

## Detailed Income &amp; Expenditure by Projected Budget Heading 31/01/2019

Month No: 12

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Policy &amp; Resources</b>						
<u>200 Salaries - Policy &amp; Resources</u>						
4000 Salaries	86,476	92,000	5,524		5,524	94.0%
4020 PAYE & NI	35,278	38,250	2,972		2,972	92.2%
4030 Superannuation	31,762	33,150	1,388		1,388	95.8%
4050 Training & Conferences	610	2,000	1,390		1,390	30.5%
4055 Travelling Expenses	2,064	2,320	256		256	89.0%
4520 Mobile Telephone	180	220	40		40	81.8%
Salaries - Policy & Resources :- Indirect Expenditure	<b>156,370</b>	<b>167,940</b>	<b>11,570</b>	<b>0</b>	<b>11,570</b>	<b>93.1%</b>
<b>Movement to/(from) Gen Reserve</b>						
		<b>(156,370)</b>				
<u>210 General Administration</u>						
1200 Chorleywood in Bloom	555	800	245			69.4%
1206 Quiz Night Income	11,813	0	(11,813)			0.0%
1210 Village Day Income	5,275	6,500	1,225			81.2%
1250 Contribution from WMH	3,063	1,700	(1,363)			180.2%
1255 Contribution from RBL	423	530	107			79.9%
1260 Community/NHP Income	(925)	0	925			0.0%
1265 WW1 Event Income	1,145	500	(645)			229.0%
1900 Miscellaneous Income	1,030	750	(280)			137.3%
General Administration :- Income	<b>22,379</b>	<b>10,780</b>	<b>(11,599)</b>			<b>207.6%</b>
4165 DNU	0	500	500		500	0.0%
General Administration :- Direct Expenditure	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>
4100 Website	2,373	2,500	127		127	94.9%
4105 Photocopying	1,857	3,800	1,943		1,943	48.9%
4110 Postage	1,126	1,370	244		244	82.2%
4115 Stationery & Office Equipment	1,581	1,700	119		119	93.0%
4120 Subscriptions & Donations	3,883	3,800	(83)		(83)	102.2%
4125 Office Cleaning	468	500	32		32	93.7%
4130 Office Maintenance	2,024	2,000	(24)		(24)	101.2%
4135 Computer	6,782	5,850	(932)		(932)	115.9%
4140 Village Day	3,524	3,000	(524)		(524)	117.5%
4145 Christmas Lights	5,280	4,600	(680)		(680)	114.8%
4146 Quiz Night	11,759	0	(11,759)		(11,759)	0.0%
4155 Chorleywood in Bloom	2,206	2,200	(6)		(6)	100.3%
4160 Mapping System	200	725	525		525	27.6%
4166 WW1 Event	1,514	0	(1,514)		(1,514)	0.0%
4900 Misc Expenditure	1,082	1,000	(82)		(82)	108.2%
General Administration :- Indirect Expenditure	<b>45,660</b>	<b>33,045</b>	<b>(12,615)</b>	<b>0</b>	<b>(12,615)</b>	<b>138.2%</b>
<b>Movement to/(from) Gen Reserve</b>						
		<b>(23,280)</b>				

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>220 Services - General</u>						
4200 Rates	4,560	4,560	0		0	100.0%
4205 Gas	723	1,800	1,077		1,077	40.2%
4210 Electric	882	2,000	1,118		1,118	44.1%
4215 Water	257	320	63		63	80.3%
4220 Telephone	4,675	4,840	165		165	96.6%
4355 Legal & Professional Fees	60	0	(60)		(60)	0.0%
Services - General :- Indirect Expenditure	<b>11,157</b>	<b>13,520</b>	<b>2,363</b>	<b>0</b>	<b>2,363</b>	<b>82.5%</b>
<b>Movement to/(from) Gen Reserve</b>						
	<b>(11,157)</b>					
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	2,818	5,460	2,642		2,642	51.6%
4255 PCSOs	21,375	28,500	7,125		7,125	75.0%
4260 Defibrillators	942	1,000	58		58	94.2%
Community Engagement :- Indirect Expenditure	<b>25,135</b>	<b>34,960</b>	<b>9,825</b>	<b>0</b>	<b>9,825</b>	<b>71.9%</b>
<b>Movement to/(from) Gen Reserve</b>						
	<b>(25,135)</b>					
<u>250 Grants &amp; S137 Payments</u>						
4300 Community Grants	2,585	5,000	2,415		2,415	51.7%
4305 Small Grants & S137	0	1,000	1,000		1,000	0.0%
4310 War Memorial Hall Grant	5,000	5,000	0		0	100.0%
Grants & S137 Payments :- Indirect Expenditure	<b>7,585</b>	<b>11,000</b>	<b>3,415</b>	<b>0</b>	<b>3,415</b>	<b>69.0%</b>
<b>Movement to/(from) Gen Reserve</b>						
	<b>(7,585)</b>					
<u>260 Professional Fees - P&amp;R</u>						
4350 Audit	773	3,200	2,427		2,427	24.1%
4355 Legal & Professional Fees	2,626	3,640	1,014		1,014	72.1%
4360 HR Service Contract	4,560	4,785	225		225	95.3%
4365 Insurance	8,788	9,500	712		712	92.5%
4370 Health & Safety	570	1,000	430		430	57.0%
4375 GDPR	3,750	11,000	7,250		7,250	34.1%
Professional Fees - P&R :- Indirect Expenditure	<b>21,066</b>	<b>33,125</b>	<b>12,059</b>	<b>0</b>	<b>12,059</b>	<b>63.6%</b>
<b>Movement to/(from) Gen Reserve</b>						
	<b>(21,066)</b>					
<u>270 Civic</u>						
1270 Chairman's Charity Income	182	400	218			45.5%
Civic :- Income	<b>182</b>	<b>400</b>	<b>218</b>			<b>45.6%</b>

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Detailed Income & Expenditure by Projected Budget Heading 31/01/2019

Month No: 12

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4400 Chairman's Allowance	0	500	500		500	0.0%
4405 Chairman's Charity	0	400	400		400	0.0%
Civic :- Indirect Expenditure	0	900	900	0	900	0.0%
<b>Movement to/(from) Gen Reserve</b>						
	182					
Policy & Resources :- Income	22,562	11,180	(11,382)			201.8%
Expenditure	266,973	294,990	28,017	0	28,017	90.5%
<b>Movement to/(from) Gen Reserve</b>						
	(244,411)					
Grand Totals:- Income	22,562	11,180	(11,382)			201.8%
Expenditure	266,973	294,990	28,017	0	28,017	90.5%
<b>Net Income over Expenditure</b>						
	(244,411)	(283,810)	(39,399)			
<b>Movement to/(from) Gen Reserve</b>						
	(244,411)					

**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

Activity: Business & Financial Assessment			Assessment Date: 18.2.19	Review Date: January 2020	
Hazard	Risk arising from hazard	Who is at risk	Existing Controls	Further action required to reduce risk to an acceptable level	Target date & by whom
Loss of physical assets owned by Parish Council.	Business continuity	Staff, customers and residents.	Asset registers, serial and identification number tracking of key assets. Photographic evidence Insurance cover in place.	Annual update as part of stock taking exercise.	30.8.19 Councillors and Staff
Damage to third party property, injury to individuals from council provided amenities or services.	Damage, loss, injury to staff or public.	Staff, customers and residents.	Risk assessment of service delivery and amenities. Regular inspection and maintenance of physical assets and amenities. Timely remedial action taken when problems discovered, or asset is taken out of use until actions can be taken. Insurance cover in place. H&S Officer to give overall advice	Ongoing Risk Assessment update and review. All Risk rolling programme to review and update during 2019/20.	31.12.2020– Staff
Inadequate insurance cover.	Unrecoverable losses.	Parish Council	Insurance cover reviewed by P&R committee, on advice from officers. Update of insurance cover done annually	Insurance premium reviewed March 2019 with insurance company Renewal on 1 <sup>st</sup> August 2019	30/06/2019 - Staff

**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

Hazard	Risk arising from hazard	Who is at risk	Existing Controls	Further action required to reduce risk to an acceptable level	Target date & by whom
Loss through theft or dishonesty.	Financial	Parish Council	Fidelity insurance in place. Regular reconciliations of cash and bank a/cs. Independent internal auditor, with access to all staff, systems and members. Necessary policies in place.	Annual update of fidelity insurance to take into account increase in precept.	
Robustness of audit processes	Financial	Parish Council	Independent qualified auditors appointed, with experience of LG sector. Updated Standing Orders and Financial Regs in Place. Annual review of effectiveness of internal auditors.		Annually Staff & Council
Professional services	Poorly informed decision making if incorrect or misleading advice is received.	Parish Council	Long term relationship with solicitors. Other professional services covered by TRDC for HR and H&S services engaged. Following advice from LG contacts, such as HAPTC & SLCC		
Procurement	Excess or inappropriate expenditure, waste council resources.	Parish Council	Standing orders and financial regulations deal with the award of contracts for services and the purchase of equipment.		September 2019
Financial record keeping.	Poorly informed decision making if incorrect, out of date or misleading financial information is used. Exposure to penalties from statutory bodies like HMR&C.	Parish Council	RFO with considerable commercial and business experience. Purchasing and payment procedures adhered to. Policy and Resources Committee providing oversight. Internal auditors	New Financial Control system being introduced, to include online banking and BACS payments	September 2019

**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

<b>Hazard</b>	<b>Risk arising from hazard</b>	<b>Who is at risk</b>	<b>Existing Controls</b>	<b>Further action required to reduce risk to an acceptable level</b>	<b>Target date &amp; by whom</b>
Ensuring all requirements are met under HMR&C notices and regulations.	Penalties from HMR&C	Parish Council	Timely submission of all returns. Appropriate training for Finance Officer.	Update training as required.	
Ensuring all activities are within legal powers for the Council.	Qualified audit return.	Parish Council	Good knowledge of regulations and powers. Defined process for grant funds application, delegated to P&R committee, within budget but with additional funds from Full Council upon approval Advice from Auditors, emailed changes via HAPTC, NALC and SLCC	Clerk/RFO attends SLCC & HAPTC training to ensure currency on legislative changes. Other external training as appropriate.	
Ensuring that all requirements are met under employment law and regulations.	Claims from staff, industrial tribunal action.	Parish Council and Staff	All staff issued with up to date contracts of employment, Council has engaged a HR consultant and has a contract with TRDC. All contracts of employment to be reviewed	HR updating employment policies as and when required	HR Committee referred to P&R
General Data Protection Regulations	Failure to adhere to regulations	Parish Council	Training undertaken, Contractor engaged, who is the DPO	Admin systems and collection of data sets being reviewed	Staff and DPO Officer for regular updates

**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

Hazard	Risk arising from hazard	Who is at risk	Existing Controls	Further action required to reduce risk to an acceptable level	Target date & by whom
Communications	Business continuity	Parish Council staff, customers and residents.	<p>BT Telephone system</p> <p>Answer machine.</p> <p>Mobile phone allowances provided to grounds staff when lone working.</p>	<p>New telephone system installed</p> <p>Four lines into Parish Office</p>	
Pandemic	Business Continuity	Parish Council staff, customers and residents.	<p>If operations were affected by a pandemic officers would have to decide priorities on a day to day basis, based on resources available.</p> <p>Liaison would take place with District and County services to ensure optimum use of available resources.</p> <p>Good advice and guidance available from organisations such as LGE already available.</p> <p>LGE: Swine Flu – HR implications document contains key HR advice, guidance &amp; FAQs.</p>		

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/01/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	18,035	
105	VAT Control Account	1,082	
106	WHM VAT Control Account	(1,353)	
200	Current Account	(49,088)	
210	Bank Instant Access Account	435,594	
220	Natwest Account	71,554	
230	NS&I	4,032	
240	Scottish Widows 60 Day Account	82,063	
280	Petty Cash	553	
	<b>Total Current Assets</b>		<b>562,471</b>
	<u>Current Liabilities</u>		
500	Creditors	3,432	
520	Easement Income	3	
565	Village Day Advance Receipts	855	
566	Allotments Advance Receipts	(1,535)	
570	Chairmans Charity Creditor	493	
	<b>Total Current Liabilities</b>		<b>3,248</b>
	<b>Net Current Assets</b>		<b>559,224</b>
	<b>Total Assets less Current Liabilities</b>		<b>559,224</b>
	<u>Represented by :-</u>		
300	Current Year Fund	127,698	
310	General Reserve	269,210	
320	EMR Elections	12,742	
325	EMR Replacement IT	10,358	
335	EMR Replacement Boiler	1,465	
340	EMR Office Refurbishment	30,000	
345	EMR CIL Receipts	9,801	
350	EMR WMH Capital	10,675	
355	EMR Bullsland Capital	7,632	
370	EMR Replacement Equipment	57,435	
375	EMR Refurb of Parking Areas	4,775	
380	EMR Common Easements	12,433	
390	EMR Gateway Signs	5,000	
	<b>Total Equity</b>		<b>559,224</b>





**Date: TUESDAY 26<sup>th</sup> March 2019**

**Subject: EFFECTIVENESS OF INTERNAL AUDIT AND FINANCIAL RISK ASSESSMENT**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Financial Risk Assessment

**Contact for further information:** Clerk

**1. RECOMMENDATIONS**

- 1.1 Members are asked to review the effectiveness of the internal audit, and if appropriate instruct the Clerk to write to the auditors accordingly.
- 1.2 That Members consider the details of the Financial Risk Assessment

**2. RELEVANT PREVIOUS DECISIONS**

- 2.1 None Specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 None Specific

**4. RISK MANAGEMENT ISSUES**

- 4.1 This is a legal requirement from the External Auditors and is considered Best Practice.

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 Contained within the report

**6. LEGAL ISSUES**

- 6.1 The Decision of the Council forms part of the CiPFA Audit Regulations and is a legal requirement.

**7. BACKGROUND INFORMATION**

**7.1 EFFECTIVENESS OF INTERNAL AUDIT**

The Account and Audit Regulations (SI 2006 no. 564) requires that all local councils review the effectiveness of the internal audit on an annual basis.

To ensure that the Parish Council can discharge this responsibility this committee needs to review

1. The Scope of the internal audit
2. Independence
3. Competence
4. Relationships
5. Audit planning and reporting.

Members should be aware of the reports that are received from the internal auditors. However, the internal auditors should have clear guidelines as to who to contact should they discover incidents of fraud. Depending on the type of fraud discovered it is suggested that the auditors should write, on a confidential basis, to both the Chairman of the Council and the Clerk who is the Responsible Financial Officer, unless there are good reasons that either should be excluded from such communications.

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# **Chorleywood Parish Council**

*Internal Audit Report 2018-19: Second Interim*

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*Sally King*

*For Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Chorleywood Parish Council.

This report sets out the work undertaken in relation to the 2018-19 financial year, which took place on 23<sup>rd</sup> January 2019.

## **Internal Audit Approach**

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council

We are pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

The Council has utilised RBS Omega software for this financial year to maintain its day-to-day accounting records, which also form the basis of the year-end Statement of Accounts and Annual Return. Our objective in this area is to ensure that the accounting records are being maintained accurately and in a timely manner and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Ensured that an appropriate income and expenditure coding structures are in place;
- Reviewed the current account bank reconciliations as at 30<sup>th</sup> September 2018 ensuring that no long-standing “out-of-date” cheques or other anomalous entries exist;
- Reviewed transactions on the Council’s other accounts where surplus funds are deposited in order to achieve a better rate of interest return;
- Tested a further sample of transactions for the year to September 2018 between the cashbook and Co-op bank statements, inter account transfers; and
- Checked and agreed any “sweep” transfers between the current and business premium account for the year to 30<sup>th</sup> September 2018.

### *Conclusions*

*No significant issues arise in this area. We will undertake further work at our final visit.*

## Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable expectancy of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation.

- We have commenced our review of the full Council and Standing Committee minutes for the financial year to date ensure that no issues affecting the Council’s financial stability either in the short, medium or long term exist; and
- We have been advised that both Standing Orders (SOs) and Financial Regulations (FRs) were reviewed in line with the current NALC guidelines and approved by Full Council at their September 2018 meeting.

### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final visit.*

## Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

Council resources are released in accordance with the Council's approved procedures and budgets;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed;
- To ensure compliance with the above criteria, we have selected a sample of payments processed in the financial year to December 2018 including all those individually in excess of £2,000 together with every 30<sup>th</sup> payment. A total of 29 payments have now been examined to December 2018 totalling £110,349 equating to 47% of total non-pay related expenditure.

In relation to VAT, we note that electronic return submissions (as required by extant legislation) continue to be completed. We have verified the first quarters submissions to the underlying control account to September 2018.

### *Conclusions*

*There are no issues arising in this area to warrant formal recommendation. We will undertake further work at final visit.*

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- Examined the Council's approach to the identification, recording and management of financial risks, reviewing the Council's schedule of risk assessments together with other risk documentation developed by the Clerk, also noting that the risk assessments have been reviewed and re-adopted by the Council in February 2018 and will again be adopted in this financial year at the March 2019 meeting.
- At this first visit for 2018-19 we have examined the Council's insurance policy with Axa for the financial year and confirmed that appropriate cover is in place in each relevant area which includes Public Liability and Employers Liability at £10million respectively and Fidelity Cover at £580,000.

### *Conclusions*

*No issues have arisen in this area warranting formal comment or recommendation currently with appropriate insurance cover in place. We will undertake further work at our final visit.*

## **Precept Determination and Budgetary Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council has considered its 2019-20 budgetary requirements, we shall consider the action taken and outcomes, together with the approved level of precept at our final visit. It was noted that the precept was due to be discussed and finalised at the January Full Council meeting unfortunately this had to be postponed until February due to inclement weather.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### *Conclusions*

*We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2019-20 in the February meeting. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.*

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies.

- On this visit we have reviewed the Burials Register and Exclusive Rights of Burial records, examining a sample of entries relating to each area for the April to December 2018 to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied in accord with the published scales and recovered within a reasonable time period We are pleased to report that robust procedures are in place for this area of income.



### *Conclusions*

*There are no issues arising in this area to warrant formal recommendation. We will undertake a review of the various income streams at our final visit.*

## **Petty Cash Account**

We are required, as part of the annual Internal Audit reporting process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that an Imprest style petty cash scheme operates at the Council office with a maximum holding of £200. We have reviewed the Petty Cash file for the Parish Council at our first visit to ensure that the systems continue to operate effectively, also verifying the receipts and the physical cash held against the control records maintained.

### *Conclusions*

*No matters arise warranting formal comment or recommendation.*

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, as regards employee contribution bandings. To meet this objective, we have:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved pay rates, examining payments made in December 2018;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by duly authorised timesheets.

### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area.*

## **Investments and Loans**

The Council “invests” surplus funds in a Co-op Instant Access account, National Westminster account and a Scottish Widows “60-day investment account”. We have reviewed and verified detail for the year to date, together with accumulated gross interest with no issues arising. The Council has no loans either repayable to or by it.

### ***Conclusions***

***There are no issues arising in this area to warrant formal recommendation. We will undertake further work at future visits.***

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 10**

**Date: 26<sup>th</sup> March 2019**

**Subject: PCSO Service Level Agreement**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

- 1.1 The Parish Council has had a Service Level Agreement with Herts Constabulary to provide two PCSOs in Chorleywood Parish since 2011.
- 1.2 The Cost of providing this service has remained unchanged at £28,500. The increase in costs such as pay awards, pensions and other mandatory levies has been funded by the Herts Constabulary.
- 1.3 A letter has been received advising that the true cost for providing this service has escalated to £34,200, however due to increases in costs across the sector the Constabulary have decided to increase the partner contribution in the 2019/20 financial year to £29,500 (an increase of 3.5%)
- 1.4 To further enhance the service provided the Constabulary are planning additional training for PCSOs, across the County, including enhanced Crime Prevention Training, incorporating legislation, partnership working, problem solving and security surveying. The training will be delivered by the Police Crime Prevention Academy. It will give PCSOs and additional formal crime prevention qualification and an enhanced ability to address local police priorities.

**2. RELEVANT PREVIOUS DECISIONS**

- 2.1 None specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The Council currently has a SLA with Herts Constabulary to provide two PCSOs specifically working in Chorleywood. Should the Council wish to cancel this contract six months' notice is required.
- 3.2 The Constabulary did give not of an increase and budget provision has been made.

#### **4. RISK MANAGEMENT ISSUES**

4.1 The majority of residents support the Council with the PCSO service. If they Council decide against renewing the contract, the Parish Council may have to manage public perception.

#### **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 Budget provision of £33,500 has been made following a letter from the Constabulary and therefore there will be a net saving of £4,000 for the 2019/20 financial year.

#### **6. LEGAL ISSUES**

6.1 Should the Council wish to continue with the service the Committee should instruct the Clerk to sign the Service Level Agreement for the 2019/20 financial year.

6.2 Six months' notice is required should the Council wish to cancel the contract.

#### **7. RECOMMENDATIONS**

7.1 That the Committee considers the details within the report and instructs the Clerk accordingly.

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 11.**

**Date: 26<sup>th</sup> March 2019**

**Subject: On-Line Booking System for Village Halls and Allotment Management System**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

- 1.1 Officers have been looking at an on-line booking system for the Halls and Allotments.
- 1.2 There is a problem, in the fact that officers have not been able to find a system that will fit needs in one package.
- 1.3 It would appear that for the halls there are two approaches – one that will have on-line booking for hirers but has to raise an invoice independently and the second which shows on the website current availability but does not allow the customer to book but does have an interface with the finance system and will raise invoices.
- 1.4 As officers are also taking booking over the phone and they feel that the second option would be more preferable.
- 1.5 Prices have therefore been obtained for the second option.
- 1.6 The Allotment booking system is also operated by the same company and will interface with the mapping system and invoicing system which streamlines the current process.

**2. RELEVANT PREVIOUS DECISIONS**

**2.1 None**

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None Specific

**4. RISK MANAGEMENT ISSUES**

4.1 None specific

## 5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 Currently the systems are disjointed and take a great deal of officer time. These systems will streamline the process and reduce the number of staff hours required to produce the invoices etc.
- 5.2 It will be necessary, in the first instance to input the data, but once this is achieved it will give a visual display of availability on a colour system for the public to view. Red being booked, amber awaiting confirmation and green available.
- 5.3 Members of the public will still need to contact the Council to make the booking, however this can be achieved with a contact us button on the website.
- 5.4 There will also be cost implications for the Web Master to add this information onto the website.
- 5.5 The cost of the booking systems is detailed below

### **Facilities Booking**

Software	£625.00
Set up at the office	£350.00
1st year Annual Support and Maintenance	£193.00
<b>Total</b>	<b>£1168.00</b>

**It is recommended that a one-day training session is completed at a cost of £399.00 plus mileage at 0.45 ppm.**

There would be an on-going cost of £290 PA for Annual support and Maintenance

### **Allotment Management**

Software	£295.00
Remote setup and training	£250.00
1 <sup>st</sup> year Annual Support and Maintenance	£121.00
Total Costs	£666.00

There would be an on-going cost of £169 PA for Annual support and Maintenance

**The total expenditure including training would be £2233.00 plus VAT and mileage.**

## 6. LEGAL ISSUES

- 6.1 None specific at this stage.

## 7. RECOMMENDATIONS

- 7.1 That the Committee considers the details and proposals within the report and advises the Clerk accordingly.

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 12.**

**Date: 26<sup>th</sup> March 2019**

**Subject: Chorleywood In Bloom**

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**Committee Member:**

**Officer Contributors:** Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Deputy Clerk

**1. BACKGROUND INFORMATION**

- 1.1** Members will be aware that the Chorleywood in Bloom project has been running for four years supplying hanging baskets and Planters in various locations in the Village.
- 1.2** The Scheme has been supported by the local business and shops undertaking the watering of the baskets and businesses and local organisations sponsoring the provision and subsequent maintenance of the planters and plants through annual sponsorship.
- 1.3** Other local organisations have supported the project through donations and use of equipment (eg the Golf Club Water Bowser).
- 1.4** The scheme has been generally well received and feedback has been that it has made the village look more attractive.
- 1.5** The scheme is operated by a working group consisting of two Cllrs and a number of residents with support from an officer.
- 1.6** It has come to the attention of the Office that Herts CC are now introducing new licencing and regulations that will make the provision of the Hanging baskets untenable due to the cost and resource requirements to meet the regulations. It is therefore proposed that when the winter baskets are taken down in the Spring they are not replaced, and the basket brackets put up for this purpose are removed. It is further proposed that the Planters remain, and consideration be given to the provision of a further two, the locations for which permission has already been granted from Herts CC. Further consideration may like to be given to the provision of a three tier planter to replace the Scout Planter on the corner of Lady Ela Drive opposite the Parish Office. All planters will need licencing.
- 1.7** It is suggested that baskets are retained on the Village Halls, Parish Office and Cemetery (12 Baskets in total) which are not on the Highway, and therefore will not need licencing from HCC.

## **2. RELEVANT PREVIOUS DECISIONS**

### **2.1 None**

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The new regulations from HCC will make it impossible to be able to maintain the hanging baskets.

3.2 The new licensing regime will not currently have a cost implication, however it has been indicated that HCC will introduce a fee in the future.

## **4. RISK MANAGEMENT ISSUES**

4.1 None specific

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 There will be a one-off cost associated with the taking down of the brackets which will be done in house.

5.2 If a further two planters and a three-tier planter are purchased this would cost £1691.50 plus VAT. The addition of crests would have cost implications.

5.3 The CWIB Scheme is funded by the Parish Council, sponsorship of the Planters and monies from raffles and occasional donations. Costs involved are currently the provision of the baskets and plants for the planters twice a year, and associated costs which include replacement compost, plant feed, slug repellent and additional watering of the planters during exceptional dry weather.

5.4 Provision of plants, compost and miscellaneous items is of the order or £350 (summer) to £450 (Winter) plus VAT. The provision of 12 hanging baskets is £162 plus VAT.  
(Note these costs are based on 2018 prices)

## **6. LEGAL ISSUES**

6.1 None specific at this stage.

## **7. RECOMMENDATIONS**

7.1 That the Committee considers the details and proposals within the report, and instructs the Chorleywood in Bloom Group accordingly.



**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 13.**

**Date: 26<sup>th</sup> March 2019**

**Subject: Parish Map**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

1.1 The Parish Council does not currently have a digital map of the Parish.

1.2 The paper maps available are over 20 years old and have a number of roads and new developments missing.

1.3 The Parish Council has been offered the opportunity for a digital Map to be produced of the Parish which can be used in printed format, on our website and also as part of the Neighbourhood Plan documents.

1.4 The maps are offered for a parish of our size at £850.00 with free updates for three years, which can include, if necessary, new developments.

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None specific, however a digital map of the parish in user format would be very helpful.

3.2 The Current mapping system can produce a map but as it is based on ordinance survey is not user friendly and cannot go into the detail of the ones offered.

**4. RISK MANAGEMENT ISSUES**

4.1 None specific

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 As advised the estimate for the map of our size parish is £850.00. There are a number of different formats – copies of which will be brought to the meeting.

5.2 Sample maps can be viewed at <https://www.imagesbyhand.com/wp-content/uploads/2018/Example-Parish-Map.jpg>

5.3 There is very little officer time required and this work can be undertaken in normal office duties.

## **6. LEGAL ISSUES**

6.1 None specific at this stage.

## **7. RECOMMENDATIONS**

7.1 That the Committee considers the details and proposals within the report and advises the Clerk accordingly.

**CHORLEYWOOD PARISH COUNCIL**

**Full Council COMMITTEE MEETING**

**Agenda Item**

**Date: 29<sup>th</sup> August 2017**

**Subject:**

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**Committee Member:**

**Officer Contributors:**

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

1.1

**2. RELEVANT PREVIOUS DECISIONS**

2.1

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1

**4. RISK MANAGEMENT ISSUES**

4.1

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1

**6 LEGAL ISSUES**

6.1

**7. RECOMMENDATIONS**

7.1

Committee	4 Year Plan Item	Description	Strategic Objective Scoring (3 = high alignment, 2 = medium alignment, 1 = low alignment)				Overall Scoring	Inc in CWPC 4 Year Plan	Priority
			Responsive to the needs of our Parishioners	Liaise and develop working relationships	Provide sustainable services	Considerate of all Parishioner's views and act to promote resources			
Village Halls	Publicity/ Marketing	Review and assessment of any actions needed to amend the marketing of the halls	2	2	1	3	8		
Village Halls	Maintenance Refurbishment programme	To look at all the halls on a quarterly basis to look at Maintenance and refurbishment. Talk to the Caretakers and Cleaners to ascertain if their work practices are sufficient ie are they given enough time to carry out the tasks/cleaning required	3	2	1	3	9		
Village Halls	Parking at WMH	Parking may not suitable for all visitors, establish what can be done to improve things	3	2	1	3	9		
P&R	Property Register	Document all the buildings within the Council's ownership and buildings of significance in the area (Localism Act ref – first refusal) – a Panel to be established to manage this going forward					0		
P&R	Website	To Look at the website for all committees and update details with easy to understand direction.					0		
P&R	South Lodge Refurb	To look at the maintenance of South Lodge to include internal and external decoration. To look at office accommodation.					0		
P&R	Requestion of Assets	That a working e be created to look in more detail at the feasibility study and come up with recommendations reporting in the first instance to the					0		



**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 16.**

**Date: 26<sup>th</sup> March 2019**

**Subject: Health & Safety**

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**Committee Member:**

**Officer Contributors:** Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1 – Health & Safety Calendar  
Appendix 2 - Health & Safety Policy

**Contact for further information:** Deputy Clerk

**1. BACKGROUND INFORMATION**

**1.1** Following the Health and Safety Audit undertaken by Herts County Council (HCC) a meeting was held between the Vice Chairman, the Clerk and Deputy Clerk in February to progress the issues raised.

**1.2** A number of actions points were established covering:

- Policy Documents
- Fire Risk Assessments
- Fire Drills
- Fire Exits and Extinguisher plans
- Licences
- Surveys
- Risk Assessments Reviews
- Training communication and Monitoring

To be progressed over the coming months and reported back to P&R.

**1.3** At the meeting it was also agreed to set up a Register of Key H&S Dates. This will be populated with the key dates but considered to be a living document and will be added to and updated through time. The first draft of this is attached at Appendix 1

**1.4** This Register will be reported to each Policy & Resources Committee meeting to keep the Committee informed of progress.

**1.5** Additionally, the key dates from this register will be added to the Calendar on Outlook on the Office pcs which will enable alerts to be set up when key activities are due.

## **2. RELEVANT PREVIOUS DECISIONS**

### **2.1 P&R 20.11.18 Minute 18/50**

The Committee

#### **RESOLVED**

That Officers be given licence to carry out the urgent remedial actions required within the Clerks current signing powers and agreed an increase to the Health and Safety budget of £2,500 to assist with this. Councillors to be kept informed via email and as a regular report to the Policy and Resources Committee.

This was proposed from the Chair and unanimously approved.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1** The Health and Safety Policy is attached at Appendix 2 for consideration by the Committee.
- 3.2** For the Stress Management policy examples have been obtained from the HSE and ACAS and further approaches are being made to HAPTC for good examples of stress management policies in place. These will be brought together to form a policy for Chorleywood Parish Council and presented to a future meeting of P&R for consideration.

## **4. RISK MANAGEMENT ISSUES**

- 4.1** The existing Risk assessments will be reviewed and rewritten into a more suitable format as batches over the coming months to manage workloads. However, it should be noted that event specific risk assessments are always made prior to an event taking place.
- 4.2** Weekly inspections of the Wildwood Dens on the Common are undertaken and documented by the Common Rangers.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1** There is an initial resource implication associated with the work to make the Parish Council fully compliant. Following this and the adoption of the Register and Outlook alerts, the actions will be managed as part of the normal workload of Officers.
- 5.2** Purchase of some cabinets or equipment may also be required.
- 5.3** Budget provision of an additional £2500 was made as part of the 2019/20 budget build to cover the additional costs of Asbestos surveys and training requirements

## **6. LEGAL ISSUES**

- 6.1** None specific at this stage.

## **7. RECOMMENDATIONS**

- 7.1** That the Committee considers the details in the report and progress made to date.
- 7.2** That the Committee considers the Health and Safety Policy for approval and adoption.



Chorleywood Parish Council

## Health and Safety Policy

January 2019

Version No: Draft Produced by: Claire James Review Date:
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## **SECTION ONE**

### **STATEMENT OF INTENT**

The legal requirements for health, safety and welfare at work are set out in the Health and Safety at Work etc. Act 1974 (HSWA) and subordinate regulations. One requirement of the HSWA is that the employer (i.e. the Parish Council) has a written health and safety policy statement. The policy communicates clearly to employees:

- The Parish Council's commitment to health and safety;
- The roles and responsibilities of employees with regard to health and safety;
- The arrangements that are put in place to deliver the commitment.

Copies of the policy are made available to all new starters and communicated to them during health and safety induction training. The policy is available to all employees.

#### **The General Policy Statement**

The Parish Council recognises that some of its undertakings may present a risk to the health and safety of employees. It is committed to eliminating these where possible or reducing them as far as is reasonably practicable, by putting in place appropriate control measures.

The Parish Council will strive to provide safe and healthy working environments for its employees, by providing suitable accommodation and facilities, furniture, equipment and suitable maintenance and inspections, including statutory requirements are carried out.

All employees are required to report any hazards or unsafe acts in relation to their workplace or work activities. This will allow the Parish Council to be pro-active in taking appropriate measures to remove or manage these and prevent accidents from occurring.

All new employees are required to attend health and safety induction training to ensure they are aware of the policies and procedures in place within the Parish Council. In addition, job specific training will be provided to ensure employees are competent and able to carry out their duties safely.

The Parish Council recognises that employees are its key resource. In addition to protecting their health and safety in the workplace and whilst carrying out work activities, the Parish Council is committed to promoting and encouraging a healthier workforce through wellbeing and health promotion initiatives via Watford Borough Council's Human Resources.

The Parish Council will strive to achieve a positive health and safety culture where all employees work together to keep themselves and colleagues safe and healthy whilst at

work, recognising the importance of health and safety and treating this as any other key business area.

The Council expects similar health and safety standards and support in meeting its Responsibilities from contractors and partner organisations and will work with them to Promote best practice.

Signed:

Date:

Yvonne Merritt  
Clerk to the Parish Council

**In the following sections anything highlighted in yellow is subject to further review**

## **SECTION TWO ROLES AND RESPONSIBILITIES**

The overall responsibility for health and safety rests with the Employer. However it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

### **Clerk to the Parish Council**

The Clerk to the Parish Council has overall responsibility for ensuring compliance with health and safety legislation. The Clerk may delegate the task for overseeing the implementation of health and safety to the Senior Ranger and Deputy Clerk.

The **Clerk** is responsible for:-

- Provide health and safety leadership focussed on the management of significant risk.
- Health and Safety Policy is implemented, reviewed and communicated effectively to all employees;
- Ensure significant health and safety risks arising from work activities are adequately controlled;
- Providing and maintaining safe plant, equipment and systems of work;
- Managing and maintaining a safe and healthy working environment;
- Ensuring that employees receive appropriate training, and are competent to carry out their designated responsibilities;
- Providing sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
- Involving employees in health and safety decisions through consultation and co-operation.
- Decisions reflect health and safety intentions as articulated in this policy;
- Identify all risks and carry out adequate risk assessments as appropriate;
- All premises, plant and work equipment is maintained and in a safe condition;
- Sufficient resources are allocated to meet health and safety obligations;
- Safe systems of work are developed and implemented;
- Health and safety performance is subject to regular monitoring and review;
- Accidents / incidents and near misses are investigated, recorded and reported under RIDDOR as appropriate;

- Safety training for staff, as identified, undertaken and recorded. Monitor the effectiveness of the training;
- All staff are encouraged to report hazards and raise health and safety concerns to the appropriate person;
- Personal Protective Equipment is provided, maintained and replaced as necessary;
- Ensure that there are adequate welfare facilities;
- Staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered;

### **Employees**

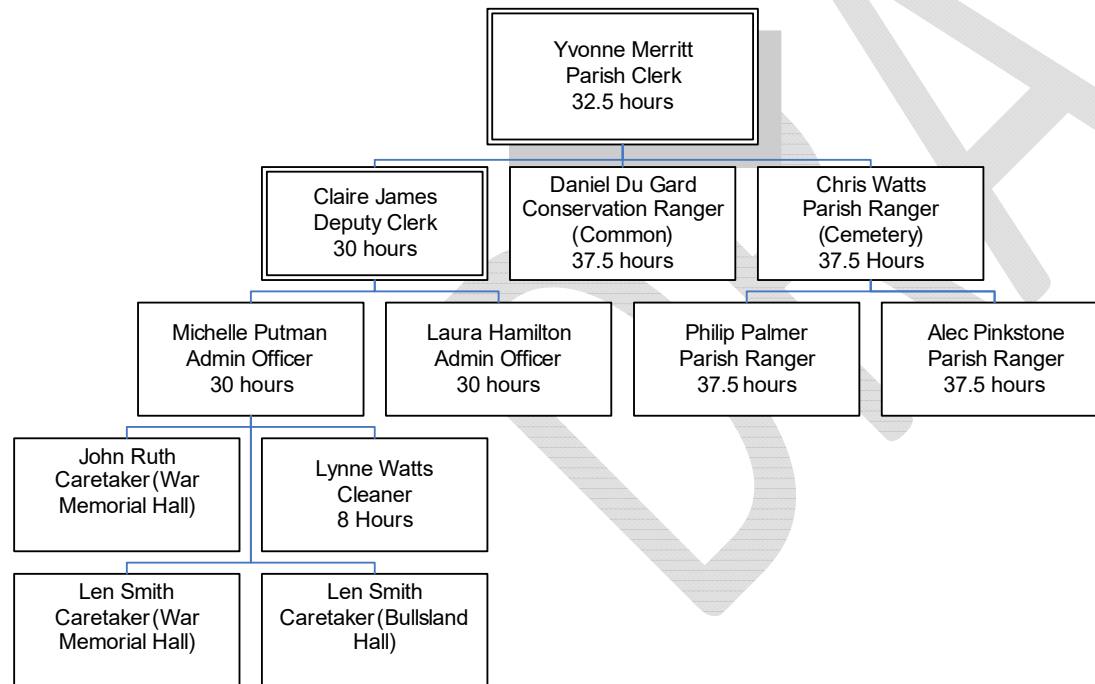
- Familiarise themselves and comply with the contents of this policy and all those policies, procedures and risk assessments that relate to their work activities;
- Work with due regard for the health and safety of themselves and others and not to misuse or interfere with anything provided in the interests of health, safety and welfare;
- Co-operate with and support managers in meeting their health and safety responsibilities;
- Report all accidents, incidents and any health and safety problems or deficiencies to their manager. Notifying the Health and Safety Advisor and/ or trades union representative if they feel that their concerns are not being acted upon;
- Take part in health and safety training and development and health surveillance programmes, as required.

**The Health & Safety Service (provided under contract by Watford Borough Council) is responsible for:**

- Maintaining, reviewing and monitoring compliance with this policy;
- Developing, promoting, and reviewing procedures / guidance which support this policy;
- Providing H&S advice and assistance to managers and staff to ensure compliance with legislative requirements and best practice;
- Supporting the Parish Council and Head of Human Resources (WBC) to meet their health and safety responsibilities.



# Chorleywood Parish Council



## **SECTION THREE ARRANGEMENTS**

The following list of arrangements covers the key elements of a Health and Safety policy.

- Appendix 1 - Risk Assessments
- Appendix 2 - Health and Safety Monitoring and Inspections
- Appendix 3 - Fire Evacuation and other Emergency Arrangements
- Appendix 4 - Inspection and Maintenance of Emergency Equipment
- Appendix 5 - First Aid
- Appendix 6 - Accident Reporting Procedures
- Appendix 7 - Health and Safety Information and Training
- Appendix 8 - Personal safety / Lone Working
- Appendix 9 - Premises Work Equipment
- Appendix 10 - Personal Protective Equipment
- Appendix 11 - Noise
- Appendix 12 - Vibration
- Appendix 13 - Flammable and Hazardous Substances
- Appendix 14 - Asbestos
- Appendix 15 - Lifting and Handling
- Appendix 16 - Contractors
- Appendix 17 - Work at Height
- Appendix 18 - Outdoor and Peripatetic Working
- Appendix 19 - Display Screen Equipment
- Appendix 20 - Vehicles
- Appendix 21 - Lettings
- Appendix 22 - Stress
- Appendix 23 - Legionella

## RISK ASSESSMENTS

### General Risk Assessments

The council conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Deputy Clerk following HSE guidance.

Risk assessments are available for all staff to view and are held centrally and are reviewed on an annual basis or when the work activity changes, whichever is the soonest. All staff are made aware of any changes to the risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff member(s) will be carried out and held on that individual's file and will be undertaken by either the Clerk or Deputy Clerk. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

### One off activities or Events

These risk assessments will be completed by all parties involved. The Parish Council will require all significant risk assessments and method statements before any activity or event can proceed.

### List of Risk Assessments:-

- Lone Working
- Fire Risk Assessment
- Legionella
- Snow and Ice
- Display Screen Equipment
- Office and Administrative areas
- Caretaking Duties / Premises
- Cleaning
- One off / Events
- Lettings (including Policy)

TO BE UPDATED

## HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of all sites will be conducted on a regular basis and is undertaken by the **Halls Officer** and the Caretaker using a checklist.

Inspections of all buildings will be carried out by a nominated member of staff.

In both cases the person(s) undertaking the inspections will complete a report in writing and submit it to the Clerk. Responsibility for following up items detailed in the safety inspection report will rest with Clerk.

The Clerk to the Parish Council will undertake an audit of the health and safety management systems on an annual basis and report back to the Committee.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

### Fire Risk Assessment

The Clerk to the Parish is overall responsible for ensuring that the fire risk assessment is undertaken and implemented following guidance contained in the <https://www.gov.uk/government>. The fire risk assessment is located in the fire log book and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the **X** and a summary is posted in each call point. These procedures will be reviewed at least annually and are made available to all staff as part of the induction process. Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc., are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained **by the Clerk** and updated where necessary.

### Fire Drills

Fire drills will be undertaken and results recorded in the log book.

### Fire Fighting

Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable



firefighting equipment. [Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction].

**Details of service isolation points** (i.e. gas, water, electricity)

**All details of chemical and flammable substances on site** (i.e. Cleanings / premises products)

An inventory of these will be kept by [insert name]

## APPENDIX 4

### INSPECTION AND MAINTENANCE OF EMERGENCY EQUIPMENT

The Clerk is responsible for ensuring that the Parish fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the log book which is located in [insert location]

#### FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on x

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place with **Fire and Security Solution** and the system is tested bi-annually by them.

#### FIRE FIGHTING EQUIPMENT

Weekly in-house checks are carried out to ensure all fire-fighting equipment remains available for use and operational.

**Chubb Fire & Security** undertakes an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **The Clerk**.

#### EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house (**Deputy Clerk**) and annually a full discharge test and certification of the system will be undertaken by **the Council Electrician**

#### MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and checks that all fire doors are operational and available for use.

**FIRST AID AND MEDICATION**

The need for first aid provision has been identified and the following staff are to provide first aid.

**TRAINED TO FIRST AID AT WORK LEVEL (18 HR):**

Daniel Du Gard

Alec Pinkstone

**TRAINED TO EMERGENCY AID LEVEL (6 HR):**

Yvonne Merritt

First aid qualifications remain valid for 3 years. The Clerk will ensure that refresher training is organized to maintain competence and those new persons are trained should first aiders leave.

**AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:**

Chorleywood Cricket club

War Memorial Hall

Bullisland Hall

And are mains operated.

First aid boxes are located at the following:-

Parish Office – South Lodge

Rangers Mess Room

RTVs and Tractor

**The Admin Officer** is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance).

## ACCIDENT REPORTING PROCEDURES

### Accidents to employees

Where Chorleywood Parish Council is the employer then all employee accidents, no matter how minor, must be reported to them using the accident reporting system.

### Accidents to members of public / visitors

A local accident book kept [location] is used to record all minor incidents to non-employees, more significant incidents, as detailed below, must be reported using the accident reporting system.

- Major injuries;
- Accidents where significant first aid treatment has been provided;
- Accidents which result in the injured person being taken from the scene of the accidents directly to hospital;
- Accidents arising from premises / equipment defects.

**The Clerk** will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty systems of work etc. must be reported and attended to as soon as possible.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system within 15 days of the incident occurring [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

- A non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of organisation;
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

## HEALTH AND SAFETY INFORMATION AND TRAINING

### Consultation

The frequency of meetings is [insert schedule] where health, safety and welfare issues are discussed. Action points from these meetings are brought forward for review.

## Communication of Information

The health and safety policy will form part of the induction process.

The Health and Safety Law Poster is displayed in the Parish Office

## Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities (e.g. use of hazardous substances, equipment, work at height etc.)
- Refresher training where required.

Training records will be kept by the Clerk in employee files . **The Clerk** is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Staff are responsible for drawing their line managers attention to their own personal needs for training and for undertaking duties unless they are confident in their competence.

## APPENDIX 8

### PERSONAL SAFETY / LONE WORKING

The Parish Council believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

The Parish Council will work in partnership with the police where inappropriate behaviour / individual conduct compromises the councils aim in providing an environment in which the pupils and staff feel safe.

#### Lone Working

Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. **Work involving potentially significant risks (e.g. work at height) must not be undertaken whilst working alone.**

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

## APPENDIX 9

### PREMISES AND WORK EQUIPMENT

All staff are required to report to **the Clerk** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

[Insert name] is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment is restricted to those users who are authorised / have received specific training.

### **Planned maintenance / inspection**

Regular inspection and testing of plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / [insert location / name].

### **Electrical Safety**

All staff will conduct visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Deputy Clerk

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)). On an identified cycle (dependant on the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by UK Safety Management on an annual basis.

Deputy Clerk is responsible for keeping an up to date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the building without prior authorisation and must be subjected to the same tests as the establishment's equipment.

A fixed electrical installation test (fixed wire test) will be conducted by the Council Electrician on a 5 year cycle or an annually inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period]

## **APPENDIX 10**

### **PERSONAL PROTECTIVE EQUIPMENT**

The Parish Council will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

## **APPENDIX 11**

### **NOISE**

The Parish Council will take reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The council will carry out regular noise exposure assessments of noisy processes e.g. use of equipment. The council will take steps to reduce noise exposure by monitoring procedures and maintaining equipment. Provision of Ear Protectors will be provided as appropriate.

## APPENDIX 12

### VIBRATION

Regular exposure to continuous vibration from any work process will be monitored and controlled accordingly.

Information, instruction and training will be provided for staff around the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration.

## APPENDIX 13

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid or choose the least harmful of substances which fall under the '*Control of Substances Hazardous to Health Regulations 2002*' (COSHH Regulations).

The person(s) within the establishment responsible for substances hazardous to health is/are [insert name(s)]

They shall ensure:-

- An inventory of all hazardous substances used on site is compiled and regularly reviewed;
- Material data sheets are obtained from the relevant supplier for all such materials;
- If required, full COSHH assessments are conducted and communicated to staff exposed to the product/substance;
- All chemicals are appropriately and securely stored;
- All chemicals are kept in their original packaging and labelled;
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site [insert name] is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists etc.).

## ASBESTOS

A 'Type 3' asbestos survey has been carried out and a management plan for the establishment(s) is in place. The last survey was conducted in [date] by 'company name'. **It should be noted that it is believed that there is no ACM's in situ.**

The establishment's asbestos log is held in / by [insert location / name].

The Clerk to the Parish will ensure that all staff are made aware of the location of asbestos containing materials (ACM) within their work areas.

Any damage to materials known or suspect to contain asbestos should be reported to the responsible person immediately.

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers etc.) either by contractors or staff, the asbestos log and be checked before permission can be given.

APPENDIX 15

## LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Clerk and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 16

## CONTRACTORS

All contractors used shall ensure compliance with relevant health and safety legislation, guidance and good practice.

[Insert name] is responsible for monitoring areas where the contractor's work may directly affect staff and checking whether expected controls are in place and working effectively.

APPENDIX 17

## WORK AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/work-at-height/index.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff.

The establishments nominated person (s) responsible for work at height is (are) [insert name (s)].

The nominated person(s) shall ensure:-

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

## APPENDIX 18

### OUTDOOR AND PERIPATETIC WORKING

The Parish Council will ensure, so far as reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The council will:-

- Where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work;
- Ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting the site (s) to identify potential hazards;
- Establish safe systems of work from risk assessments;
- Provide staff with training
- Supply PPE where appropriate



- Ensure suitable emergency arrangements including adequate first aid

### **Implementation**

All staff working outdoors or away from base are responsible for ensuring that:

- If working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site;
- They report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk;
- The appropriate PPE is provided and worn correctly and when required to do so. Any defects to be reported to the line manager;
- Staff are familiar with the emergency arrangements and that these are in place prior to starting work.

## **APPENDIX 19**

### **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available on the HSE website [DSE \(display screen equipment\)](#)

## **APPENDIX 20**

### **VEHICLES ON SITE**

There is separate vehicle and pedestrian access to site. ~~There are marked bays for all cars and disabled bays.~~

When contractors are on site there may be specific rules for the management of works vehicles, for example, restriction of vehicle movement at certain times, reversing vehicles and arrangements for deliveries.

## **APPENDIX 21**

### **LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by **Halls Admin Officer and the Clerk.**

There is a separate Lettings Policy Agreement detailing any specific restrictions on the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc.

## APPENDIX 22

### STRESS / Wellbeing

The Parish Council are committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE's management standards.

## APPENDIX 23

### LEGIONELLA

The Parish Council complies with advice on the potential risks from legionella as identified in the Legionella Risk Assessment.

The water risk assessment has been completed and [insert name] is responsible for ensuring that the identified operational controls are being conducted and recorded in the log book.

The risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basis operational controls and thus the following checks will be recorded:-

- Water is heated and stored to 60° centigrade at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers;
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers (s));
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis [insert contractors name]

**\*END OF DOCUMENT\***

**CHORLEYWOOD PARISH COUNCIL HEALTH & SAFETY REGISTER**

		MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH
<b>PEOPLE</b>														
	Chain Saw certificates													
	DSE	with PDRs	with PDRs											
	Driving Licences	with PDRs	with PDRs											
	Personal Protective Equipment (PPE)	✓												
<b>EQUIPMENT</b>														
	Portable Appliance Testing (PAT)													
	Ladder Testing													
<b>BUILDINGS</b>	<b>FIRE:</b>													
	Fire Risk Assessments													
	Fire Extinguishers Annual Check (CHUBB)						✓							
	Plan of Fire Exits and Extinguishers													
	Emergency Lights Tests - South Lodge	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Emergency Lights Tests - WMH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Emergency Lights Tests - Bullsland	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Asbestos Building Surveys													
	Electrical testing		✓											
	Boiler Maintenance - South Lodge	✓												
	Boiler Maintenance - WMH							✓						
	Boiler Maintenance - Bullsland Hall													
<b>POLICIES</b>														
	Health & Safety Policy	P&R 26.3.19												
	Stress		✓											
<b>Risk Assessments</b>	Reviews & update to new format		✓			✓			✓			✓		
	<b>(See separate register for list)</b>													
<b>KEY:</b>	Red indicates Action due, black confirms action completed													