepute.
2. Treat others with respect, fairness and equity
3. Not discriminate unlawfully against any person.
4. Not disclose information given to you in confidence by anyone, or information acquired which you believe is of a confidential nature unless you are required by law to do so. In addition, you need to be aware that the Data Protection Act and associated registrations place obligations on officers with regard to confidentiality.
5. Not use information obtained in the course of your employment for personal gain or benefit, nor should you pass it on to others who might use it in such a way.
6. Not supply to any person outside of Angmering Parish Council any information that you learn as a consequence of your work about the private affairs of another member of staff unless you have the permission of the person concerned. You should exercise caution if speaking to Angmering Parish Council colleagues about the private affairs of other colleagues and be aware of the potential impact of the things that you say.
7. Act within the authority's requirements.
8. Ensure that resources are not used for political purposes.
9. Disclose any personal or prejudicial interest which may be perceived by a member of the public to give advantage or disadvantage to that officer.
10. Not do anything which compromises, or which is likely to compromise the impartiality of Members of the Council.
11. Maintain mutual respect between officers and members.



ANGMERING PARISH COUNCIL

PROTOCOL ON MEMBER/OFFICER RELATIONS

1. Principles

- 1.1 The Council has adopted formal codes of conduct for both Members and Officers. They lay down the rules for Members and Officers on the proper conduct of their respective roles. Such is the importance of maintaining the integrity of the Council that penalties may be imposed for breaches of the codes – censure, suspension or disqualification in the case of Members; disciplinary action in the case of Officers. The purposes of this Protocol are to aid interpretation and to supplement the Codes and to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council.
- 1.2 Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues, which most commonly arise. It is hoped, however, that the approach, which it adopts, to these issues will serve as a guide to dealing with other circumstances.
- 1.3 This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the Protocol is followed it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.
- 1.4 Members and Officers must at all times observe this Protocol and respect the roles and duties of each other.
- 1.5 The Protocol seeks to maintain and enhance the integrity (real and perceived) of local government, which demands very high standards of personal conduct.
- 1.6 It is important at all times that mutual respect is shown between Members and Officers in any dealings, that reasonable standards of courtesy are observed, and that neither party should seek to take unfair advantage of their position.

- 1.7 Whilst Members and Officers are indispensable to one another, their responsibilities are distinct. Members are accountable to the electorate and serve only as long as their term of office lasts. Officers are accountable to the Council as a whole. Their job is to give advice to Members (individually and collectively) and to carry out the Council's work under the direction of the Council.

2. Roles of Members

- 2.1 Members have a number of roles.
- 2.2 Collectively they are the ultimate policymakers. They are elected by the people of the Parish, represent the interests of the whole Parish and of individual constituents and act as advocates for their communities.
- 2.3 In addition, some Members have particular roles as members of Committees of the Council.
- 2.4 The Council collectively has powers; it may determine matters within its powers but implementation of decisions is the responsibility of Officers.
- 2.5 Members who serve on Committees and Sub-Committees collectively have delegated responsibilities. In such circumstances they may determine matters within the bodies' terms of reference but implementation of decisions is the responsibility of Officers.
- 2.6 Members are not authorised to instruct Officers other than through the formal decision-making process. In particular, the management of staff is a matter for senior officers and not of Members.
- 2.7 Members are not authorised to certify financial transactions, or to enter into contracts on behalf of the Council.
- 2.8 Under their Code of Members' Conduct, Members have a duty to promote equality by not discriminating unlawfully against any person, and an obligation to treat others with respect.
- 2.9 Furthermore, Members in their capacity as Councillors or in any other capacity must not bring the Council or their position as Members into disrepute; and they must not use their position improperly to gain an advantage or disadvantage for themselves or any other person.

3. Roles of Officers

- 3.1 Officers are responsible for giving advice to Members to enable them to fulfil their roles.
- 3.2 Under the direction and control of the Council (including, as appropriate, Committees and Sub-Committees), Officers manage and provide the Council's services within the framework of responsibilities delegated to them, which include the effective management of employees and operational issues.

- 3.3 Officers have a duty to implement decisions of the Council, Committees and Sub-Committees which are lawful, and which have been properly approved and documented in accordance the requirements of statute and of the Council's Standing Orders.

4. Relationship between Members and Officers: General

- 4.1 There are two key elements: mutual respect, and a recognition of each other's roles and responsibilities.
- 4.2 It is important that Members and Officers conduct their Council business in a proper and professional way calculated to inspire public confidence and trust. Personal, family or business connections may compromise or may be regarded as influencing that objective. Relationships giving rise to interests must be declared in the usual manner and managed in accordance with the Members' and Employees' respective Codes of Conduct.
- 4.3 Members and Officers should at all times avoid any appearance of improper conduct.
- 4.4 Officers serve the Council as a whole. Staff have a duty to implement the properly authorised decisions of the Council, Committees and Sub-committees.
- 4.5 Other Officers work to the instructions of their senior Officers, not individual Members. It follows that, whilst such Officers will always seek to assist a Member, they must not be asked to exceed the bounds of authority they have been given by their manager. Members should approach the Clerk in the first instance with respect to controversial or corporate issues.
- 4.6 Officers should not have unreasonable requests placed on them through the Council or its Committees. Officers' work priorities are set and managed by their managers. Members must not disrupt Officers' work by imposing their own priorities on Officers.
- 4.7 Officers have a contractual and legal duty to be impartial in their working relationships with Members. Members must not do anything which compromises or is likely to compromise the impartiality of Officers.
- 4.8 When reaching decisions, Members have a duty under the Code of Members' Conduct to have regard to any relevant advice of the Monitoring Officer or Responsible Finance Officer.
- 4.9 Where an Officer feels that he or she has not been properly treated with respect and courtesy by a Member, he or she should raise the matter with the Clerk, especially if he or she does not feel able to discuss it directly with the Member concerned. In these circumstances the Clerk will take appropriate action either by approaching the individual Member or Chairman.

- 4.10 In formal meetings of the Council and other bodies when the Press and/or the public are present, Members should be addressed, in the case of the chairman as "Chairman" or, in the case of other Members by name, e.g. "Councillor John Smith". On such occasions officers should be addressed either by their title, e.g. "the Clerk", or by name, e.g. "Mr. Tom Brown".

5. Taking advice

- 5.1 Members will take decisions in accordance with the Council's Standing Orders and will not otherwise direct staff. The Clerk and other senior staff, as appropriate, will be responsible for instructing staff to implement the Council's decisions.
- 5.2 The Clerk and the Monitoring Officer have the right to submit papers to Members for consideration.
- 5.3 Members will seek appropriate professional advice before taking any formal decisions and will not direct Officers in the framing of that advice. Without exception, the Clerk must always be consulted.
- 5.4 Members will consult the Responsible Finance Officer before taking any formal decisions with a financial implication for the Council.
- 5.5 The Leader and Cabinet Members will consult the Monitoring Officer before taking any formal decisions with a legal or probity implication for the Council.
- 5.6 The Cabinet Members when making decisions (whether collectively or individually) must state the reasons for those decisions. The written record of the decisions must include the reasons.

6. Chairmen and Members of other Committees and Officers

- 6.1 Briefing meetings for the Chairmen (and Vice Chairmen) of other Committees and Sub-Committees will be arranged at a time that is mutually convenient for the Chairmen and Officers.
- 6.2 Members of a Committee or Sub-Committee will take decisions within the remit of the relevant Committee or Sub-committee and will not otherwise instruct staff to act.
- 6.3 At some Committee or Sub-Committee meetings, a resolution may be passed which authorises named Officers to take action between meetings in consultation with the Chairman. In these circumstances, it is the Officer, not the Chairman, who takes the action and is responsible for it.

7. Members in their representational role and Officers

- 7.1 To enable them to carry out their local representation role effectively Members need to be informed appropriately about matters affecting the parish. Officers must ensure that all staff are aware of the requirement to keep Members informed.
- 7.2 The requirement to keep Members informed is particularly important:
- a) when options for likely decisions are being considered;
 - b) in relation to significant or sensitive operational matters;
 - c) whenever any form of public consultation exercise is undertaken;
- 7.3 Whenever a public meeting is organised by the Council to consider a local issue, all Members should be invited to attend. Similarly whenever the Council undertakes any form of consultation exercise on a local issue, Members should be notified at the outset of the exercise.
- 7.4 If a public meeting is organised by a Member in relation to a function or business of the Council, the Member concerned should inform the appropriate Clerk, but Officers are under no obligation to attend and cannot be required to do so.

8. Members' access to documents and information

- 8.1 The Council's policy on sharing or giving information to Members is to be as open as possible. Members may request the Clerk to provide them with such information, explanation and advice about the Council's functions, as they may reasonably need to assist them in discharging their role as Members. This may range from a request for general information about some aspect of a service's activities to a request for specific information on behalf of a constituent. Where such information is requested on behalf of a third party, it shall only be requested if it is capable of being in the public domain: i.e. it is not confidential, data protected or by analogy subject to exemptions from disclosure under the Local Government Act 1972 Part 5A (access to information) and equivalent legislation, the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- 8.2 Subject to paragraph 8.3 below (which set out the strict legal position), any document in the possession or control of the Council, which contains material relating to business to be transacted at a public meeting shall be made available for inspection by any Member. In addition, any document containing material relating to a decision made by an Officer, shall be available for inspection by any Member immediately after the decision has been made.

- 8.3 The rights to inspect documents under paragraph 8.2 above shall not apply to any document (whether a report, background paper or other material) which contains confidential information as defined in s 1(2) of the Public Bodies (Admission to Meetings) Act 1960 or by analogy exempt information defined by reference to s 100A(4) of the Local Government Act 1972, or the disclosure of which would breach an undertaking of confidentiality.
- 8.4 In addition to all of the above, a Member has a common law right to inspect Council documents so far as his or her access to a document is reasonably necessary to enable the Member properly to perform his or her duty as a Member of the Council. This is commonly known as the "need to know" principle. The exercise of this right depends on a Member being able to demonstrate his or her need to know.
- 8.5 Disputes as to the validity of a Member's request to see a document on a need to know basis will be determined by the Clerk.
- 8.6 Members and Officers must not disclose information given to them in confidence without the consent of a person authorised to give it or unless required by law to do so.
- 8.7 Members and Officers must not prevent another person from gaining access to information to which that person is entitled by law.
- 8.8 When requested to do so, Officers will keep confidential from other Members advice requested by a Member.
- 8.9 Any Council information provided to a Member must only be used by the Member for the purpose for which it was provided, i.e. in connection with the proper performance of the Member's duties as a Member of the Council. Therefore, for example, early drafts of Committee reports / briefing papers are not suitable for public disclosure and should not be used other than for the purpose for which they were supplied.

9. Media relations

- 9.1 Press releases and statements made by Officers must promote or give information on Council policy or services. They must be factual and consistent with Council policy. They may not be used to promote a political party. Publicity dealing with controversial issues in the run up to an election must be avoided. The full rules are set out in Government guidance.
- 9.2 Officers will keep Members informed of press matters relating to their areas of responsibility. In particular, Officers should contact the appropriate Committee Chairman if they have been contacted by the media on a high profile issue. The Chairman of the Council should also be informed on all issues of a high profile or strategic nature.

- 9.3 Before responding to enquiries from the media, Officers must ensure they are authorised to do so. If in doubt, Officers must confirm their authorisation with the Clerk.
- 9.4 The media's first point of contact will often be the Clerk. Officers should keep the Clerk informed of issues which are likely to be of media interest, and when they are contacted by the media on high profile or strategic issues.
- 9.5 If a Member contacts or is contacted by the media on an issue, he or she should:
- a) indicate in what capacity he or she is speaking (e.g. in a personal capacity, as a Member, as a chairman, on behalf of the Council),
 - b) be sure of the facts of the matter,
 - c) if necessary, and in any event whenever he or she wishes a press release to be issued, seek assistance from the Clerk, but not in relation to a statement which is party political in nature,
 - d) consider the likely consequences for the Council of his or her statement (e.g. commitment to a particular course of action, allegations of jumping to conclusions, image), and
 - e) not speak on behalf of the *Council* unless authorised to do so.

10. Support Services to Members

- 10.1 Some basic administrative services are provided to Members by the staff. Such support can only be provided to assist Members in discharging their role as Members of the Council and therefore must only be used on Council business. It should never be used in connection with party political or campaigning activity or for private purposes.

11 Correspondence

- 11.1 Correspondence between an individual Member and an Officer, particularly when it has been initiated by the Member, should only be copied to other Members when appropriate and necessary and in such cases it should be made explicit that the correspondence has been copied to others. Members and Officers are required to comply with the Council's e-mail policy and in particular with the best practice it espouses:

They should:

- a) If offended by the content or tone of an incoming message get a second opinion to check out their interpretation and make sure the response is objective.

- b) Comply, not only with the policies stated in the policy but with the rules of common courtesy and the law when using e-mail.
- c) Always use appropriate language, remembering that misunderstandings frequently arise through the use of e-mail, which offend others without intending to.
- d) Always respect the privacy of others, remembering that e-mail can be just as intrusive as unsolicited 'phone calls or letters.
- e) Respect the confidentiality of information encountered inadvertently in e-mail or other records.
- f) Use personal and professional courtesy and considerations in e-mail.
- g) Check with the sender if there is any doubt about the authenticity of a message.

They should not;

- h) Send unnecessary e-mails, remembering someone else will have to read and respond.
- i) Include anything in an e-mail that would not be put in a letter.
- j) Use code or jargon which might be misunderstood or unknown to the receiver.
- k) Use e-mail, which breaches codes of common courtesy or decency (such as harassment, copyright violations, unsolicited e-mails or other material).
- l) Seek out, use, or disclose personal or confidential information unless specifically authorised to do so.
- m) Knowingly restrict or interfere with others' access to and use of e-mail.
- n) Send "Junk e-mail" or chain messages.
- o) Use e-mail to give the impression that you represent the Council (unless authorised to do so).

11.2 Official letters sent out on behalf of the Council should normally be sent out under the name of the Clerk because it is Officers who provide advice, implement decisions, and deal with day-to-day operations.

11.3 It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for letters to appear under the name of the Chairman.

11.4 Letters, which create obligations or give instructions on behalf of the Council should never be sent out under the name of a Member.

12. Complaints

12.1 In a situation where a Member identifies that an Officer may have committed a breach of the Council's disciplinary rules and procedures, he or she shall draw the issue to the attention of the Clerk.

12.2 In respect of a situation where there is an alleged breach of the Council's Code of Members' Conduct by a Member, a Member may draw such breaches to the attention of the Standards Committee. Members are, however, also requested to advise the Clerk that they have taken this action.

12.3 In respect of an Officer who believes a Member has breached the Code of Members' Conduct, he or she should:

- a) not offer any opinion or judgment upon that conduct to the Member;
- b) he or she must advise the Clerk immediately of the circumstances, facts, his or her belief and the rationale behind it, including supplying all and any documents; and
- c) he or she should not comment further on the issue to any other Officer or Member without the prior consent of the Clerk.

12.4 These provisions are to protect both the Member and Officer, avoid Officers from becoming unduly involved in allegations of Member misconduct at an inappropriate level and to ensure that any investigation that may need to be carried out by the Monitoring Officer or other agency, is not in any way fettered or damaged.

13. Interpretation

13.1 Questions of interpretation of this Protocol will be determined by the Clerk.