



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 8 May 2008

### Place

The Council Chamber, South Street, Farnham

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TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend the Annual Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 8 MAY, 2008, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Potter'.

Mr Roland Potter  
Town Clerk

### Please note:

**Following the Meeting there will be a Private Reception.  
ADMISSION IS BY INVITATION ONLY due to the restrictions on  
numbers for Health and Safety.**



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 8 May 2008

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#### 1 Apologies

To receive apologies for absence.

#### 2 Disclosure of Interests

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests in line with the Town Council's Code of Conduct and gifts and hospitality in line with Government Legislation.

#### NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to [wendy.coulter@farnham.gov.uk](mailto:wendy.coulter@farnham.gov.uk) by 12 noon on Wednesday 7 May 2008. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

#### 3 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item, if any, they would like to speak.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

#### 4 Election of the Town Mayor

To elect the Town Mayor for the municipal year 2008/2009.

#### 5 The Town Mayor to make the Declaration of Acceptance of Office

**6 Election of Deputy Town Mayor**

To elect the Deputy Town Mayor for the municipal year 2008/2009.

**7 The Deputy Town Mayor to make the Declaration of Acceptance of Office**

**8 Vote of Thanks to Retiring Town Mayor**

**9 Presentation of Past Town Mayors Badge**

**10 Inspection of Regalia, Deeds and Management Agreements**

**11 Minutes**

To sign as a correct record the minutes of Farnham Town Council held on:

20 March 2008 attached at **Appendix A1**

3 April 2008 attached at **Appendix A2**

To sign as a correct record the minutes of the Annual Town Electors Meeting held on 10 April 2008 attached at **Appendix A3**.

**Part 1 – Items for Decision**

**12 Appointment to Working Groups**

To consider the recommendations of the Corporate Development and Audit Task Group for Appointment of Members to Working Groups.

Recommendations attached at **Appendix B**.

**13 Appointment to Outside Bodies**

To consider the recommendations of the Corporate Development and Audit Task Group for the Appointment of Members to Outside Bodies.

Recommendations attached at **Appendix C**.

**14 Appointment of Representatives to attend Planning Site Inspections**

To agree that two representatives for the municipal year 2008/2009 to attend site inspections held by Waverley Borough Council should be nominated from and at the first meeting held by the Planning Consultative Group.

**15 Human Resources Policies / Procedures**

To advise Members of the Council's responsibility for Corporate Governance and to consider the recommendations of the Corporate Development and Audit Task Group to support this process – report attached at **Appendix D**.

To consider the following Human Resources Policies / Procedures attached at **Annex 1**.

1. Capability Procedure.
2. Discipline Procedure
3. Grievance Procedure
4. Sickness & Absence Management Procedure
5. Flexible Working Procedure
6. Pay Policy

7. Equal Pay Policy
8. Age in the Workplace Guidelines
9. Procedures for Leave.

## **16 Corporate / Finance Policies**

To consider the following Corporate / Finance Policies attached at **Annex 2**.

1. Anti Fraud and Corruption Policy
2. Whistleblowing Policy
3. Dignity at Work Policy
4. Equalities Policy

## **17 Risk Assessment Review**

To receive and consider the Risk Assessment Review attached at **Annex 3**.

## **18 Project Reports**

To receive a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk, report attached at **Appendix E**.

## **Part 2 – Items to Note**

### **20 Planning Applications**

To receive the minutes of the meetings of the Planning Consultative Group held on:

13 March 2008 attached at **Appendix F1**  
27 March 2008 attached at **Appendix F2**  
17 April 2008 attached at **Appendix F3**

As submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

### **21 Items Tabled**

None

The Town Mayor will close the meeting.

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28 April 2008

Note: The person to contact about this agenda and documents is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors Carole Cockburn (Town Mayor), Gillian Beel (Deputy Town Mayor), David Attfield, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Gillian Hargreaves, Stephen Hill, Denise LeGal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp, John Ward.

Distribution: Full agenda and supporting papers to all Councillors (by post) Agenda only by email to all Councillors.



# FARNHAM TOWN COUNCIL

## Register of Interests Full Council

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### Time and date

7.00pm on Thursday 8 May 2008

### Place

The Council Chamber, South Street, Farnham

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Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the Parish Councils Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**NAME OF COUNCILLOR:** \_\_\_\_\_

**Please use the form below to state in which Agenda Items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct paragraph 12(2)).**

Agenda No	Subject	I am a Waverley Borough Councillor		Other		Reason	Speak?	
		Personal	Prejudicial	Personal	Prejudicial		Yes	No

Signed

Dated

\_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgement of the public interest.

<sup>4</sup> State item under consideration.



# FARNHAM TOWN COUNCIL

## A1

### Minutes Full Council

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#### Time and date

7.00pm on Thursday 20 March 2008

#### Place

The Council Chamber, South Street, Farnham

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#### Members Present

- |                         |                     |
|-------------------------|---------------------|
| * Cllr C Cockburn       | (Town Mayor)        |
| * Cllr G Beel           | (Deputy Town Mayor) |
| * Cllr D J Attfield     |                     |
| * Cllr V Duckett        |                     |
| * Cllr L Fleming        |                     |
| * Cllr (Mrs) P Frost    |                     |
| * Cllr R Frost          |                     |
| * Cllr C Genziani       |                     |
| o Cllr G Hargreaves     |                     |
| * Cllr S Hill           |                     |
| * Cllr D Le Gal         |                     |
| o Cllr A Lovell         |                     |
| * Cllr J Maines         |                     |
| o Cllr S O'Grady        |                     |
| * Cllr R Steel          |                     |
| * Cllr C Storey         |                     |
| * Cllr A Thorp          |                     |
| * Cllr J Ward           |                     |
|                         |                     |
| * Present               |                     |
| o Apologies for absence |                     |

#### Officers Present:

R Potter (Town Clerk)  
W Coulter (Member and Committee Services Co-ordinator)

C 177/07     **QUESTIONS BY THE PUBLIC**

There were no members of the public present to ask a question.

C 178/07     **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hargreaves, Lovell and O'Grady.

C 179/07     **MINUTES**

The minutes of the meeting held on 7 February 2008 were signed by the Town Mayor as a correct record.

C 180/07     **DISCLOSURE OF INTERESTS**

No members, in relation to any items included on the agenda for this meeting, disclosed any personal or prejudicial interests in line with the Town Council's Code of Conduct, or gifts and hospitality in line with Government Legislation.

C 181/07     **STATEMENTS BY THE PUBLIC**

There were no members of the public present to make a statement.

**Part 1 – ITEMS FOR DECISION**

C182/07     **TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor reminded members that they were invited to attend a Retailers Cheese and Wine Reception at the Farnham Maltings on 31<sup>st</sup> March 2008 to explain to the Retailers the Town Council's plans and projects for the future.

The Town Mayor also reminded Members that the Annual Meeting of Electors would be on 10 April 2008. The meeting was an opportunity for residents of Farnham to meet the Councillors and find out what the Council had done over the previous year and what it intended to do in the future.

The Town Mayor informed Members that the Farnham Traffic Report had been referred by Surrey County Council's Farnham Traffic and Transport Group to the Town Council for observations. A summary report would be available to all Members.

The Town Clerk would arrange a Workshop with Members in May before being considered by Full Council in June 2008.

C183/07     **COMMITTEE STRUCTURE**

Members received a report which explained the current situation with regard to the structure of Council meetings. The report explained that the Corporate Development and Audit Task Group had carried out an initial review of the progress of the new structure over the past year and their findings and recommendations were reported to the Council for decision. Their proposal was to adopt the structure piloted in the previous municipal year.

Members noted that 9 scheduled meetings were held during the Municipal year 2007/2008. In addition under the pilot scheme the Council was supported by a number of working groups including Corporate Development and Audit Task Group, Planning Consultative Group, Cemeteries Working and Appeal Group, Cemeteries Buildings Group, Farnham in Bloom Review Group, Bandstand Working Group and a Minerals Working Party all of which meet when required.

The Corporate Development and Audit Task Group considered three possible options for the structure of Council meetings, including the piloted option and the reintroduction of Committees. One option was for the introduction of a Services Committee to be accountable for the delivery Services of the Council and the other option was to have a Service Committee and a Policy and Resources Committee. However, it was the view of the Corporate Development and Audit Task Group that the current piloted democratic system had worked well although there were areas for improvement. The report therefore proposed that the Council should operate through Full Council with no committees, but with a simple structure of Working Groups involving Members and Officers.

Cllr Maines asked for clarification as to why only the one proposal was being considered by the Council and not the other two options. Cllr Maines presented her views on the merits of having an additional Service Committee.

The report to Council had identified certain areas of concern including the issue that some members who do not sit on the Task Groups do not receive all the information and supporting papers and only receive reports when they are submitted to Council for decision.

The Town Mayor gave an overview of the Council structure as it had previously worked before the introduction of the pilot scheme. The previous structure limited officers' resources to deliver services as numerous reports were written and duplicated for both committees and Full Council.

The principle of the new system was to make the Council's decision making process more transparent to the public and electorate of Farnham at the same time allowing the Council to focus time on delivering services.

Members acknowledged that the organisational structure of Staff and Services had been streamlined to reflect the pilot project thereby releasing other Council officers to deliver services to the public rather than writing reports for the committees.

Cllr Maines expressed concern that the membership of the current working groups had a large number of Officers in ratio to Members and that the Town Clerk was chairing some meetings.

The Town Clerk explained that each of the elected members of the Working Groups decided who the Chairman of the group would be and that one of the groups had decided that the Town Clerk would chair its meetings. However, it was reiterated that the officers attending the groups were responsible for delivering services.

The officers including the Town Clerk had no voting or decision making rights on any of the working groups and the emphasis was placed on Members to provide guidance, and advice to the officers to influence, improve or deliver services. All decisions outside delegated authority were still the responsibility of Full Council.

Councillor Maines requested that her amendment to the first recommendation of the report be allowed to be considered before the Council considered the other recommendations of the Corporate Development and Audit Task Group.



Councillor Maines proposed the following amendment to the first recommendation:

“To continue with the current piloted democratic structure, with one amendment, to include a Service Committee”.

The amendment to the first recommendation was seconded by Councillor Duckett.

Councillor Maines explained that she was concerned about the public perception of the Council's accountability, transparency and democratic process.

She also explained that she was concerned that the quorum of the working groups was just three members.

The Town Mayor confirmed that the quorum agreed by Council was 51%, therefore that was usually three members for the working groups however, it was confirmed by the Town Clerk that any Member could attend the meetings of the working groups as an observer.

A vote was taken on the amendment proposed by Councillor Maines and seconded by Councillor Duckett.

The Council voted on the amendment, 2 For, 12 Against and 1 Abstention.

As the amendment had failed to receive a majority vote the Council continued to consider the proposals as recommended by the Corporate Development and Audit Task Group.

The Town Clerk informed the Members that Working/Task Group Agendas, papers and reports would be distributed to all Members prior to any meeting and an improved system of reporting Working/Task Groups findings to Full Council would be developed. This would include an opportunity for an elected Member from the Working/Task Group to present the report and invite questions.

#### Terms of Reference

The Town Clerk explained that the Terms of Reference for the Working and Task Groups had been revised.

#### Clarification on the Role of the Town Mayor

The Corporate Development and Audit Task Group recommended that Members clarify the role of the Mayor.

Members noted the following quote from Civic Ceremonial a Handbook and Guide by Paul Milward (4<sup>th</sup> Edition) “The Mayor and the Council”.

“However, the role of the Mayor as ‘First Citizen’ and the widely accepted idea of the Mayor representing all the people of the authority does support the idea of Political Neutrality.... Political Neutrality may mean ceasing committee work, attending party meetings and even canvassing for themselves or others.... The Mayor whilst being Chair of the Council and First Citizen is not the Leader of the Council and does not as such have a role to play in the political leadership of the Council”.

“The main duty of the Mayor is to preside over principle meetings of the Council and, if present at the meeting he/she must preside (Local Government Act 1972 Sec 12 para 5 (1))”.

Councillor Duckett expressed concern that the Mayor would lose decision making powers if the Mayor was only the Civic Head of the Council and that the Mayor should be the conscience of the Council.

The Mayor explained that the role of Town Mayor had never had decision making powers at Council and that the idea behind making the Mayor the Civic Head of the Council was to strengthen the Mayor's role, not to diminish it.

Councillor Maines expressed concern that if the Mayor no longer attended Working Groups and the Mayor was only chairing the Council Meetings the Mayor would be at a disadvantage through not being part of the decision making process.

The Town Clerk explained that the Working/Task Groups were not decision making bodies and all decisions would continue to be made by Full Council. In addition the Town Clerk had agreed that all Task/Working Group Agendas and supporting papers would be circulated to all Members.

The Town Clerk confirmed that it had always been his practice to brief the Mayor on the Council activities, and this practice would continue.

### Venue of Council Meetings

The Members then discussed the merits of taking the Council Meetings 'Out and About' into the community. Although this had been good practice it had not been a successful pilot as the public still saw the Council Offices as the Civic Centre.

The Town Clerk explained that the pilot had still been a useful process as the Council was now able to take meetings out into the surrounding areas should there be a need to address specific ward issues.

Members expressed concern regarding the publicity of meetings and the Council's image, and requested that the Town Clerk should review how the Council informs and encourages members of the public to engage in Council meetings.

It was also suggested that Members should plant bulbs etc on the Shepherd and Flock Roundabout to help launch the Farnham in Bloom campaign and that the Farnham Herald Newspaper should be invited to report on the activities.

The Town Clerk further confirmed that he would be talking to the Town Council's website provider to talk about marketing and the Council meetings would be one of the issues that would be discussed.

### **RESOLVED:**

- 1. The current piloted democratic structure would continue.**
- 2. The Terms of Reference for the Working Groups would be adopted (attached to record minutes).**
- 3. A more transparent and accountable process of reporting by working groups to Council would be developed by the Town Clerk.**
- 4. The Timetable of meetings be adopted (attached to record minutes).**
- 5. The role of the Mayor was defined as being only the Civic Head of the Town Council.**
- 6. The role of the Mayor as recommended by the Civic and Ceremonial Handbook would not include membership of any working groups for their year in office as Town Mayor.**
- 7. That the Council meetings should take place in the Council Chamber, South Street, Farnham.**

Members noted that the Contract for Job Evaluation had been awarded to South East Employers and that the cost of the Job Evaluation Project would approximately be £2,000.

Members were requested to consider the recommendation of the Corporate Development and Audit Task Group (CDATG) that all Council's Staff and all Elected Members are Criminal Records Bureau (CRB) cleared.

The CDATG recommended that all Council Staff and all Elected Members should complete a CRB check due to their contact with children and vulnerable members of the community.

Members agreed in principle that all members of staff and elected members should be CRB cleared but that the Town Clerk should investigate the matter further.

The CDATG also recommended that the Town Clerk make enquiries to register the Town Council as a provider of the CRB service which could then be made available to other parish Councils and that further enquiries should be made as to the status of Staff and Members who already had CRB clearance.

The Members agreed that this matter should be investigated further.

Members noted that Catherine Cooper had been appointed to provide Maternity Leave Cover for the post of Major Projects Co-ordinator. Miss Cooper would be employed from 7 April 2008 to 31 March 2009.

**RESOLVED:**

- 1. That it be noted that the contract for Job Evaluation had been awarded to South East Employers.**
- 2. That the recommendation from the CDATG be agreed that all Farnham Town Council's Staff and all Elected Members are CRB cleared.**
- 3. That the Town Clerk make enquiries for the Council to be registered as a provider of the CRB service and to clarify the position of those who already had CRB clearance.**
- 4. That it be noted that Catherine Cooper has been appointed to provide Maternity Leave cover for the Major Projects Co-ordinator.**

C185/07 APPLICATION TO WAIVER FINANCIAL REGULATIONS – AS PER REGULATION 11.1(b)

Members noted the project phasing for the Bandstand installation at Gostrey Meadow:

Phase 1. Construction of base and supply of utilities – estimated cost £10,000

Phase 2. Supply and fabrication of Bandstand – estimated cost £25,000

Phase 3. Installation of CCTV coverage.

Members were requested to consider the waiving of financial regulation 11.1(b) which required three quotes to be obtained for each part of the project.

It was noted that the Bandstand Working Group recommended the following:

1. As per Financial Regulation 11.1(b) that three quotes be obtained for Phase 1 of the project.

2. As per Financial Regulation 11.1(c) that Council approve the waiving of Financial Regulations for Phase 2 and 3 of the project due to the limited number of suppliers and the time restraints on completing the project.

Cllr Maines asked why three quotes could not be obtained for the CCTV installation and the Town Clerk explained that the Town Council already had a CCTV provider under the Councils current CCTV contract and as one of the CCTV cameras already installed needed to be moved. It would be less expensive to request the CCTV company who had originally installed the camera to move it and to install the new camera for the bandstand.

Councillor Attfield informed the Council that Gostrey Meadow was gifted to the people of Farnham one hundred years ago this July and that it was hoped that the Bandstand could be finished in time to help celebrate the centenary.

**RESOLVED:**

1. **That as per Financial Regulation 11.1(b) three quoted be obtained for Phase 1 of the Bandstand Project.**
2. **That under Financial Regulation 11.1(c), Council waiver Financial Regulation 11.1(b) to obtain three quotes for Phase 2 and 3 of the Bandstand Project due to the limited number of suppliers and the time restraints on completing the Bandstand Project.**

C186/07 PROJECT UPDATES

Members received a report on the current status of Council Projects, actions taken and proposed actions under Delegated Authority to the Town Clerk (attached to record minutes).

Members received a further report on the Management of Council Buildings.

Councillor (Mrs) Frost left the meeting during discussion of this item, having declared a Prejudicial Interest.

Members were requested to consider whether the Council should accept in principle delegated responsibility for the future management of the Council buildings known as the Locality Office, South Street, Farnham.

Members were reminded that the Town Clerk together with the Mayor and two single hated Town Councillors, Councillors Attfield and Storey, had held two meetings with Waverley Borough Council regarding the Town Council's need for additional office space.

Waverley Borough Council wished to know if the Town Council would in principle be prepared to enter into negotiations with the Town Council to delegate the management responsibility of the whole building to Farnham Town Council.

The Terms and Conditions and Financial Implications would form part of any negotiations.

**RESOLVED:**

1. **That the Town Council agrees in principle to enter into negotiations with Waverley Borough Council for the transfer of the management of the Locality Office, South Street, Farnham to Farnham Town Council.**

2. That delegated authority be given to the Town Clerk, Councillors Cockburn, Attfield and Storey to negotiate the details and terms of the transfer of the management of the building subject to final approval by Full Council.

## Part 2 – ITEMS TO NOTE

### C187/07 PLANNING APPLICATIONS

Members received the Minutes of the Planning Consultative Group Meetings held on 31 January, 14 February and 28 February 2008.

**RESOLVED: That the observations made by the Planning Consultative Group held on 31 January, 14 February and 28 February and dealt with in accordance with delegated authority, be noted.**

### C188/07 FINANCE

Members noted the authorisation of payments and supporting finance reports.

### C189/07 WEBSITE

Members noted a report on the development work to enhance the website services and to improve communication with residents and to provide a mechanism to obtain a flavour of local opinion.

Members noted that the Town Council's Website was entering a new phase of development with Wise Tiger the Council's Website provider. The aim of the development work is to improve the website services and improve the communication with residents.

Members noted that the following development work had been commissioned:

1. **Giraffe Mail** – To allow visitors to the website to register to receive publications. Items such as the Council newsletter and Council promotional material will be more easily and effectively circulated. This will be available from April 2008.
2. **Pod Casting** – This service will allow members of the public to hear recordings of meetings, interviews with members and officers and promotional material on the website or to download material. The first pod cast will be used to record the Council meeting on 3 April 2008.
3. **Opinion Poll** – This is a single question poll which would be placed on the website. Only one response per email would be allowed. The intention would be to have one question per month. The service could be used by Council to gauge opinion on a single issue, to ask trivia questions to encourage tourism or community involvement. The Council's officers would establish a protocol for the approval of questions to be placed on the site. This service would be available from April 2008.

4. **Youth** – Development work is being carried out to create a youth page within the website. Officers have already had a meeting with local Youth Workers to establish a contact path with interested young people. The work will involve working with young people, youth workers and the Council's Website developers. The needs of young people will be identified with regard to the website content and establish how and if the Council website can provide the service. The Council will need to ensure that the site can be managed safely at a minimum cost. It is anticipated that this service could be available from January 2009.

C190/07     ITEMS TABLED

None.

C191/07     PUBLICITY

Members agreed that a short review should be written at the end of May summing up all the achievements and activities of the Council over the past year and it should be submitted to the Farnham Herald as a feature article.

C192/07     EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED: That in view of the confidential nature of business to be transacted to sign the Confidential Minutes of the Council Meeting held on 7 February 2008 it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw.**

**Part 3 – CONFIDENTIAL ITEMS**

C193/07     CONFIDENTIAL MINUTES

The confidential minutes of the Farnham Town Council meeting held on 7 February 2008 were signed as a correct record.

The Town Mayor closed the meeting at 9.00pm.

Date

Chairman

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28 April 2008

Note: The person to contact about these minutes is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors Carole Cockburn (Town Mayor), Gillian Beel (Deputy Town Mayor), David Attfield, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Gillian Hargreaves, Stephen Hill, Denise LeGal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp, John Ward.

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

## A2

### Minutes Full Council

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#### Time and date

7.00pm on Thursday 3 April 2008

#### Place

The Council Chamber, South Street, Farnham

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#### Members Present

- |                         |                     |
|-------------------------|---------------------|
| * Cllr C Cockburn       | (Town Mayor)        |
| * Cllr G Beel           | (Deputy Town Mayor) |
| * Cllr D J Attfield     |                     |
| * Cllr V Duckett        |                     |
| o Cllr L Fleming        |                     |
| o Cllr (Mrs) P Frost    |                     |
| o Cllr R Frost          |                     |
| * Cllr C Genziani       |                     |
| * Cllr G Hargreaves     |                     |
| * Cllr S Hill           |                     |
| * Cllr D Le Gal         |                     |
| o Cllr A Lovell         |                     |
| * Cllr J Maines         |                     |
| * Cllr S O'Grady        |                     |
| * Cllr R Steel          |                     |
| * Cllr C Storey         |                     |
| * Cllr A Thorp          |                     |
| * Cllr J Ward           |                     |
|                         |                     |
| * Present               |                     |
| o Apologies for absence |                     |

**Officers Present:** Roland Potter (Town Clerk)  
Wendy Coulter (Committee and Member Services Co-ordinator)

C 195/07

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Fleming, P Frost, R Frost and Lovell.

**DISCLOSURE OF INTERESTS**

The Town Clerk informed the Meeting that all Town Councillors who were also Members of Waverley Borough Council, would be considering the application on the Agenda as a Town Councillor **only** and reserved the right, based on information received and guidance provided by, the Planning Authority to hold an independent and different view as a Waverley Borough Councillor.

<b>Name of Councillor</b>	<b>Item Number</b>	<b>Subject</b>	<b>Personal/ Prejudicial</b>	<b>Reason</b>
Cllr G Beel	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr C Cockburn	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr V Duckett	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal/ Prejudicial	Partner of Chairman of Trustees of 40Degreez.
Cllr V Duckett	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr G Hargreaves	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr S Hill	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr D Le Gal	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr J Maines	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal/ Prejudicial	Chairman of Trustees of 40Degreez.
Cllr S O'Grady	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr R Steel	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr A Thorp	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor
Cllr J Ward	5	East Street Planning Applications WA 08/0279 & WA 08/0280	Personal	Waverley Borough Councillor

**STATEMENTS BY THE PUBLIC**

The following members of public made statements to the Council. A summary of the main points are listed below (however a full recording of all these comments is available on the Town Council's website [www.farnham.gov.uk](http://www.farnham.gov.uk) ).



**Mr D Wilde – resident of Farnham.**

Councillors need to listen to the members of public. The majority are opposed to the scheme. Those that do not speak are not necessarily in favour. 2,500 objections were sent to Waverley Borough Council.

**Mr J Hyman – resident of Farnham.**

Concerned about the encroachment of the buildings onto the tennis courts and bowling green areas. The new application is still contrary to the planning brief.

**Mrs A Cooper – Chairman of the Farnham Theatre Association**

Two Million Pounds was raised by the people of Farnham to build the Redgrave, there is no provision for a theatre in the new scheme, where will that money go?

**Mr M Murphy – resident of Farnham.**

The roads of Farnham are at saturation point, there will be fewer car parking spaces than there are at present. There are problems with supply and demand for water. The sewerage systems cannot cope with the present demand. Has the infrastructure for the new scheme been carefully considered?

**Mrs C Parkes – resident of Farnham.**

Support the new scheme. Excellent opportunity for Farnham, well designed buildings and wonderful scheme.

**Mr T Parkes – resident of Farnham.**

Welcome the new scheme. Many positive aspects and it is a good well thought out scheme for everyone.

**Mr J Moxon – resident of Farnham.**

The heights of the proposed buildings are too high, this is overdevelopment. The current traffic congestion in Farnham must be dealt with before any further development can go ahead.

**Mr G Meyjes – Farnham Chamber of Commerce**

The new plans represent an improvement on the old application. There must be good interaction between the old town and the new. Concerned about pedestrian access and the flow between the two areas. Concerned about the current traffic congestion and the provision of parking. Traffic disruption should be kept to a minimum while construction is being carried out.

**Mrs A Thurston – resident of Farnham.**

The new plans are too large for Farnham. Concerned about the car park extractor fan being sited over the proposed open space. Concerned about the lack of public amenities such as open areas for relaxation.

**Mr K Kent – Kent Developments**

In favour of the new plans. However, would like to see a model of the proposed development. Concerned about the reduction in parking spaces and the height of the buildings.

**Mr T Lancaster – LA 21 Group**

Concerned about the sustainability of the scheme. Renewable and combined energy sources are needed. Gas should not be used as an energy source; it is a fossil fuel and is running out. Plug in Points are needed for combined fuel cars.

**Mr Vandervell – resident of Farnham.**

The proposed development is not right for Farnham, it is overdevelopment.

**Mr S Cochrane – Secretary of United Voice of Farnham.**

The style of the development is wrong for Farnham. It will be a strain on the amenities and infrastructure. It is too greater intensity and too tall. Brightwells Garden will partly be lost.

**Mr B Davey (non resident) – on behalf of Mr M Lyons(resident)**

This is the same scheme as the old one but with greater ridge heights. This new scheme is encroaching more onto the green open space. There will be too many residential apartments, the density is too high, 143 dwellings per hectare.

C 198/07

**ATTACHMENTS TO AGENDA**

Members noted that due to the limited amount of time available for members of the public to make a statement the following written representations were received and are attached to record minutes:

1. A letter and comments from Mr Boyle
2. A letter from Mr Graham – Chairman of the United Voice of Farnham.

The Town Mayor addressed some of the points raised in the letter from the United Voice of Farnham.

1. The Mayor expressed concern that the letter showed a complete lack of knowledge for what the Town Council does and how it legally operates. Farnham Town Council is not the Planning Authority and does not grant permission for applications. Farnham Town Council does not consider planning policy in any detail; it is not qualified to do so.  
Farnham Town Council does have a list of material considerations which it considers when all planning applications are looked at whether the development is large or small.  
Farnham Town Council only makes comments and observations on planning applications as a consultee only.
2. The Mayor expressed particular concern at Paragraph 4 of the letter which was identified as positively threatening and was a gross misuse of letters to Councillors. The Mayor advised members who had received the letter that they should not feel intimidated in their decision making.  
The Council Chamber was a place to make decisions based on facts. Councillors should not feel threatened or be influenced because of the contents of a letter, and have the right to hold a different view to the author of the letter.
3. The Mayor informed the meeting that in her opinion Paragraph 5 of the letter was arrogant and insulting.  
The Mayor said that it was a great privilege to work with all the Councillors and the Officers because they all work for the town and they turn up night after night.  
To suggest that they are not involved in looking after the town and that only one or two people in the community had all the wisdom was quite frankly insulting to the Officers and the Councillors who work so hard.

The Mayor explained that her role as a Town Councillor was to go out into the community and speak to as many residents as possible. They are invited into the Council Chamber; she meets them in her ward. The Mayor talks to the residents, encourages them to speak to her and encourages them to write to their local Ward Member. The Mayor explained that the Councillors listen to what all the residents of Farnham say and make decisions based on that. The Council is accountable to all the people it serves.

The Mayor pointed out that the members of the Council and especially its Officers do not need to be insulted to get a point across.

## **Part 1 – ITEMS FOR DECISION**

### **C199/07      EAST STREET PLANNING APPLICATIONS – WA 08/0279 AND WA 08/0280**

#### **Presentation by Crest Nicholson Regeneration Ltd**

Members received a presentation by Crest Nicholson Regeneration Ltd on the new planning application for the East Street Regeneration.

Crest Nicholson gave a detailed explanation of the new proposed scheme and outlined many of the features to be included in the new scheme such as the 'Green Wall' on the Cinema and Car Park building, the architectural features designed to reflect the style of Farnham and the car sharing scheme that would be run by the Crest Nicholson Management Company.

#### **Councillors ONLY Questions of the Developers**

Councillors were given the opportunity to ask questions of Crest Nicholson Regeneration Ltd on the new Planning Application.

#### **Cllr Thorp**

1. Vehicular access across town, in particular the junction between East Street and South Street. Can we have some clarity on that?
2. What is the rationale behind the Cinema, the size of it and what the developer means by a multipurpose facility?

#### **Crest Nicholson**

The Cinema – Vue Cinemas who will be running the facility work with good quality restaurants and also provide up to the minute films in a very good environment. The size of the Cinema is reduced from the original application. The all purpose auditorium will be for presentations, poetry reading etc and Vue are content to provide one of the screens which will be the auditorium that people can rent or hire.

Traffic – the traffic flow has been remodelled in partnership with Surrey County Council, the Highways Authority. The phasing of the lights will be changed at the junction with East Street and West Street so that the traffic flow will be improved. Many of the improvements to the traffic flow are what Surrey County Council are proposing to carry out regardless of whether the development goes ahead.

#### **Cllr Thorp**

1. What work has been done to justify a 700 seat cinema?
2. What access arrangements coming from East Street to West Street generally?

#### **Crest Nicholson**

The east to west access movements through East Street will be one way. From the new development to Brightwells Road will be one way and for buses only. There will be bus stops in front of the Woolmead. Buses only will have access behind the Clockhouse. The buses will not have to go into the heart of the town or if the route takes them through the town to the south the bus can go around the back of the Woolmead because that will be two way.

The public will have access across the junction from east to west without having to have an additional pelican crossing.

Cars for the public and residents will enter through a two lane entrance and egress with a designated private route to reduce the impact and conflict between users. They will come back out at the same junction but they will not have to go into the heart of the scheme.

The access to Sainsbury's car park is retained but the egress is widened so that it is two lanes. The traffic will enter in the top level and exit at South Street. The lower deck has its own entrance and exit off Brightwells Road.

#### **Cllr Ward**

1. What is the height of the highest building in the new scheme compared with that at the Woolmead?
2. Are your drawings elongated to make the open spaces look more generous?
3. Is there any chance you could produce a model to allay these suspicions?

#### **Crest Nicholson**

Everything in the scheme is computer generated; it is all accurate and relates to topographical information. Subject to planning permission we will be building it exactly as it is drawn.

The buildings adjacent to the site in the Woolmead and South Street all vary in ridge height from 8.5mtrs up to 16.8mtrs this has all been surveyed.

Our proposed scheme has ridge heights between 9mtrs to 16.5mtrs. They are not higher than any building adjacent to us.

If a model of the proposed development is made it will really only be viewed from above. We have looked into having a model made but it would take eight weeks to get a model made to 1:333 scale. We have produced an animation of the town square so that you can really get into the scheme and appreciate it from ground level.

#### **Cllr Steel**

1. Assuming that Waverley Borough Council give permission for Riverside in early May and assuming they give permission for the East Street development at the end of May, once building starts Crest Nicholson will be project manager for both projects.
2. Can you give assurance that there will be a smooth transition for the Gostrey Centre from their old building to the new building so that they can have continuous client support?
3. Can you give us assurance that the same will apply to the Tennis Club, that they will not be ejected from their current premises until their new premises are finished?

#### **Crest Nicholson**

We can assure you that we are committed to the Tennis Club. We have had meetings with the Tennis Club to make sure that there is no loss of membership and there is no lack of continuity in the Youth Programme.

We have had many meetings with the Gostrey Centre. The Gostrey Centre has designed its own building within the context of the scheme. The Gostrey Centre will be open and fully functional before the old Gostrey Centre is redeveloped.

**Cllr J Maines**

1. 40Degreez is on the floodplain so there must be elements of D4 that are also on the floodplain, how are you dealing with that?
2. Your residential parking provision is less than one car parking space per residential unit, how are you going to deal with the people that have one car and have nowhere to put it?
3. We have had planning applications turned down in the local area by Government Inspectors because of the SPA. The SPA has not been mentioned here but how are you dealing with that?

**Crest Nicholson**

There is one car parking space for every apartment built and we anticipate that with the car club there will be some people that do not take up a car parking space.

Discussions were entered into with the Environment Agency and a full flood risk assessment has been completed and the results are in the Environmental Impact Assessment. The site is defended from the functional floodplain by the existing infrastructure that is in place so even if there was a significant flood event the residential buildings on the site would be protected.

We have been liaising with the Planning Officers at Waverley Borough Council and monitoring the wider issue of the SPA across the south east and the stance taken by Waverley Borough Council as the Planning Authority is that they have in place an appropriate assessment and mini mitigation plan as adopted in advance of the final avoidance strategy taking place and mitigation to deal with it and the SPA issue is put forward within that document and we are signed up to that.

**Cllr J Maines**

1. Perhaps you could quote some numbers with regard to the residential parking?

**Crest Nicholson**

There is a ratio of 1:1, 239 dwellings to 239 car parking spaces.

**Cllr Le Gal**

1. One of the concerns is the bulk of D8, the Cinema building. Why did you not design it as two buildings rather than one?

**Crest Nicholson**

This will not be seen as one building. The west façade will be seen as a series of eight buildings, they will all be different and vary in height, materials and architectural treatment.

The car parking area has been treated with green walls which give a very different ambience and character to that street scape. The greenwall will also be used on the cinema to soften the impact.

It was not practical to split this building into two due to the fact that we needed as much car parking out of the basement car park as we could.

**Cllr Attfield**

1. There will be a management company to look after all aspects of the site. Did I understand that we had no control over that Management Company? Perhaps Farnham Town Council could be part of the management team that works with the management company.

**Crest Nicholson**

There would be no cost to the tax payer. We have discussed with Waverley Borough Council the strategy to manage the centre and to mitigate against costs that go back to the tax payers.

The public conveniences, the landscaping, the public realm and CCTV surveillance all become part of the scheme and are embedded initially in the capital provision of the scheme and thereafter into the management of the scheme.

Waverley Borough Council have also asked us to bring the South Street Car Park into the managed scheme.

The Management Strategy would be agreed with the landowner which is Waverly Borough Council. Farnham Town Council would work with Waverley Borough Council to include its partnership in the Management Scheme.

There will be a centre manager whose job it will be to engage with the stakeholders, such as Farnham Town Council, the Chamber of Commerce and other clubs and associations so that it is embedded into the town as a place where people want to go.

**Cllr Duckett**

Crest Nicholson could well afford to make a model to show everyone what the scheme would look like.

Some of the drawings show 40Degreez a long distance from the development and others show it much closer.

1. What is the distance from 40 Degreez and the closest point of the development?
2. There are concerns that your development will overshadow 40Degreez.

**Crest Nicholson**

We can not give a physical dimension from 40Degreez to that corner however, there are cross sectional drawings which show the relationship between D4b and 40Degreez.

We can set up some new drawings as a small study to show the relationship between 40Degreez and our building to demonstrate the distance.

The Mayor thanked the representatives from Crest Nicholson Redevelopments Ltd and Scott Brownrigg Architects for attending the meeting to give the presentation and to answer the Councillors questions.

**Farnham Town Council Observations**

Members of the Town Council summarised their individual views which were clarified by the Mayor and the following observations were agreed.

Members agreed that the following observations would be forwarded to Waverley Borough Council, the planning authority, with regard to planning applications WA 08/0279 and WA 08/0280.

Overall the new scheme has been more 'Farnhamised' and it better reflects the challenges that Farnham faces in the future. This is a good basis for a new scheme.

Farnham Town Council **welcomes:**

The smaller scheme which will be built in a single phase over a construction period of 24 months.

Site traffic access and egress will be out across the River Wey, not through the centre of town.

The removal of the building D5

The removal of the large underground car park.

The enhanced Gostrey Centre which is larger in size and has better access.

The replanting of trees and the retention of important older trees on the site.

Farnham Town Council has the following **concerns:**

### **Design & Appearance**

Concerned about the size and bulk of the Cinema building. We would ask the Planning Authority to re-look at the size (Cubic Capacity) of the building. However, Farnham Town Council is content with the new design of the building and we welcome the Green Wall.

Farnham Town Council is concerned that the **permeability** of the proposed development, with regard to pedestrian access from South Street, requires further consideration to ensure all routes are inviting and attractive and that pedestrian flow is encouraged between the new development and the existing town.

### **Access/Traffic/Parking**

There must be adequate car parking for residents, at least one space allocated for each residential unit.

Concerned that there is not enough parking provided for the commercial premises.

It is vital to ensure that the access and egress from the site (in all locations, pedestrian and vehicular) are inviting and safe.

Access and egress to and from South Street must be considered with great care to ensure traffic flow and pedestrian accesses are well managed.

### **Privacy/Overbearing**

The impact and domination of proposed buildings over the Sports Centre and 40Degreez.

### **Visual Impact**

To remind the developers and Waverley Borough Council of neighbours concerns and the impact on residential amenities.

## **Traffic**

Farnham Town Council is concerned about the increase in the levels of traffic and the associated air pollution that will be caused from this increase in traffic.

Farnham Town Council is still concerned about traffic issues created by the new scheme and requests that the Highways Authority investigate and re-look at traffic assessments.

## **Ecology/Loss of Trees/Loss of Habitats**

Farnham Town Council would like to see trees retained where possible or replaced.

## **Sustainability**

Farnham Town Council is concerned that the sustainability of the scheme has not been thoroughly addressed. More renewable sources of energy should be considered i.e. Solar Panels. The use of combined energy is welcomed however; an alternative to gas should be sought as this is a fossil fuel and will cease to be available.

***The following comments are not material planning grounds for comment by Farnham Town Council. However, the Town Council will raise these issues under a separate letter.***

Farnham Town Council does not believe that the issue of the SPA and SANG has been adequately addressed.

Farnham Town Council would urge the early development of the Gostrey Centre and tennis club and ensure that there is smooth transition from the old sites to the new.

Farnham Town Council would urge the Planning Authority to give an early determination on the Riverside development as it is essential that the car parking spaces are available before construction on the East Street Development commences.

The Town Mayor closed the meeting at 9.30pm.

Date

Chairman

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28 April 2008

Note: The person to contact about these minutes is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors Carole Cockburn (Town Mayor), Gillian Beel (Deputy Town Mayor), David Attfield, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Gillian Hargreaves, Stephen Hill, Denise LeGal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp, John Ward.

Distribution: To all Councillors (by post)





# FARNHAM TOWN COUNCIL

## A3

### Minutes

#### Town Electors Meeting

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#### Time and date

7.00pm Thursday 10 April 2008

#### Place

The Council Chamber, South Street, Farnham

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- |  |                  |
|--|------------------|
| * The Town Mayor (Cllr C Cockburn) (Chairman)                  |                  |
| * Deputy Town Mayor (Cllr G Beel)                              |                  |
| * Cllr D Attfield  | * Cllr D LeGal   |
| * Cllr V Duckett   | o Cllr A Lovell  |
| o Cllr L Fleming   | * Cllr J Maines  |
| o Cllr (Mrs) P M Frost   | * Cllr S O'Grady |
| o Cllr R D Frost   | * Cllr R Steel   |
| * Cllr C Genziani  | * Cllr C Storey  |
| * Cllr G Hargreaves  | o Cllr A Thorp   |
| * Cllr S Hill  | * Cllr J Ward    |
|  |                  |
| * Town Clerk (Mr R Potter)                                     |                  |
| * Committee and Member Services Co-ordinator (Wendy Coulter)   |                  |
| * Secretary to Town Clerk and Town Mayor (Janet Stanton)       |                  |
| * Receptionist and Farmers' Market Co-ordinator (Ginny Gordon) |                  |
| * Grounds and Services Manager (Kevin Taitt)                   |                  |

10 Members of the Public

- \* Present
- o Apology for absence

#### 1 Introduction

The Town Mayor, Cllr C Cockburn, extended a welcome to all present at the twenty fifth Annual Assembly of the Town Meeting and explained how the meeting would be conducted.

#### 2 Minutes of the Twenty Fourth Annual Assembly held on 8 March, 2007

The minutes of the meeting were agreed and signed by the Town Mayor.

### **3 Update on Farnham Town Council's Activities in 2007/2008 Including the Budget and Precept**

A Presentation was given by the Town Mayor Councillor C Cockburn and the Town Clerk on the activities and achievements of the Town Council in 2007/2008. A copy of the presentation is attached to record minutes.

Councillor Denise LeGal gave a short introduction to the work of the Corporate Development and Audit Task Group and the work it had been doing over the last year including a review of the Council's structure and how it has changed its emphasis away from supporting committees to delivering services.

Councillor Gill Hargreaves gave a short introduction to the work of the Farnham In Bloom Working Group and the work it had been doing over the last year. Councillor Hargreaves informed the meeting how the Council were entering South East Britain in Bloom in July 2008 and how important it was for all of the community to be involved in making Farnham a better place to live.

Councillor Pat Frost gave a short introduction to the workings of the Bandstand Working Group and informed the meeting that the Town Council had just received verbal confirmation that planning permission had been granted for the installation of a bandstand in Gostrey Meadow and it was hoped that this would be installed by the end of July 2008. In addition the Council would be providing additional CCTV coverage for the Bandstand and Gostrey Meadow as a whole.

Councillor Vic Duckett gave a short introduction to the work of the Community Task Force and the work it had been doing over the last year and how it was essential for the group to work in partnership with other organisations and the Town Council to address the issues of litter and antisocial behaviour.

A short report was given of the Activities of the Farnham South Street Trust by the Secretary of the Trust Councillor Stephen O'Grady; a copy of the report is attached to record minutes.

### **4 An Explanation by the Town Mayor of what Farnham Town Council has planned for 2008/2009 and beyond**

The Town Mayor gave a short presentation of the Aims and Objectives of the Council for 2008/2009 and beyond. The presentation is attached to record minutes.

### **5 Open Session**

Councillor Janet Maines reminded the meeting that the Town Council also provides Grant support to a large number of organisations within the town.

Members of the public were invited to ask questions of the Council. The following questions were asked and answers were given by representatives from the Council.

#### **How does Farnham Town Council relate and react to the New East Street Development Proposals?**

The Town Council does not have any authority in planning matters. Farnham Town Council can only make observations on Planning Applications. A meeting was held on Thursday 3 April 2008 to allow Members of Farnham Town Council to forward their observations on the New East Street Planning Application and the comments have been sent to Waverley Borough Council.

**Street Entertainment is a wonderful idea. Have you any more organised?**

No not at the moment. Farnham Town Council is planning to have more but a lot of ground work needs to be completed first. The Council is hoping to encourage members of the community to help and become involved.

**The Redgrave Theatre is not going to be reinstated. Is it the Town Council's view that Waverley Borough Council should be obliged to reinstate a theatre in Farnham? Is any pressure being put on Waverley Borough Council?**

Farnham Town Council could put pressure on Waverley Borough Council to reinstate a Theatre in Farnham, we will look into it.

**Is there any grant funding available for restoring un-adopted roads?**

No, not from Farnham Town Council.

**Is there anyway Farnham Town Council can help with the recruitment of Volunteers in Farnham?**

There is a Volunteer Centre in Farnham which is partly funded by the Town Council; the Council funds the Centre Manager.

**Are any repairs to be carried out to Victoria Road and the Central Car Park?**

Surrey County Council has set aside £25 Million to repair and maintain the roads in Surrey. Victoria Road is one of the roads that is scheduled to be repaired.

**Farnham is described on the Town Council's website as a Market Town. Is there anyway a Market can be reinstated in Farnham?**

It would not be possible to reinstate a regular Market in Farnham now. It is a descriptive term. There will be regular food festivals and the Farmers' Market will continue and help to develop a Market Town environment.

**Is the Council still going 'Out and About'?**

Taking the meeting of the Council 'Out and About' was an experiment. It was not a great success. The Council will make the Council Chamber in South Street more of a Town Hall.

**Are Grants available for the Farnham Food Initiative?**

Farnham Town Council has made investigations in to this and we are waiting to see.

The Mayor closed the meeting at 8.30pm.

Signed .....  
Town Mayor

Date .....

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29 April 2008

Note: The person to contact about these minutes is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667



# FARNHAM TOWN COUNCIL

## B

### Public Report

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#### Report to

Full Council

#### Report of

Corporate Development and Audit Task Group

#### Title

Appointment to Working Groups

---

#### 1 Purpose of the Report

To consider the recommendations set out below for Appointment of Members to Working Groups.

All representative positions have been offered to all Councillors for 2008/2009.

Where possible, representations have been allocated as per each individual request.

#### 2 Recommendations

Task Group	Membership 2007 / 2008	Proposed Membership 2008 / 2009
<b>Corporate Development and Audit (5)</b>	Carole Cockburn	Carole Cockburn
	Pat Frost	Pat Frost
	Denise Legal	Denise Legal
	Janet Maines	Janet Maines
	Roger Steel	Roger Steel
<b>Bandstand (3)</b>	David Attfield	David Attfield
	Pat Frost	Pat Frost
	Chris Storey	Chris Storey
<b>Farnham in Bloom (4)</b>	David Attfield	David Attfield
	Victor Duckett	Victor Duckett
	Gillian Hargreaves	Gillian Hargreaves
	Chris Storey	John Ward

<b>Task Group</b>	<b>Membership 2007 / 2008</b>	<b>Proposed Membership 2008 / 2009</b>
<b>Cemeteries (5)</b>	Carole Cockburn	Carole Cockburn
	Victor Duckett	Victor Duckett
	Lucinda Fleming	Lucinda Fleming
	Gillian Hargreaves	Gillian Hargreaves
	Gillian Beel	John Ward
<b>Cemeteries Buildings (3)</b>	David Attfield	David Attfield
	Carlo Genziani	Carlo Genziani
	Andrew Thorp	Andrew Thorp
<b>Minerals (3)</b>		David Attfield
		Alan Lovell
		Stephen O'Grady
<b>Planning Consultative (9)</b>	David Attfield	David Attfield
	Carlo Genziani	Carlo Genziani
	Bob Frost	Bob Frost
	Lucinda Fleming	Lucinda Fleming
	Janet Maines	Janet Maines
	Chris Storey	Chris Storey
	Andrew Thorp	Roger Steel
		Gillian Hargreaves

### **3 Proposal**

**That the above proposed membership for 2008/2009 be agreed.**

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28 April 2008

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

# C

## Public Report

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### Report to

Full Council

### Report of

Corporate Development and Audit Task Group

### Title

Appointment to Outside Bodies

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#### 1 Purpose of the Report

To consider the recommendations set out below for Appointment of Members to Outside Bodies.

All representative positions have been offered to all Councillors for 2008/2009.

Where possible, representations have been allocated as per each individual request.

However, there are only 2 vacancies on the Farnham Transportation Task Group and the Officers have received 3 nominations.

It is normal practice in Town and Parish councils to vote on the basis of the majority of members present.

Standing Orders requires this to be done in Parish and Town councils by a show of hands. The Corporate Development and Audit Task Group have indicated that under Standing Orders they require a vote to be written and recorded. A ballot paper has therefore been included for completion at the meeting.

#### 2 Recommendations

Outside Body	Representative 2007 / 2008	Proposed Representative 2008 / 2009
Badshot Lea Recreation Ground	Cllr D Attfield	Cllr D Attfield
Bourne Recreation Ground	Cllr D Le Gal	Cllr D Le Gal
Hale Recreation Ground	Cllr J E Maines	Cllr J E Maines

<b>Outside Body</b>	<b>Representative 2007 / 2008</b>	<b>Proposed Representative 2008 / 2009</b>
Rowledge Recreation Ground	Cllr C Genziani	Cllr C Genziani
Weybourne Recreation Ground	Cllr G Beel	Cllr G Beel
Wrecclesham Recreation Ground	Cllr (Mrs) P Frost	Cllr (Mrs) P Frost
The Bourne Children and Youth Initiative CYI Management Committee	Cllr C A Cockburn	Cllr C A Cockburn
Blackwater Valley Recreation and Countryside Management Committee	Cllr D J Attfield	Cllr D J Attfield
Brightwells Gostrey Centre	Cllr L Fleming	Cllr L Fleming
Farnborough Aerodrome Consultative Committee	Cllr D Attfield Alternate: Cllr S O'Grady	Cllr D Attfield Alternate: Cllr S O'Grady
Farnham/Andernach Friendship Association	Cllr J Maines	Cllr J Maines
Farnham Public Arts Trust	Cllr J Ward	Cllr J Ward
Farnham Community Task Force	Cllr C Cockburn R Potter (Town Clerk)	Cllr C Cockburn R Potter (Town Clerk)
Farnham Crime Prevention Panel	Cllr S Hill	Cllr S Hill
Farnham and District Sports Advisory Council	Cllr D J Attfield	Cllr D J Attfield
Farnham Maltings Association Council of Management	Cllr R Frost	Cllr R Frost
Farnham Park Advisory Group	Cllr S O'Grady	Cllr S O'Grady
Farnham River Watch	Cllr (Mrs) P Frost	Cllr R Frost
Farnham Visitors Forum	Cllr D Le Gal	Cllr D Le Gal
Farnham Transportation Task Group	Cllr R Steel	<b>Vote to be taken</b>
40 Degreez	Cllr D Attfield	Cllr D Attfield
Road Safety and Noise Partnership Group	Cllr S O'Grady	Cllr S O'Grady
Surrey Passenger Transport Forums	Cllr J Ward	Cllr J Ward
Surrey County Association of Parish and Town Councils	Cllr R Frost Alternate: Cllr S O'Grady	Cllr R Frost Alternate: Cllr A Lovell
Wrecclesham Community Centre	Cllr (Mrs) P Frost	Cllr (Mrs) P Frost

### **3      Proposal**

**That the above proposed membership for 2008/2009 be agreed.**

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28 April 2008

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)





# FARNHAM TOWN COUNCIL

# D

## Public Report

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### **Report to**

Full Council

### **Report of**

Roland Potter (Town Clerk)

### **Title**

Council Policies: Corporate Governance

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#### **1 Purpose of the Report**

To advise Members of the Council's responsibility for Corporate Governance and to consider the recommendations of the Corporate and Audit Development Task Group to support this process.

#### **2 Supporting Information**

The Town Council has a statutory duty under the Local Government Act to have a programme of Risk Management across all areas of its work.

This work is undertaken by the Town Clerk and other Officers in the Council prior to developing appropriate actions including policies to identify any areas of risk.

The Officers use the Society of Local Council Clerks Corporate Governance Practitioners Check List as part of this process. This list contains 176 objectives which the Council should consider on Corporate Governance alone.

The following three Agenda Items form part of the Council's response to addressing issues of Corporate Governance and Risk Management.

These papers cover the following three areas:

1. Human Resources Policies
2. Corporate Governance and Finance Policies
3. Corporate Risk Assessment

The following reports have all been presented to the Corporate Development and Audit Task Group and are presented to Council for consideration and adoption.

These policies will form the 'bedrock' on which the Council's Corporate Governance and Risk Management Strategy will be developed.

The introduction of these new policies has identified an important role for the Corporate and Audit Development Task Group to oversee the implementation and operation of these policies and to maintain an independent open process of appeal.

### **3 Proposal**

- 1. To agree to delegate to the Corporate and Audit Development Task Group the responsibility to oversee the implementation and operation of all Corporate Governance Policies and associated guidance.**
- 2. To agree to delegate to Corporate Development and Audit Task Group the responsibility to be the final arbitrator on all matters of appeal relevant to personnel policies.**
- 3. To adopt Human Resources Policies as identified in Agenda Item 15.**
- 4. To adopt Corporate and Financial Policies as identified in Agenda Item 16.**
- 5. To note the results of the Corporate Risk Assessment and the Action Plan as in Agenda Item 17.**

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28 April 2008

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



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## CAPABILITY PROCEDURE

Author: R Potter (Town Clerk)

Information Source: South East Employers: Model Capability Procedure

### Control Document

Document reference: FTC8002

Version	Status	Date	Details	By whom
1	Draft	14.04.08	First draft	RP
2	Draft	23.04.08	Second Draft	RP

# CAPABILITY PROCEDURE

## Procedure.

### 1. Purpose and Scope

1.1 This procedure is designed to help and encourage all employees of Farnham Town Council to achieve and maintain acceptable standards of performance and attendance. The procedure applies to all employees other than the Town Clerk to whom the statutory procedure for Chief Officers applies. The aim is to ensure consistent and fair treatment for all. A separate procedure exists for dealing with concerns about misconduct.

1.2 The procedure has been drawn up in accordance with the ACAS Code on Disciplinary and Grievance Procedures.

1.3 For issues of attendance, this procedure should also be read in conjunction with the Sickness and Absence Management Policy and Procedure.

### 2. Principles

2.1 The procedure deals with situations where an employee's health no longer makes it possible for them to carry out their work to the required standard, and/or where an employee is unable to maintain a satisfactory level of work performance, but this is not a matter of misconduct.

2.2 The procedure is primarily to help and encourage employees to improve unsatisfactory attendance and performance, rather than merely to impose sanctions. It will be consistently applied. Any issues will be dealt with as thoroughly and promptly as possible and written records will be made and kept confidentially.

2.3 Managers will provide help and support where possible before resorting to formal action. No employee shall be dismissed without prior warning that their performance or attendance is unacceptable and being given the opportunity to improve.

2.4 The employee will have the right to be accompanied by a work colleague or trade union representative at all formal stages of the procedure.

2.5 If the employee or accompanying person cannot attend a formal meeting, another meeting will be arranged, to take place within 5 working days of the original date. This timescale can be extended with mutual agreement.

2.6 The employee will receive a written explanation of any action taken. If this is a warning, the employee will also receive an explanation of what improvement is expected, within what timescale, and when and how their performance/attendance will be reviewed.

2.7 If an employee has difficulty reading, or if English is not their first language, the manager will explain the content of any written correspondence to them orally.

2.8 All elements of the procedure will take in to account any disabilities of the employee. The Council will not illegally discriminate on the grounds of gender, race, disability, age, sexual orientation, religion or belief.

2.9 Employees have the right to appeal against any penalty imposed under the formal stages of this procedure.

2.10 No formal action under this policy will be initiated against a Trade Union Official without prior notification to the Branch Secretary or full time Union Official of the appropriate Union.

### 3. Powers to Take Action under the Capability Procedure

3.1 Action under this procedure may be taken by the following levels of manager:

- Written Warning – may be given by a Line Manager to their relevant staff, subject to a right of appeal to a more senior manager.
- Final Written Warning - may be given by the Town Clerk, subject to a right of appeal to a panel of three members of Corporate Development & Audit Task Group.
- Dismissal - may be given by the Town Clerk, subject to a right of appeal to panel of three members of the Corporate Development & Audit Task Group.

### 4. The Procedure

#### 4.1 Informal Counselling

4.1.1 The day to day supervision of employees is outside the scope of this procedure. It is the responsibility of all managers to monitor their staff and ensure that employees understand what is expected of them with regard to both work standards and attendance.

4.1.2 When the manager is concerned about an employee's performance, he or she should meet with them to talk about the problem and discuss what needs to be done about it. The first stage in dealing with poor job performance is to determine whether the matter is one of capability or misconduct. Incapability is where the employee has received all necessary training but still cannot achieve a satisfactory level of performance through no fault of his/her own, for example as a result of poor health. If on the other hand, the employee fails to reach the required standard of performance as a result of carelessness, negligence or lack of effort, this will be dealt under the Disciplinary Procedure as misconduct

4.1.3 Further training should be considered if appropriate. To achieve the improvement needed, a manager may sometimes have to speak to or counsel a member of staff more than once about the same problem.

4.1.4 Issues of absence due to sickness or impairment will be dealt with through informal counselling under the Sickness and Absence Management Policy and Procedure before the formal stages of this procedure are initiated.

4.1.5 If informal counselling does not bring about an improvement in performance or attendance, the matter will be dealt with under the formal stages of this procedure.

#### 4.2 Formal Stage One

4.2.1 This stage applies where an improvement has not been achieved through informal counselling. The (insert name of postholder or level of manager) manager will write to the employee to detail the nature of the poor performance or attendance and the reasons why this is not acceptable. The letter will invite the employee to a meeting to discuss the problem and will inform them of their right to be accompanied by a trade union representative or work colleague. At the meeting, the manager will discuss their concerns with the employee and agree performance or attendance standards with the member of staff and a time period over which improvement will be expected. They will also agree how the individual's performance will be monitored and when review(s) will take place. The manager will warn the employee that a failure to improve within the required timescale could result in a final written warning and ultimately, dismissal. The employee will be advised of their right of appeal. This

information will be confirmed in writing to the employee as soon as is reasonably practicable after the meeting.

4.2.2 A first written warning under this procedure will remain 'live' for six months, although this may be extended in appropriate circumstances (e.g. where a period of training is required which will not be completed within six months). If the employee's performance improves adequately within this period, then the process will terminate at this stage. A copy of the letter will be kept on the employee's personal file but it will be disregarded for the purposes of this procedure once the warning is no longer live.

4.2.3 If performance or attendance remains unsatisfactory, then Stage 2 of this procedure will be invoked by the manager.

## 4.3 Formal Stage Two

4.3.1 This stage applies where performance or attendance does not improve within the required timeframe after a first written warning, or where performance or attendance levels have worsened before the end of the review period. The Town Clerk will write to the employee to detail the nature of the poor performance or attendance and the reasons why this is not acceptable. The letter will invite the employee to a meeting to discuss the problem and will inform them of their right to be accompanied by a trade union representative or work colleague. At the meeting, the Town Clerk/manager will discuss their concerns with the employee and agree performance or attendance standards with the member of staff and a time period over which improvement will be expected. They will also agree how the individual's performance will be monitored and when review(s) will take place. The Town Clerk/manager will warn the employee that a failure to improve within the required timescale could result in dismissal. The employee will also be advised of their right of appeal. This information will be confirmed in writing to the employee as soon as is reasonably practicable after the meeting.

4.3.2 A final written warning under this procedure will remain 'live' for twelve months, although this may be extended in appropriate circumstances. If the employee's performance improves adequately within this period, then the process will terminate at this stage. A copy of the letter will be kept on the employee's personal file but it will be disregarded for the purposes of this procedure once the warning is no longer live.

4.3.3 If performance or attendance remains unsatisfactory, then Stage 3 of this procedure will be invoked by the Town Clerk/manager.

## 4.4 Formal Stage Three

4.4.1 This stage applies where performance or attendance still fails to improve after a final written warning, or where performance or attendance levels have worsened before the end of the review period. The Town Clerk will write to the employee to detail the nature of the poor performance or attendance and the reasons why this is not acceptable. The letter will invite the employee to a meeting to discuss the problem and will inform them of their right to be accompanied by a trade union representative or work colleague. If the Town Clerk is not satisfied that the employee's level of performance or attendance will improve within a reasonable timeframe, the employee will be dismissed with notice or pay in lieu. Alternatively, redeployment to an alternative post may be considered, at the discretion of the Council, if any suitable posts are available.

4.4.2 The employee will be informed in writing, as soon as possible, of the reasons for dismissal, the date on which their employment will terminate and of their right to appeal.

## 5. Appeals

5.1 If an employee wishes to appeal against formal action taken against them under this procedure, they must write to the Town Clerk/manager who conducted the disciplinary meeting, with reason(s) for the appeal, within 5 working days of being notified of the formal outcome of the meeting.

5.2 The employee will be invited to an appeal meeting which will be arranged as soon as is reasonably practical. They will be informed of their right to be accompanied by a work colleague or trade union representative at the appeal meeting.

5.3 The Town Clerk/ a panel of three members of the Corporate Development & Audit Task Group hearing the appeal can withdraw the penalty imposed and/or impose a lesser one, but cannot increase the penalty.

5.4 At the appeal meeting, the hearing manager (Town Clerk/ panel of three members of the Corporate Development & Audit Task Group) will consider the information presented at the original meeting, together with any new evidence presented, and will allow the employee to comment on this. The outcome of the appeal will be confirmed in writing to the employee within 5 working days of the appeal hearing.

## 6. Monitoring and Review

6.1 The Town Clerk will collate anonymised diversity monitoring information regarding formal disciplinary action and appeals on a quarterly basis. The hearing manager/appeal manager is responsible for completing the form and forwarding it to the Town Clerk within five working days of completing the disciplinary meeting/appeal.

6.2 The Town Clerk is responsible for the effective implementation of this policy and for ensuring it is regularly reviewed.



# FARNHAM TOWN COUNCIL

# 1

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## DISCIPLINE PROCEDURE

Author: R Potter (Town Clerk)

Information Source: South East Employers: Model Discipline Procedure

### Control Document

Document reference: FTC8003

Version	Status	Date	Details	By whom
1	Draft	16.04.08	First draft	RP
2	Draft	23.04.08	Second draft	RP



# DISCIPLINE PROCEDURE

## 1. Purpose and Scope

1.1 This procedure is designed to help and encourage all employees of Farnham Town Council to achieve and maintain acceptable standards of conduct. The procedure applies to all employees of the Council other than the Town Clerk to whom the statutory procedure for Chief Officers applies. The aim is to ensure consistent and fair treatment for all. Separate procedures exist for dealing with concerns about absence and capability related to performance.

1.2 The procedure has been drawn up in accordance with the ACAS Code on Disciplinary and Grievance Procedures.

## 2. Principles

2.1 The procedure is primarily to help and encourage employees to improve unsatisfactory conduct, rather than merely to impose sanctions. It will be consistently applied. Any disciplinary issues will be dealt with as thoroughly and promptly as possible and written records will be made and kept confidentially.

2.2 No disciplinary action will be taken against an employee until any allegations have been fully investigated. If an investigatory meeting is held to establish whether there is a prima facie case to put to be progressed under this procedure, it should be made clear to the employee involved that the investigatory meeting is not a disciplinary meeting.

2.3 At the commencement of this procedure, the employee will be advised of the nature of the complaint against her/him and will be given the opportunity to state her/his case at a meeting before any decision is reached.

2.4 The employee will have the right to be accompanied by a work colleague or trade union representative at all formal stages of this procedure.

2.5 If the employee or accompanying person cannot attend a disciplinary meeting, another meeting will be arranged, to take place within 5 working days of the original date. This timescale can be extended with mutual agreement.

2.6 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

2.7 The employee will receive a written explanation of any disciplinary action taken. If this is a warning, the employee will also receive an explanation of what improvement is expected and within what timescale.

2.8 If an employee has difficulty reading, or if English is not their first language, the manager will explain the content of any written correspondence to them orally.

2.9 All elements of the procedure will take in to account any disabilities of the employee. The Council will not illegally discriminate on the grounds of gender, race, disability, age, sexual orientation, religion or belief.

2.10 Employees have the right to appeal against any disciplinary penalty imposed.

2.11 The procedure may be implemented at any stage if the employee's alleged misconduct is thought by his or her manager to require such action.

2.12 No disciplinary proceeding will be initiated against a Trade Union Official without prior notification to the Branch Secretary or full time Union Official of the appropriate Union.

### 3. Powers to Take Disciplinary Action

3.1 Disciplinary action may be taken by the following levels of manager:

- Written Warning – may be given by a Line Manager to their relevant staff, subject to a right of appeal to a more senior manager.
- Final Written Warning - may be given by the Town Clerk subject to a right of appeal to a panel of three members from the Corporate Development & Audit Task Group.
- Dismissal - may be given by the Town Clerk, subject to a right of appeal to a panel of three members from the Corporate Development & Audit Task Group.

### 4. Investigations

4.1 Before disciplinary action is taken, it will be necessary to conduct an appropriate investigation in order to gather all relevant evidence and to interview witnesses and the employee to whom the allegations relate, if appropriate. In most cases, the immediate manager will conduct the investigation, with advice and support from South East Employers or a Council approved advisor if appropriate or necessary.

4.2 In more complex or serious cases of alleged misconduct or gross misconduct, it may be necessary for the investigation to be conducted by a more senior manager, the Town Clerk or by an independent manager. In these circumstances, the Town Clerk will nominate an appropriate manager to conduct the investigation. The Investigating Manager will be advised and supported South East Employers or a Council approved advisor as necessary.

4.3 When an investigation is to be undertaken, the employee concerned should be notified as quickly as possible in writing. It should also be made clear that the purpose of the investigation is to establish whether there is a prima facie case (i.e. a good and sufficient case on the face of it) to be progressed under this procedure and that an investigative interview is not disciplinary action.

4.4 The investigation should be conducted as quickly as possible and in most cases should be completed within 28 days. If it is not possible to complete the investigation in this timeframe, the employee should be given an explanation for the delay and told when it is expected the investigation will be complete.

### 5. Suspension

5.1 If an employee's alleged misconduct is thought to be gross misconduct, and thus potentially liable for summary dismissal, a short period of suspension with full pay may be helpful or necessary. Suspension should only be imposed after careful consideration and should be kept under review. It should be made clear to the employee that suspension is not disciplinary action and does not involve any prejudgement. Suspension must be authorised by the Town Clerk.

## 6. The Procedure

### 6.1 Informal Action

6.1.1 Minor occurrences of misconduct will be dealt with informally in the first instance. A quiet word is often all that is required to improve an employee's conduct.

6.1.2 If informal action does not bring about an improvement, or the misconduct is considered to be too serious to be classed as minor, the matter will be dealt with under the formal stages of this procedure.

### 6.2 Formal Stage One

6.2.1 This stage applies where an improvement has not been achieved through informal action, or for a first offence which the manager considers sufficiently serious. The manager will write to the employee to detail the nature of the misconduct and the reasons why this is not acceptable. The letter will invite the employee to a meeting to discuss the problem and will inform them of their right to be accompanied by a trade union representative or work colleague. If the employee is found guilty of misconduct following the disciplinary meeting, a written warning will be given. This will include details of the nature of the misconduct, the change in behaviour required and the timescale if appropriate. It will warn that a failure to change behaviour could result in a final written warning and ultimately, dismissal. The employee will also be advised of their right of appeal.

6.2.2 A copy of the written warning will be kept on the employee's personal file but it will be disregarded for disciplinary purposes after twelve months, subject to satisfactory conduct.

### 6.3 Formal Stage Two

6.3.1 This stage applies where conduct does not improve after a first written warning, or if the misconduct is sufficiently serious to warrant only one written warning but insufficiently serious to justify dismissal. The Town Clerk will write to the employee to detail the nature of the misconduct and the reasons why this is not acceptable. The letter will invite the employee to a meeting to discuss the problem and will inform them of their right to be accompanied by a trade union representative or work colleague. If the employee is found guilty of misconduct following the disciplinary meeting, a final written warning will be given. This will include details of the nature of the misconduct, the change in behaviour required and the timescale if appropriate. It will warn that a failure to change behaviour could result in dismissal. The employee will also be advised of their right of appeal.

6.3.2 A copy of the written warning will be kept on the employee's personal file, but it will be disregarded for disciplinary purposes after twelve months (in exceptional cases the period may be longer), subject to satisfactory conduct.

### 6.4 Formal Stage Three

6.4.1 This stage applies where conduct still fails to improve after a final written warning, or for a first offence which is considered to be gross misconduct (see Section 7 below). The Town Clerk will write to the employee to detail the nature of the misconduct and the reasons why this is not acceptable. The letter will invite the employee to a meeting to discuss the problem and will inform them of their right to be accompanied by a trade union representative or work colleague. If the employee is found guilty of misconduct or gross misconduct following the disciplinary meeting, the employee will be dismissed.

6.4.2 The employee will be informed in writing, as soon as possible, of the reasons for dismissal, the date on which their employment will terminate and of their right to appeal.

## 7. Gross Misconduct

7.1 The following (non exhaustive) list provides examples of offences that are normally regarded as gross misconduct:

- theft, fraud or deliberate falsification of records
- physical violence or bullying
- deliberate and serious damage to the Council's property or name
- abuse of the internet, including downloading inappropriate material (e.g. pornographic, offensive or obscene material)
- serious insubordination
- unlawful discrimination or harassment
- bringing the organisation into serious disrepute
- serious incapability at work brought on by alcohol or being under the influence of illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence.

7.2 If an employee is subject to an allegation which is considered to be gross misconduct, the Town Clerk will suspend the employee immediately from work on full pay, whilst the allegation is investigated (see Section 5). If, on completion of the investigation and the full disciplinary procedure, the conclusion is that gross misconduct has occurred, the result will normally be summary dismissal, i.e. dismissal without notice or payment in lieu of notice.

## 8. Appeals

8.1 If an employee wishes to appeal against disciplinary action taken against them under this procedure, they must write to the manager /Town Clerk who conducted the disciplinary meeting, detailing the ground(s) for their appeal, within 5 working days of receiving the written confirmation of the disciplinary outcome.

8.2 The employee will be invited to an appeal meeting, which will be arranged as soon as is reasonably practical. They will be informed of their right to be accompanied by a work colleague or trade union representative at the appeal meeting.

8.3 The Town Clerk or a panel of three members of the Corporate Development & Audit Task Group hearing the appeal can withdraw the disciplinary penalty and/or impose a lesser one, but cannot increase the penalty.

8.4 At the appeal meeting, the Town Clerk or a panel of three members of the Corporate Development & Audit Task Group will consider the information presented at the disciplinary meeting, together with any new evidence presented, and will allow the employee to comment on this. The outcome of the appeal will be confirmed in writing to the employee within 5 working days of the appeal hearing.

## 9. Modified Procedure

9.1 A modified two-step procedure may be used in limited, special circumstances involving gross misconduct, where circumstances make it impossible or impracticable to hold an initial meeting or hearing. In these cases, the Town Clerk will write to the employee after the dismissal, setting out the reasons for dismissal, the reasons for thinking at the time of the dismissal that the employee was

guilty of the alleged misconduct and offering an appeal meeting of this decision if the employee wishes to appeal.

## 10. Dismissals for Reasons Other than Disciplinary

10.1 Issues of redundancy, capability, ill health and early retirement will be dealt with through separate procedures.

## 11. Monitoring and Review

11.1 The Town Clerk will collate anonymised diversity monitoring information regarding formal disciplinary action and appeals on a quarterly basis. The hearing manager/appeal manager is responsible for completing the form and forwarding it to the Town Clerk within five working days of completing the disciplinary meeting/appeal.

11.2 The Town Clerk is responsible for the effective implementation of this policy and for ensuring it is regularly reviewed.



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## GRIEVANCE PROCEDURE

Author: R Potter (Town Clerk)

Information Source: South East Employers: Model Grievance Procedure

### Control Document

Document reference: FTC8005

Version	Status	Date	Details	By whom
1	Draft	16.04.08	First draft	RP
2	Draft	23.04.08	Second draft	RP

# GRIEVANCE PROCEDURE

## Procedure

### 1. Purpose and Scope

1.1 Grievances are concerns, problems or complaints which employees raise with their employer.

1.2 The objective of the grievance procedure set out below is to provide a means for dealing fairly, promptly and consistently with any grievance that an employee may have relating to his or her employment at Farnham Town Council.

1.3 The procedure has been drawn up in accordance with the ACAS Code on Disciplinary and Grievance Procedures.

1.4 Should an issue of bullying and/or harassment arise, then use of this procedure would be appropriate.

1.5 The procedure does not apply to the following situations:

- a) where the matter is being dealt with under the disciplinary procedure, as there is a separate appeal mechanism to be used in respect of disciplinary action;
- b) where the issue involved is the subject of, or more appropriately dealt with under a collective procedure with a trade union;
- c) where the Council has no control over the matter, although the Council will give information and advice if it can, to help the employee resolve the issue him/herself;
- d) within six months of the completion of action under the procedure of the same or similar issue, unless the action agreed to redress the grievance at that earlier time has not been implemented;
- e) matters involving grading/re-grading of posts as there is a separate appeal mechanism contained within the job evaluation scheme;
- f) issues of bullying and/or harassment as the Council has a separate Dignity at Work Policy for dealing with such matters.

### 2. Principles

2.1 Employees have the right to be accompanied by a work colleague or trade union representative at formal meetings held in accordance with this procedure.

2.2 If the employee or accompanying person cannot attend a meeting, another meeting will be arranged, to take place within five working days of the original date. This timescale can be extended with mutual agreement.

2.3 Should the employee require assistance (for example because of a disability) in setting out his or her grievance in writing, or other written communication, at any stage of the procedure, they will be encouraged to seek assistance from their line manager, a work colleague or trade union representative.

2.4 The person hearing the grievance or appeal will give the matter careful consideration before making a response.

2.5 Written records will be made at all stages of the procedure, giving details of action taken and the reasons for this. These records will be treated as strictly confidential.



2.6 The employee should be given copies of records of meetings held with them in relation to their grievance.

### **3. The Procedure**

3.1 In the first instance, grievances should be raised informally with the employee's line manager. Our aim should be to resolve the issue quickly and in an informal but fair way. Informal conversations of this nature remain outside this procedure.

3.2 If a grievance cannot be settled informally, the employee may commence formal action under this procedure by raising the issue in the first instance with his or her line manager. This must be put in writing and the employee should state that s/he is registering a grievance under this procedure. If the complaint is against the person with whom the grievance would normally be raised, the employee can approach the Town Clerk or the Chairman of the Corporate Development and Audit Task Group.

3.3 The manager will arrange to meet with the employee within five working days to allow him or her to explain the grievance in more detail. The employee will be informed that they have the right to be accompanied by a work colleague or trade union representative at this meeting.

3.4 At the meeting the employee should be allowed to explain their complaint and say how they think it should be settled. If the manager reaches a point in the meeting where they are not sure how to deal with the grievance or feel that further investigation is necessary, the meeting should be adjourned.

3.5 The manager should respond in writing to the employee's grievance within five working days of the meeting, after giving careful consideration to the complaint. If it is not possible to respond within five working days, the employee should be given an explanation for the delay and told when a response can be expected. The employee must also be advised of their right to appeal against the decision.

### **4. Appeal**

4.1 If the employee is unhappy with the decision after a grievance meeting, they should write to the manager who heard the original grievance within five working days of receiving the written response, stating the grounds for their appeal.

4.2 In most cases, the appeal will be heard by the Town Clerk, unless he or she heard the original grievance or a panel of three members of the Corporate Development and Audit Task Group. In every case the appeal will be heard by a more senior manager or members than the one who dealt with the original grievance.

4.3 The employee will be invited to an appeal meeting, which will be arranged as soon as is reasonably practical. They will be informed of their right to be accompanied by a work colleague or trade union representative at the appeal meeting.

4.4 At the appeal meeting, the employee will have the opportunity to present oral and/or written submissions. The Town Clerk or panel of three members of the Corporate Development and Audit Task Group hearing the appeal will carefully consider the matter and will make a written response within five working days. If it is not possible to respond within five working days, the employee should be given an explanation for the delay and told when a response can be expected. The employee will be informed that this is the final stage of the procedure

## **5. Post Employment Grievances**

5.1 Wherever possible a grievance should be dealt with before an employee leaves the employment of the Council. However, where an employee has already left employment and the procedure has not been commenced or completed before the employee left employment, then it may be agreed in writing between both parties that a 'modified' procedure be used. Under the 'modified' procedure, the employee should write to their manager setting out the grievance as soon as possible after leaving employment and the manager must write back within 10 working days, setting out his or her response.

## **6. Monitoring and Review**

6.1 The Town Clerk will collate anonymised diversity monitoring information regarding formal disciplinary action and appeals on a quarterly basis. The hearing manager/appeal manager is responsible for completing the form and forwarding it to the Town Clerk within five working days of completing the disciplinary meeting/appeal.

6.2 The Town Clerk is responsible for the effective implementation of this policy and for ensuring it is regularly reviewed.



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## SICKNESS & ABSCENCE MANAGEMENT PROCEDURE

Author: R Potter (Town Clerk)

Information Source: South East Employers: Tunbridge Wells Borough Council

### Control Document

Document reference: FTC8010

Version	Status	Date	Details	By whom
1	Draft	21.04.08	First draft	RP
2	Draft	23.04.08	Second draft	RP

# SICKNESS & ABSCENCE POLICY & PROCEDURE

## Policy

Farnham Town Council (FTC) aims to secure the attendance of all its employees throughout the working week in order to maintain high levels of customer care, service provision, safety and security. Good levels of attendance are a critical success factor for FTC. Levels of attendance can be improved by both preventative measures such as health and well-being initiatives, together with the implementation of fair and consistent systems of monitoring and dealing promptly with cases where absence has reached unacceptable levels. Failure to take this seriously affects the Council's overall level of efficiency and imposes additional workload on other colleagues.

FTC will support staff who suffer ill health by:

- the provision of Occupational Health Services
- allowing reasonable time for recovery
- making reasonable adjustments to work/duties either on a temporary or permanent basis to allow individuals to continue working where possible
- consideration of flexible working and/or homeworking

FTC has an obligation to consider the effects of persistent absence on the organisation and frequent or long term absence due to ill health may, after due consideration, lead to dismissal.

## 1. Principles

- All employees must follow the 'Sickness Absence Procedure'.
- Failure to comply with the procedure could result in action being taken in accordance with FTC's Disciplinary Procedure and/or sickness benefits being stopped or suspended.
- Employees whose absence gives continuing cause for concern may be dealt with under FTC's Disciplinary Procedure or Capability Procedure (depending on the circumstances).
- FTC has the right to ask any employee to attend a medical examination by an independent occupational health adviser and/or doctor. (Failure to comply may result in decisions being made about an individual's future without the benefit of an expert's view.)
- FTC has the right to request a medical certificate to cover any period of absence due to sickness, regardless of the procedure detailed below. Reasonable reimbursement of costs associated with the provision of medical certificates will be considered.
- FTC complies with the access to Medical Reports Act 1988.

## 2. Responsibilities

### 2.1 Responsibilities of Individuals

- To ensure that they take measures to maintain regular attendance at work and keep absence to a minimum. This involves maintaining reasonable health standards and taking reasonable precautions against illness and accidents.
- To follow the procedures relating to reporting absence from work as described in this policy.
- To make arrangements with their line manager in cases where they are aware in advance of any personal need to take time off, e.g. scheduled operation.
- To ensure that outside appointments (e.g. doctors, dentists) wherever possible, do not restrict their availability to attend work at the expected time (see Section 3.15 for further information).

## 2.2 Responsibilities of Managers

- To manage absence and to ensure that staff are aware of the procedures to follow if they are unable to attend work for any reason.
- Carry out a return to work interview with the member of staff following a period of any absence and when appropriate (i.e. long term absence), before they commence work. Specific arrangements with homeworkers will need to be agreed and adhered to.
- To monitor the levels of absence within their teams and where appropriate follow the absence management procedure in a fair and consistent manner.
- To ensure that any medical information remains confidential between the individual, their sickness monitor, their GP, Occupational Health and the Town Clerk.

Where the term 'Line Manager' is used this is referring to the individual's immediate manager.

## 2.3 Responsibilities of Occupational Health Advisors

- To provide the Town Clerk with medical advice and guidance on individual cases in a proactive and constructive way. See Section 3.8 for further information on the role of Occupational Health.

## 2.4 Responsibilities of the Town Clerk

- To ensure Human Resources policies and procedures relating to sickness absence are in place for managers and staff.
- To provide regular reporting to Corporate Development and Audit Working Group and Council on levels of sickness absence.
- Management of the Occupational Health contract.
- To provide advice to managers on the procedure.
- To ensure that all sickness returns are completed accurately, referring to the Council's sickness categories and kept confidentially, with access only available to the line manager.
- To ensure that all sickness returns are reported to Corporate Development and Audit Working Group.

## 3. Sickness Procedure

### 3.1 Notification of Sickness Absence

As soon as you know that you will be unable to attend work, you must notify your line manager or the Town Clerk. In most circumstances it will be possible to do this within one hour of your normal starting time.

Failure to do so will instigate action, which could result in your pay being stopped/ suspended.

It is not acceptable to send a text message, e-mail or to telephone a work colleague.

If it is impossible for you to telephone personally, then someone else may do so on your behalf.

However, you should make direct contact with your line manager or the Town Clerk at the earliest opportunity.

When telephoning, you must provide the necessary information to enable a certification form to be filled in. You must give the reason for your absence; 'sick' or 'not well' is not a sufficient description. You should state whether or not you intend to visit your doctor and when you anticipate that you will return to work.

If your sickness continues, you should ensure that you keep your line manager or the Town Clerk fully informed of your progress and likely return date.

## 3.2 Certification of Sickness Absence

For absences up to seven calendar days inclusive, staff must, on their return to work, complete the Sickness Self Certificate and Return to Work form.

The Council reserves the right to require an individual to provide a doctor's certificate to substantiate the reasons for their absence.

For absences of eight successive calendar days or more you must complete a Sickness Self Certificate and Return to Work form, to cover the entire period of absence, as well as providing a signed medical certificate to explain your absence.

Medical certificates are supplied by GPs for periods exceeding seven days (including weekends) and act as the authorisation for the payment of Statutory Sick Pay (SSP) and contractual pay, if appropriate.

The responsibility for submitting self and/or medical certificates on time and ensuring they are received without delay rests with the employee. Failure to do so may result in sickness payments being stopped or suspended.

On the expiry of the first medical certificate, if you do not return to work, you must obtain and provide further certificates to cover your absence. You must see your doctor before the expiry of the earlier certificate so that continuous cover is provided. It is also your responsibility to keep your line manager or the Town Clerk fully informed of your progress and likely return date to work.

Absences not covered by the above will be deemed to be unauthorised and may lead to disciplinary action being taken and loss of pay.

## 3.3 Return to work

When you know when you will be returning to work, you should notify your line manager or Town Clerk immediately, giving as much notice as possible.

You may be required to attend a medical with an independent occupational health doctor/advisor, prior to your return to work. This will depend on the nature of your job, the nature of your illness and the length of your absence. See also section 3.8.

On returning to work you must report to your line manager or the Town Clerk. Arrangements will be made for you to have a discussion about your absence with your line manager or the Town Clerk and for you to complete and sign the Sickness Self Certificate and Return to Work form. This must be completed for any period of sickness, even if you have a medical certificate. You must also ensure you complete your annual leave/sickness card.

## 3.4 The Return to Work Discussion

The return to work discussion is an essential part of the procedure for managing absence and should be conducted in a constructive, supportive manner and in private. It is important to separate out issues that will need to be addressed in a formal meeting.

A return to work discussion will be carried out by your line manager or the Town Clerk following each absence from work due to sickness absence.

If you have concerns with your line manager undertaking your return to work discussion you should raise this, together with your reasons, to the Town Clerk. The 'sickness self certificate and return to work form' should be completed at this discussion.

The discussion will be informal until the amount of absence meets the Council's trigger points and gives cause for serious concern about your welfare and/or ability to do your job.

The same procedure should be adopted for staff that are based at home and will normally be conducted over the telephone unless the manager believes it is necessary to meet with them.

Where individuals are returning from short term absence, the manager should use the return to work discussion to:

- assess the individual's fitness to resume full normal working duties, making temporary adjustments where necessary
- update on any changes that may affect them individually
- complete a Sickness Self Certificate and Return to Work form

- review the individual's absence against the set standard
- refer to Occupational Health if appropriate
- outline the standards and a period of review
- set a formal meeting to discuss the attendance under this procedure if the individual's attendance is unsatisfactory and/or meets or exceeds the trigger points.
- decide whether the absence needs to be dealt with more formally in line with the Capability or Disciplinary procedure.

### 3.5 Absence Criteria

For managers to effectively manage absence under this procedure they will need to address those staff whose attendance records are at unacceptable levels.

In defining an individual record as unacceptable, the following factors should be taken into consideration

- The level of absence - defined as a third absence due to sickness within a rolling six months or five absences within a rolling twelve month period counting uncertified, self certified and GP certified absence.
- The pattern of absence – whether there are any 'patterns' e.g. Monday/Friday or attaching absence to holiday periods.
- The reasons for absence – any underlying condition, which is being or can be treated or is there a wide variety of minor ailments causing the individual to be absent.
- The historical pattern of absence – if the individual is habitually absent, or if a 'bad patch' has arisen following a considerable period of exemplary attendance.
- The length of service – is the individual still under probation?
- Disability Discrimination Act – is the absence in relation to a long-standing condition/disability? (see section 3.10).

### 3.6 Trigger Points

Managers will receive a breakdown of each individual's absence record that has met or exceeded the trigger points, on a quarterly basis, from the Town Clerk. The five trigger points are as follows:

- three or more occasions in a rolling six month period
- five or more occasions of sickness in a rolling 12 month period
- long-term sickness (sickness lasting for 10 days or more)
- sickness related to stress
- sickness related to depression

Whilst the latter three points should be treated as indicators for early intervention, an individual's absence record will warrant further investigation by the line manager, which may include reasonable adjustments through discussion with the Town Clerk and/or the Town Councils Occupational Health Advisors.

Where the individual has met the first two formal trigger points, (three or more occasions in a rolling six month period or five or more occasions in a rolling 12 month period) this will lead to a formal meeting being conducted and the reasons for absence (see section 3.5) should also be taken into consideration. Any formal meetings are conducted by the Town Clerk and are attended by the line manager, the employee, and their representative, if they wish to exercise this option.

(The Town Clerk reserves the right to invite a member of the Corporate Development and Audit Task Group)

At the conclusion of the formal meeting the employee will be advised on the action required to be taken, now or in the future, with regard to their absence. Options at this stage include, but are not limited to, the following:

- referral to Occupational Health
- change in requirements for the provision of medical certificates

- outlining standards (procedural or absence) and periods of review
- flexible working arrangements or redeployment opportunities
- Reasonable Adjustments to be considered
- implementation of the disciplinary procedure
- implementation of the capability procedure

### 3.7 Long Term Sickness

FTC's views sickness absence of four weeks or more as long term. In these cases the following will apply in addition to the procedure detailed above, but taking into account the nature of the reason for absence.

- The individual's line manager or the Town Clerk will contact/visit the employee by appointment, whichever is more appropriate, within the first three weeks of absence.
- If after six weeks' absence the employee has not advised the manager or supervisor of a return to work date, the Town Clerk will accompany the manager to the employee's home, by appointment, to discuss the continued absence and review the situation. (The Town Clerk reserves the right to invite a member of the Corporate Development and Audit Task Group)
- The manager and the Town Clerk will periodically review the absence and maintain regular contact with the individual.
- Referral of the employee to Occupational Health at an early stage in order to provide further support and advice in supporting the employee back to work.
- Length of service determines the entitlement to FTC sick pay scheme. The Town Clerk will notify the employee in writing prior to a reduction in and expiry of this entitlement.
- The individual's situation will be reviewed on an ongoing basis with the employee and their manager and a decision made about their employment with the Council and implemented not later than the expiry of sick pay. This will be in accordance with the Council's Capability Procedure. Please refer to the Council's Capability Procedure for further details.

#### 3.7.1 Return to Work Discussion

Where individuals are returning from an extended period of absence they are required to inform their line manager or the Town Clerk as early as possible of their expected date of return, but at least one working day before their return.

If appropriate, it may be necessary to ask staff to see Occupational Health prior to their return to work or as soon as possible on their return, or to obtain a medical certificate to confirm that they are fit to return to work.

When holding a return to work discussion for staff returning from long term sickness, the same points as described in section 3.4 will apply, however, during the return to work discussion; particular consideration should be given as to whether the individual is sufficiently fit to resume the full range of normal duties. If there is a concern that the individual may not be fit to return then there are two options:

- send the individual home and require them to consult their GP again, ensuring that their GP understands the rigours of their role. A further GP Certificate will be required
- make temporary adjustments or adaptations to the work/duties so that the individual is allowed to remain at work whilst regaining full fitness. The individual should be referred to Occupational Health in the normal manner, who will advise on whether the adjustments should continue, be modified or discontinued



## 3.8 Occupational Health

### 3.8.1 What is Occupational Health?

Occupational Health is mainly concerned with ensuring that individuals are fit and healthy and their health is not adversely affected by their job or vice versa.

Occupational Health (OH) professionals will be working with staff and managers to improve the health and well-being of staff at work. This will be achieved through a combination of:

- improving the work organisation and the working environment
- promoting active participation of staff in health activities
- encouraging personal development
- assessment of fitness to work in line with the Pensions Regulations
- return to work programmes designed to assist employees to return to their normal duties

### 3.8.2 Confidentiality

Medical information held and known by the OH professional is privileged and confidential. When information is to be supplied to managers the employee's consent will be obtained. An exception to this rule would only arise if the OH professional believed that keeping the information confidential would pose a serious risk to the individual or other people, but this intention would be discussed with the individual at the time.

### 3.8.3 Occupational Health Reports

A report will be compiled for the manager and Town Clerk as a result of a referral visit and will be based upon the medical evidence available to OH. This will indicate: the likely effect of the medical condition on their ability to undertake duties; whether their medical condition is likely to fall under the Disability Discrimination Act (DDA); whether they are able to maintain the safety of themselves and others who may be affected by what they do; whether they are able to provide regular and efficient service; and whether there are any recommended adjustments that can be made to enable them to undertake their job. This information takes precedent over a GP's medical certificate, where applicable, the OH Adviser will discuss this with the GP.

## 3.9 Sick Pay

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault. All FTC staff are employed under the terms of the National Joint Council Green Book and staff qualifying under the provisions of this scheme shall receive an allowance in accordance with the following scale:

During first year of service One month's full pay and (after four months of service) two months' half pay

During second year of service Two months' full pay and two months' half pay

During third year of service Four months' full pay and four months' half pay

During fourth and fifth years of service Five months' full pay and five months' half pay

After five years' service Six months' full pay, six months' half pay.

FTC shall have the discretion to extend the period of sick pay in exceptional cases.

For full conditions of the Sickness Payment Scheme please contact the Town Clerk.

### 3.10 Disability Discrimination Act (DDA)

The Disability Discrimination Act 1995 makes it unlawful for FTC to treat a disabled person less favourably for a reason relating to their disability, without a justifiable reason. The Council is required to make reasonable adjustments to working conditions or the workplace where that would help accommodate a particular disabled person. Disability is defined under the Act as a physical or mental impairment, which has a substantial and long term effect on a person's ability to carry out normal day to day activities. Further details can be found in the Capability Procedure.

### 3.11 Sickness while on annual leave

If you are sick while on annual leave, annual leave may be reinstated with the Town Clerk's approval, subject to providing appropriate satisfactory medical evidence in the form of a medical certificate from a GP or hospital only and normal reporting procedure applying.

A decision will not be made until the Town Clerk is satisfied that it was genuine sickness absence and it impeded your ability to continue with your holiday.

**(Please note that the self certification procedure does not apply to illness during annual leave)**

### 3.12 Absence Without Leave (AWOL)

Absence without leave will not be tolerated in any circumstances. Where an employee has been absent from work and the manager is unable to accept the reasons given, or there were no reasons given, then the absence will be defined as AWOL and will be regarded as a disciplinary matter. This leave will be unpaid.

### 3.13 Grievances

If you are aggrieved about the way in which any aspect of this policy and procedure has been applied to you, then you should raise the issue with your line manager or your line manager's manager, or Town Clerk informally. If you are dissatisfied with the response, then you should refer to the Chairman of the Corporate Development and Audit Task Group.

### 3.14 Sickness Absence due to an Accident (including Accidents on and off duty)

Where the absence arises as a result of an injury and you subsequently successfully sue and recover damages in respect of that injury, whilst the Council will pay your entitlements during the period of your sick leave, it will be entitled to make a claim against you to be reimbursed for the sick payments made. The Council will determine the sum of money it is entitled to be reimbursed having regard to the damages awarded. The period of absence will then be discounted for the purpose of calculating future sick pay entitlement.

### 3.15 Time Off for Medical Appointments

Wherever possible, you should ensure that medical appointments and routine dental appointments are arranged outside of work hours, to ensure that appointments do not restrict your availability to attend work at the expected time. However, where you are required to attend medical appointments or emergency dental appointments during working time, you will need to ensure the following:

- appointments should be made either at the beginning or the end of the day, or over the lunch break, wherever this is practicable
- you should give as much advance notice of a medical appointment as possible to your manager/supervisor
- you will be credited with up to one hour, which you will not be required to make up from the flexitime scheme (excludes routine dental appointments), however, you will be

expected to make up any time in excess of this. Where repeated appointments are required, you will need to come to an agreement with your manager as to how this will be managed. This will be based on individual circumstances and may include allowing additional time off as a reasonable adjustment for serious on-going illness and/or disability, in consultation with Town Clerk and Occupational Health.

All time off should be reasonable in all circumstances. The Town Clerk reserves the right to take appropriate action where it is suspected that this provision is being abused.

### 3.16 Other Types of Absence

Other types of approved absence include authorised holiday, statutory leave e.g. Maternity Leave, Paternity Leave, Jury Service, Compassionate Leave and so on.

Where an individual has a genuine need to take Dependant Care Leave they are entitled to take a reasonable amount of unpaid time off to deal with sudden or unexpected emergencies and to make longer term arrangements in the event of such emergencies. This must be discussed with the line manager as soon as possible, who will look at a range of options to try and accommodate longer term arrangements such as a reduction in hours, unpaid leave, Compassionate leave etc. In these circumstances, the Sickness and Absence Policy will not be applicable.



# FARNHAM TOWN COUNCIL

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## **FLEXIBLE WORKING PROCEDURE: The right to request and the duty to consider**

Author: R Potter (Town Clerk)

Information Source: South East Employers: Fareham Borough Council

### **Control Document**

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1	Draft	16.04.08	First draft	RP
2	Draft	28.04.2008	Second draft	RP

# Flexible Working: The right to request and the duty to consider

## 1. Purpose and Scope

The Government is committed to helping working parents. From 6 April 2003, parents of children aged under 6 (or children with a disability aged under 18) have the right to apply to work flexibly, providing they have the qualifying length of service. As an employer we will have a statutory duty to consider any applications seriously.

The right enables mothers and fathers to request to work flexibly. The application can cover

- A change to the hours of work
- A change to the times required to work
- Working from home

It does not provide an automatic right to work flexibly as there may be circumstances when we are unable to accommodate your desired work pattern.

The right is designed to meet the needs of both parents and employers and aims to facilitate discussion and encourage both the employee and the employer to consider flexible working patterns and to find a solution that suits them both. Employees have a responsibility to think carefully about their desired working pattern when making an application, and as the employer we are required to follow a specific procedure to ensure requests are considered seriously.

## 2. Principles

2.1 Employees have the right to be accompanied by a work colleague or trade union representative at formal meetings held in accordance with this procedure.

2.2 If the employee or accompanying person cannot attend a meeting, another meeting will be arranged, to take place within five working days of the original date. This timescale can be extended with mutual agreement.

2.3 Should the employee require assistance (for example because of a disability) in setting out his or her request in writing, or other written communication, at any stage of the procedure, they will be encouraged to seek assistance from their line manager, a work colleague or trade union representative.

2.4 The person hearing the request for flexible working will give the matter careful consideration before making a response.

2.5 Written records will be made at all stages of the procedure, giving details of action taken and the reasons for this. These records will be treated as strictly confidential.

2.6 The employee should be given copies of records of meetings held with them in relation to their request for flexible working.

### 3. Who can apply?

3.1 The following conditions must be satisfied in order for an application for flexible working to be made under the new right. You must:

- Be someone who is an employee (i.e. someone who works under a contract of employment, not an agency worker)
- Have a child under 6 or a child with a disability under 18
- Have parental responsibility for the child (this includes biological parents, legal guardians, adoptive and foster parents and spouses of these, including same sex partners as long as they have parental responsibility for the child)
- Be making an application in order to care for the child e.g. starting half an hour later than usual to take the child to school or may be a bigger change to your working hours in order to better fit their work with their childcare requirements.
- Have worked for the Council for 26 weeks continuously at the date that the application is made
- Not have made another application to work flexibly under the right during the past 12 months

### 4. Procedure

4.1 Employees must make an application in writing, stating that it is being made under the statutory right to apply for flexible working and include the following information:

- Confirm your relationship to the child
- Set out your proposal and explain what effect you think this will have on your section/workload and how this may be dealt with.
- Specify a start date for the proposed change giving your line manager reasonable time to consider the proposal and implement it. This may take 14 weeks.
- State whether a previous application has been made and if so the date on which it was made
- The letter must be dated

4.2 Employees should be aware that if the line manager approves the application, the variation in contractual terms is a permanent one and the employee has no automatic right to change back to their previous pattern of work, unless the application seeks the variation for a specified time period only. A trial period may be agreed. Any reduction in working hours will, of course, result in a proportionate reduction in pay and annual leave entitlement.

4.3 The line manager considering the application will arrange a meeting with the employee within 28 days of receiving the application to discuss the request. (This meeting is not required if the line manager agrees to the terms of the application and notifies the employee accordingly within 28 days of receiving the application.)

4.4 Employees have the right to be accompanied by a work colleague or trade union representative at formal meetings held in accordance with this procedure.

4.5 Employees have the right to be notified of the employer's decision within 14 days of the date of the meeting.

This notification will either:

- accept the request establish a start date and any other action or and
- confirm a compromise agreed at the meeting or
- reject the request and set out clear business reasons for the rejection together with notification of the appeals process.

## 5 Appeals

5.1 If the employee is unhappy with the decision they should write to the manager who considered the original application within five working days of receiving the written response, stating the grounds for their appeal.

5.2 In most cases, the appeal will be heard by the Town Clerk, unless he or she heard the original application or Corporate development task group. In every case the appeal will be heard by a more senior manager or members than the one who dealt with the original application.

5.3 The employee will be invited to an appeal meeting, which will be arranged as soon as is reasonably practical. They will be informed of their right to be accompanied by a work colleague or trade union representative at the appeal meeting.

5.4 At the appeal meeting, the employee will have the opportunity to present oral and/or written submissions. The manager / members hearing the appeal will carefully consider the matter and will make a written response within five working days. If it is not possible to respond within five working days, the employee should be given an explanation for the delay and told when a response can be expected. The employee will be informed that this is the final stage of the procedure (unless the Council wishes to add a further appeal stage – in which case add details here).

The notification will either:

- uphold the appeal, specify the agreed variation and start date or
- dismiss the appeal, state the grounds for the decision and contain a sufficient explanation of the refusal.
- the line manager and the employee can agree to extend any of these time limits.
- the line manager will record this agreement in writing, specifying the period to which the extension relates and the date on which the extension is to end.
- A copy of this record will be sent to the employee.

## 6. Grounds for refusal

6.1 Applications for flexible working arrangements can be refused only for the following reasons:

- the burden of additional costs
- detrimental effect on ability to meet customer demand
- inability to re-organise work among existing employees
- inability to recruit additional employees
- detrimental to impact on quality
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes

## 7. What can I do if my application for flexible working is refused?

7.1 There are a number of options open if an application is refused at the appeal stage including:

- informal discussions – there may be some simple misunderstanding of the procedure or facts which can be resolved by an informal route
- use of the grievance procedure

## 8. Where agreement cannot be reached other options are:

- referral to the ACAS Arbitration Scheme if both parties agree the ACAS Arbitration scheme can be used to resolve the dispute.
- complaint to an Employment Tribunal, You must present your complaint to the Tribunal within three months of the date that the decision is notified on appeal or, in complaints relating to procedural breaches (e.g. applications not progressed in accordance with the timetable), three months from the date of the alleged breach.

## 9. Complaints can be made on the following grounds:

- the employer's failure to comply with the statutory procedure
- the employer's use of an incorrect fact to explain why the application has been refused and which the employer failed to address at the appeal
- the employer's refusal to allow the employee to be accompanied

## 10. Dismissal & detriment

Employees are protected from suffering dismissal or detriment in the exercise of their right to apply to work flexibly.





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## PAY POLICY

Author: R Potter (Town Clerk)

Information Source: South East Employers: Model I Pay Policy s required by the Gender Equality Duty Code of Practice. South East  
Employers gratefully acknowledge the assistance of Malcolm Lee in preparing this draft.

### Control Document

Document reference: FTC8007

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1	Draft	16.04.08	First draft	RP
2	Draft	23.04.08	Second Draft	RP

# PAY POLICY

## 1. Equal Pay Statement

1. Farnham Town Council supports the principle of equal opportunities in employment and believes as part of that principle that staff of different age, disability, gender (including staff who have proposed, commenced or completed gender reassignment), race, religion or belief, or sexual orientation, and with or without trade union membership, should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

1.2 It is good practice that pay is awarded fairly and equitably and is in direct support of the Council's duty and policy on diversity and equality.

1.3 The Council recognises that in order to achieve equitable pay, it should operate a pay system that is transparent and based on objective criteria.

## 2. The Legislative Framework

2.1 The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 1995. It is included in other United Kingdom legislation, European Community law, the EU Directive on Fixed Term Work and resultant UK regulations.

2.2 The legislation, which applies to all workers regardless of full or part-time status, casual or temporary contract or length of service, requires employers to ensure that equal pay is given to workers carrying out like work or work seen as equivalent or of equal value.

2.3 This policy also meets the Council's 'specific duty' under the Equality Act 2006 to 'consider the need to have objectives that address the causes of any differences between the pay of men and women that are related to their sex'.

## 3. Definitions

3.1 For the purposes of this policy and in line with relevant legislation, pay is defined by Article 141 of the Treaty of Rome as:

- "The ordinary basic or minimum wage or salary and any other consideration, whether in cash or kind, which the worker receives, directly or indirectly, in respect of his (or her) employment from his (or her) employer"

3.2 Pay therefore includes allowances, pensions, discretionary bonuses and sick pay as well as other non-financial benefits such as vocational training, etc.

3.3 The following terms are contained in Equal Pay legislation:

- 'Like work' is defined as work which is the same or broadly similar
- 'Work rated as equivalent' is defined as work which has achieved the same or a similar number of points under a job evaluation scheme
- 'Work of equal value' is defined as work which is of broadly equal value when compared under headings such as effort, skill and decisions

## 4. Action to Implement Policy

4.1 In order to show commitment to equal pay in practice, the Council will:

- operate a pay system, which is transparent, based on objective criteria, and free from unlawful bias. The Council will use the NJC Job Evaluation Scheme (amend if necessary) to assist with determining equal pay.
- discuss and agree the equal pay policy with trade unions and in partnership with the workforce
- provide training and guidance for managers and supervisory staff involved in decisions about pay and benefits
- undertake a rolling equal pay audit to examine our existing and future pay practices for all our employees.
- carry out regular monitoring of the impact of our pay practices

4.2 In order to implement this policy, the Council will apply the following procedures in respect of pay; pay rates and the review mechanism that will be used to determine future pay movements (amend/delete relevant sections as required).

### 4.2.1 Pay Agreements

The Council will apply the pay agreements reached by the National Joint Council Agreement on Pay and Conditions of Service, with local variations as appropriate/locally devised and negotiated conditions of service (amend as appropriate).

Human Resources/South East Employers will be the vehicle for this information. Relevant findings will be presented by the Head of Human Resources to the Employee Consultative Group/Management Team/Board of Directors/Executive for implementation on 1 April each year.

### 4.2.2 Salary Progression

All posts are subject to grading by job evaluation/job matching (amend as appropriate). The starting salary on appointment will normally be at the lowest level of the salary scale/subject to negotiation based on the appointee's level of relevant experience. Progression beyond the starting salary will be dependent upon service/positive performance recommendation/in accordance with the parameters set out in the Council's Performance Management/Appraisal Scheme, and will take effect from 1 April each year. There will be no further pay progression once an employee reaches the maximum spinal column point for their salary scale.

### 4.2.3 Staff Turnover

It is expected that normal annual staff turnover be contained within the range 10% to 15% of the officer establishment. A quarterly review of staff turnover rates will be undertaken. Should trends indicate that it will fall outside of this range; the Council will consider appropriate remedial action.

### 4.2.6 Market Supplements/Appointment Allowances

The Council will consider the use of market supplements to be applied to specific posts in the event of recruitment difficulties. Where such supplements and/or allowances are introduced they will be applied, reviewed and withdrawn in accordance with the Council's policy.

## 4.2.7 Flexible Benefits

A menu of flexible and family friendly benefits will be offered to all employees. The range of benefits may increase or decrease over time. Benefits will be subject to periodic review. The purpose of such benefits is to enhance the attractiveness of the Council's pay and remuneration package and to take account of work life balance while at the same time assisting staff to fulfil their duties to the maximum effectiveness for the benefit of the Council, its residents and clients.

## 4.2.8 Performance Related Payments

Following the recommendations of the relevant manager an unconsolidated bonus/honorarium payment may be made in order to recognise a high level of performance over the previous settlement period.

## 4.2.9 Local Government Pension Scheme (LGPS)

The LGPS is recognised as an important part of the Council's pay and remuneration package for its employees.

## 5. Complaints Procedure

5.1 Complaints about the lack of equal pay should, in the first instance, be made to the relevant line manager, Town Clerk. If these informal approaches do not satisfy the employee the complaint may be dealt with through the grievance procedures set out in the appropriate Conditions of Service.

5.2 The Council will work in partnership with the trade unions to find resolutions to any legitimate concerns regarding equal pay.

## 6. Monitoring

Corporate Development and Audit Task Group will review the findings of the equal pay audit. Complaints about unequal pay will be monitored on an annual basis and statistical information will be produced by the Town Clerk for consideration by the Corporate Development and Audit Task Group. Names of individuals concerned will not be published.

## 7. Responsibilities

7.1 Ultimately the Town Clerk is responsible for ensuring that employees are treated equitably. The Corporate Development and Audit Task Group is also responsible for ensuring the success of this Policy.

7.2 The Town Clerk, Managers and Selection Panel Chairs have an additional responsibility to ensure that initial starting salaries are consistent with this Policy.



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## EQUAL PAY POLICY

Author: R Potter (Town Clerk)

Information Source: South East Employers: Equal Pay Policy with the assistance of Loughborough

**Control Document**

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1	Draft	16.04.08	First draft	RP
2	Draft	23.04.08	Second Draft	RP

# EQUAL PAY POLICY

## 1. Equal Pay – Our Policy Statement

The Council actively promotes equal opportunities in employment. It welcomes diversity within its workforce. It is committed to the principle that mechanisms to determine both the pay and other terms/conditions of employment of all its workers and employees do not discriminate unlawfully. The Council recognises that in order to achieve equitable pay, it should operate a pay framework that is transparent and makes decisions on objective criteria.

## 2. The Law

The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 1995. It is included in other United Kingdom legislation, European Community law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration. The law requires the Council to ensure that equal pay is given to employees carrying out like work or work seen as equivalent or work of equal value.

## 3. Definitions

For the purposes of this policy and in line with relevant legislation, pay is defined by Article 141 of the Treaty of Rome as: *“The ordinary basic or minimum wage or salary and any other consideration, whether in cash or kind, which the worker receives directly or indirectly, in respect of his (or her) employment from his (or her) employer”* Pay, therefore, includes pensions, discretionary bonuses and sick pay and all other terms and conditions, and any additional benefits.

The following are contained in Equal Pay legislation:

- ‘*Like work*’ is defined as work which is the same or broadly similar
- ‘*Work rated as equivalent*’ is defined as work which has achieved the same or a similar number of points under a job evaluation scheme
- ‘*Work of equal value*’ is defined as work which is of broadly equal value when compared under headings such as effort, skill and decisions

## 4. The Council’s Action plan

In order to show commitment to equal pay in practice, The Council will:

- discuss and agree its practices with the recognised trade unions;
- provide training and guidance for managers who take decisions about pay and benefits;
- undertake an equal pay audit to examine using the Equal Opportunities Council tool-kit, and repeat this every two years.
- monitor the impact of its pay practices

## 5. Complaints of any breach of this Policy

Complaints about a breach of equal pay should, in the first instance, be made to the relevant line manager. Employees should seek the advice of the recognised trade union. The complaint should be dealt with through the agreed Grievance Procedures. Managers must inform the Town Clerk.

## **6. Monitoring**

The findings of the equal pay audit will be reviewed by the Council. Complaints about unequal pay will be monitored on an annual basis and statistical information will be produced by the Town Clerk for consideration. The names of the individuals concerned will not be published.

## **7. Responsibility**

The Council has a responsibility to operate within the law and to allocate resources to ensure it is able to do so. The Town Clerk as Responsible Financial Officer has a statutory duty in staffing matters, and is responsible for ensuring that employees are treated equitably. The Corporate Development & Audit Task Group are responsible for ensuring the success of this Policy. All Managers have the responsibility to ensure that salaries are consistent with this Policy.



# FARNHAM TOWN COUNCIL

# 1

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## AGE IN THE WORKPLACE GUIDELINES

Author: R Potter (Town Clerk)

Information Source: South East Employers: Oxford County Council

### Control Document

Document reference: FTC8013

Version	Status	Date	Details	By whom
1	Draft	22.04.08	First draft	RP
2	Draft	28.04.08	Second draft	RP



# AGE IN THE WORKPLACE GUIDELINES

## 1. Purpose:

These Guidelines have been developed, within the overall framework of the council's Equality Policy, to:

Provide an overview of the key requirements of the Employment Equality (Age) Regulations 2006

Help all staff understand their duties and responsibilities to respect and value individual differences covered by the Regulations.

## 2. Scope:

The Regulations were introduced to outlaw discrimination on the grounds of age in employment i.e:

- during the recruitment process
- during employment, including terms and conditions of employment, promotions, transfers, training
- on leaving the Council's employment, except where the reason for leaving is retirement and the Regulations allow

## 3. Who do the Regulations apply to?

- Potential employees
- Current employees
- Former employees (in certain circumstances)
- Agency or contract workers
- Office holders

## 4. What do we mean by discrimination?

Discrimination can take a number of forms:

- Direct discrimination – treating people less favourably than others because of their age, unless objectively justified
- Indirect discrimination – applying a criterion, provision or practice which disadvantages people of a particular age, unless it can be objectively justified.
- Harassment on grounds of age – unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment
- Victimisation – treating people less favourably because of something they have done under, or in connection with, the Regulations e.g. an individual who has made a formal complaint of discrimination or given evidence in a tribunal case.

## 5. Exceptions to the Regulations

In limited circumstances the Regulations may not apply: If there is a Genuine Occupational Requirement (GOR) for the employee to be of a particular age in order to do their job. This might apply, for example, where professional qualifications and experience necessary to carry out the work means that an individual will not have been able to complete this before a certain age.

If there is objective justification, the discrimination is designed to achieve a legitimate aim and is a proportionate means of achieving that aim. This may apply to some local terms and conditions of employment which reward length of service; and to the protection of younger or older employees under health, safety and welfare legislation.

Pay and other employment benefits based on length of service are exempt from the Regulations.

Acts required by statute are also exempt: for example, where a licence is required in order to undertake a particular kind of work and the licence is subject to statutory age requirements. Enhanced redundancy schemes are also exempt where they can be objectively justified.

See also the separate section (below) on Retirement.

## 6. In recruitment

Selection for recruitment and promotion must be on merit, based on the skills required to do the job. The recruitment and selection process will not involve:

Stereotyping potential recruits because of their age.

Selection criteria based on length of experience which cannot be objectively justified

Any questions about date of birth will be restricted to the Equal Opportunities monitoring sheet of the application form and will not be seen by the selection panel.

## 7. Monitoring and evaluation

The information about date of birth which is available on the recruitment monitoring sheet may be used for monitoring purposes, both in relation to recruitment processes and in order to ensure that these Regulations are being applied fairly and consistently. Other monitoring may be achieved through the regular staff survey process.

## 8. In retirement

The normal retirement age for employees from the Council's service is 65 years. In consequence; the employment of any individual has always ended on his or her 65th birthday.

From 1st October 2006, the Employment Equality (Age) Regulations gave all employees the right to request that the Council considers continuing their employment beyond the normal retirement age. Every employee is now informed of their expected retirement date between twelve and six months before their 65th birthday and informed of their right to request an extension to their employment.

Any such request to continue working beyond the normal retirement age will be considered fairly and objectively, bearing in mind the interests of the Council's service to its customers and partners. Once the request has been received in writing, a meeting will be arranged with the individual and the Town Clerk to discuss the request, at which s/he may be accompanied by a work colleague or trade union representative.

If an extension is agreed by the Town Clerk, it will normally be for a period of one year and will be confirmed in writing. Notice will be given of the end of this extension to the contract of employment as detailed for above and further extensions may be requested, which will be dealt with in the same way.

If a request is refused, the employee will have the right of appeal to the Corporate Development and Audit Task Group. The law does not require the employer to give any reason for refusal but the Council will give such information as it thinks will be helpful to the employee in bringing their appeal.

## 9. Dealing with discrimination

The Council may be held responsible for the actions of its employees and employees may also be individually responsible for their own actions.

If harassment takes place in the workplace or a place and at a time associated with the workplace (for example, a work-related social gathering), the Council may be liable and may be ordered to pay compensation unless it can show that it took reasonable steps to prevent harassment. Individuals who harass others may also be ordered to pay compensation.

Discrimination includes harassment which can take place without management being aware of it. This can include teasing, tormenting, name calling and gossip and it applies to whoever the perpetrator may be.

Farnham Town Council will not tolerate such behaviour. Any reported incidents will be treated seriously and may result in action being taken under the disciplinary procedures.

Unfortunately employees are sometimes harassed by third parties, such as customers or clients. Appropriate steps will be taken to deal with any reported situations of this kind, to protect and support our employees and work with all parties to eliminate unfair or discriminatory treatment.



# FARNHAM TOWN COUNCIL

# 1

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## PROCEDURES FOR LEAVE

Author: R Potter (Town Clerk)

Information Source: South East Employers: Frimley NHS. Royal Borough of Kensington

### Control Document

Document reference: FTC8015

Version	Status	Date	Details	By whom
1	Draft	22.04.08	First draft	RP
2	Draft	23.04.08	Second Draft	RP

# PROCEDURES FOR LEAVE

**ALL LEAVE (both annual and miscellaneous) SHOULD BE DISCUSSED INITIALLY WITH YOUR LINE MANAGER**

## Annual Leave - all staff

An annual leave sheet will be issued to all other staff at induction, and subsequently by the Town Clerk, through line managers, and should be kept by you for your information.

The timing of all annual leave is at the discretion of the Line Manager and must be subject to the operational needs of the Council.

**Staff should not make irrevocable commitments without first checking with their Line Manager to agree that time may be taken.**

When you wish to take time off, you should check with your Line Manager that the required dates are acceptable, enter the dates that you want to take, deduct them from your entitlement, leaving the balance. Your line manager then needs to record the leave and initial the form to indicate their approval.

**Please be aware that no annual leave may be carried over to the following leave year.** However, the Town Clerk has discretion to authorise the carrying over of leave if it has not been possible for the member of staff to take the leave due to the requirements of the Council (authorised by the Town Clerk only) or where there are special circumstances for the leave to be carried over. Any such request must be submitted in writing before 1 February in each holiday year for consideration by the Town Clerk.

**Failure to take leave within the holiday year will result in the loss of this leave entitlement**

## ANNUAL LEAVE

A holiday year runs from 1 April to 31 March and the entitlement is as follows:

Entitlement in Working Days

INITIAL	AFTER 5 YEARS
20	25

All entitlements are plus Bank Holidays plus 2 discretionary days to be determined by the Town Council.

Part-time employees leave will be calculated on a pro-rata basis, to take account of bank holidays and working patterns.

## Medical Screening

Any necessary paid time off will be granted for the purpose of being screened for breast or cervical cancer.

If a hospital, doctors or dentists appointments cannot be arranged outside of working hours, then reasonable time off will be given.

Please make requests, in advance, giving as much notice as possible, to your Line Manager.

## Miscellaneous Leave

The following sections detail the leave allowed in certain circumstances. Again, this needs to be discussed with your Line Manager in advance where possible.

## TOIL/Overtime

In both cases staff should only be required to work in excess of their contracted hours or workload agreement where it is absolutely operationally necessary. In respect of support staff TOIL in most cases will be taken rather than overtime paid.

TOIL may be agreed on occasion where staff are required to work in excess of their normal working hours. Hours worked up to 37 hours per week will be reimbursed at plain time, hours worked in excess of 37 will be either TOIL in plain time or in exceptional circumstances and by prior arrangement with the Town Clerk paid at time and a half (this applies to evenings and Saturdays). Hours worked on a bank holiday or Sunday will be at TOIL in plain time with an additional days leave in lieu of bank Holidays, although this is expected to be in the most exceptional circumstances.

It is advised that TOIL is used as soon as possible after it is accrued and at least within the month following which it is accrued so that there is not a large build up of hours which cannot be taken, except in exceptional circumstances. No more than 15 hours TOIL may be carried over between from each month

## Weekend Working

Work done on a Saturday or Sunday will be given TOIL during the normal working week with prior agreement and on the basis of 2 consecutive days off within each period of 7 days. Evenings over and above 2 evenings a week will be given TOIL at plain time. All other additional hours should be negotiated through the workload agreement and no over time or TOIL should be reimbursed for these hours.

Farnham Town Council recognises the need to balance the demands of domestic and work responsibilities. The aim of special leave is to support staff to take leave at short notice in times of urgent family need, or more planned periods such as parental or paternity leave. Special leave may be with pay or not depending upon the circumstances.

## Special Leave

The aim of this policy is to provide guidelines on the different types of special leave; on the length of leave; whether this should be paid or unpaid and the procedures for applying special leave. This policy can not cover every circumstance and Managers are expected to use their discretion in the authorisation of special leave. Any applications for special leave, outside the limits set in the policy, must be approved by the Town Clerk.

## Policy Principles

All applications for special leave should be considered sympathetically in the light of individual circumstances and the needs of the service. However, special leave will not be granted in circumstances where it is considered reasonable for an employee to fulfil their non-work responsibilities in their own time.

In accordance with the Councils Equality Policy, applications for special leave must be dealt with equitably. Consideration may also need to be given to different family frameworks, cultural or religious needs in authorising special leave.

Special leave is not intended to cover long- term domestic and family needs. Extended holidays are also not covered by the Special Leave policy; you should refer to the "Annual Leave Guidelines" for further information.

Part-time employees are entitled to special leave on a pro-rata basis. Leave can be taken in full or part days, but authorisation is required for each period of absence. Special Leave is based on a rolling 12 month period, triggered by the first month special leave is taken, not a calendar or leave year.

In calculating a period of special leave, days not normally worked and public holidays occurring within the period will not be included. "Full pay" for the purposes of this policy is basic pay only and will not include any enhancements.

## Types of Special Leave

### Unplanned Special Leave

#### Compassionate Leave

Applications for compassionate leave following bereavement must be dealt with promptly and sympathetically. Statements should be accepted without verification at this distressing time, although a minimum amount of detail will be required in order to manage the period of absence.

Compassionate leave is available to people who are bereaved and unfortunately it is recognised that this sometimes occurs more than once during a year, therefore, within the criteria, there is no limit to the amount of compassionate leave that can be taken in a year. There is also no service requirement and compassionate leave is always granted as paid leave.

Employees are entitled up to a maximum of 5 days paid compassionate leave (pro-rata for part-time) when a partner, parent, child or dependant dies. To be considered a dependant one of the following must apply:

- the person concerned acts as the executor of the estate; or
- there is no-one else who could reasonably be expected to take charge of the funeral arrangements; or
- the deceased normally resides with them (other than by reason of being an employee, tenant, lodger or boarder).

Up to 3 days special leave with pay may be granted on the death of other close family members (siblings, grandparents, parents-in-law).

In addition to paid leave, Managers may use their discretion to grant unpaid leave, TOIL or annual leave. Also if an individual needs more time e.g. because the deceased was living overseas, the above entitlements will apply and in addition the Line Manager should consider the use of annual leave and/ or special leave without pay.

Entitlement to compassionate leave includes time off to attend the funeral. Usually a day's leave will be granted to attend a funeral of a relative or close friend. If a long journey is necessary this may be extended at the discretion of the Town Clerk. Requests should be made in writing to the Town Clerk.

Time off to attend the funeral of anyone other than those detailed above should be normally be taken as Annual Leave, although managers have the discretion to grant compassionate leave for funerals in exceptional circumstances .

#### Compassionate Leave for Employees with less than 1 year's service

Employees who have less than 52 weeks continuous service with the Town Council are entitled to a reasonable amount of leave without pay, or may take annual leave to allow a compassionate response.

**All requests for compassionate leave should be addressed to the Town Clerk.**

## Planned Special Leave

### Special Leave for Medical Appointments

Employees should, wherever possible, arrange medical appointments outside of working hours either for themselves or their dependants. Where, this is not possible, employees should try to arrange an appointment so as to cause the least inconvenience to the service as possible. For example by arranging appointments at the start or finish of the working day.

Arrangements should be made to take annual leave, TOIL or make up the time in the same week. Special leave for medical appointments is at the discretion of the Line Manager and will be considered on an individual basis. Payment can only be made where it is clear that appointments have been made to allow a minimum time off work.

Time off for Ante-natal appointment for pregnant women and their partners are covered in the Maternity Policy and Paternity Policy.

### Jury Service or Attendance as a Witness at Court, Employment Tribunals or Appeal Hearings

Employees who are called for jury service will be granted special leave with pay. Staff should not apply for loss of earnings where they have received payment from the Council. In exceptional circumstances the Council may support an application for deferral or excusal from jury service, although there is no guarantee that the court will grant this. The Council would also ask the employee to apply for deferral if the court case is likely to last for more than 2 weeks.

Employees summonsed as witnesses by the court will normally be granted leave with pay. Being a witness in any other circumstance "leave with pay" will be at manager's discretion (e.g. small claims court).

### Leave for Public Duties or Membership of Statutory or Local Authorities

Applications for special leave will be considered for those employees who are undertaking duties or acting as members of the following:

- Magistrate or Justice of the Peace
- National Rivers Board Authorities
- Governor for a school or college of further education
- Statutory Tribunal
- Boards of Prison Visitors
- Elected Council member for Local Government

The decision to grant leave is at the discretion of the Town Council and this will take into account the needs of the service. Reasonable unpaid leave can be granted for the performance of these duties.

If you are considering accepting one of the above duties, you should consult with your Line Manager and Personnel, and give a written estimate of leave required. If you then proceed to take up one of the above positions, you should inform Personnel in writing.

Any requests for leave should be made in writing to the Town Clerk giving at least 14 days notice.

### Training with the Reserve Forces

Employees who are members of the Reserve forces and who either:

- declare their membership at the time of appointment, or
- with the consent of the Trust, volunteer for service with the Reserve Forces after their appointment



should be granted one week's additional paid leave to attend the annual camp. Special leave without pay may be granted for a second week at the camp.

Additional short periods of training that may be required (normally Saturdays or Sundays) and can not be undertaken outside normal working hours, may be granted unpaid special leave. This will be at the discretion of the line manager and subject to the exigencies of the service.

Service leave applies to members of the Volunteer Reserve Forces who give up their spare time to train to serve alongside regular forces if there is a threat of war. The majority are in the Territorial Army.

If you are called up for non compulsory mobilisation, please notify your immediate manager as consent is required.

After completion of mobilisation you will be reinstated to your former position or to the most favourable alternative employment.

For further information please refer to the Ministry of Defence website at [www.mod.uk](http://www.mod.uk) or [www.sabre.mod.uk](http://www.sabre.mod.uk).

## Exceptional Unpaid Special Leave

The Town Council recognises that staff occasionally need or would like to take unpaid time off for reasons not covered in this policy, (i.e. caring for a terminally ill relative, voluntary work overseas for 6 weeks). In exceptional circumstances managers, with the agreement of the Town Clerk may grant Exceptional Unpaid Special Leave. Annual leave will not accrue after the first 4 weeks of Exceptional Special Leave.

## EXAMINATION LEAVE

Paid leave will be granted to sit certain examinations, subject to the approval of the Town Clerk.

Paid leave may also be authorised to help an employee to undertake final revision immediately prior to the exam, on the basis of a half day's leave for each half day examination, to a maximum of five days in any one year.

## Procedure for Dealing with Applications for Special Leave

Applications for all types of Special Leave should be made using the form attached as Appendix A. Once the form has been completed and signed it should be returned to the Town Clerk. Payroll will not be able to pay Special Leave until the form is received. Records will be maintained on the Council's Personnel and Payroll system and on the employees' personal file. Line managers will be responsible for monitoring the amount of special leave granted to their staff.

## Special Leave for Unplanned Situations

Where, in the case of an emergency, leave is required at short notice; the employee should telephone their manager as soon as possible. Managers should use their discretion within the policy to authorise the absence in such cases i.e. such absences would normally be authorised pending a decision on whether it should be counted as special leave with or without pay, or as annual leave, on the employee's return to work. A Special Leave Application Form should be completed retrospectively in these circumstances.

## Planned Special Leave

All applications for special leave should, wherever possible, be made one month in advance on the appropriate Special Leave Application Form (Appendices A and B).

The manager must respond to the applications for Special Leave within 5 days of receipt.

In exceptional circumstances when more than the specified number of day's special leave is requested, the line manager must refer the application to the Town Clerk.

## Appeals

Employees who feel that an application for special leave has been unreasonably refused have the right of appeal against the decision using the Corporate Development and Audit Task Group.



# FARNHAM TOWN COUNCIL

# 2

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## ANTI FRAUD AND CORRUPTION POLICY

Author: R Potter (Town Clerk)

Information Source: Great Aycliffe Town Council, Basingstoke and Dean DC and Shildon TC

### Control Document

Document reference: FTC8009

Version	Status	Date	Details	By whom
1	Draft	17.04.08	First draft	RP

# ANTI FRAUD AND CORRUPTION POLICY

## 1.0 Introduction

- 1.1 The Anti Fraud and Corruption Policy sets out the Council's framework for preventing and detecting fraud and corruption and the procedure for the reporting, investigation and prosecution of occurrences of fraud and corruption.
- 1.2 In carrying out its functions and responsibilities Farnham Town Council will promote a culture of honesty, openness and fairness and requires all elected members and employees to support and conduct themselves in accordance with Nolan Committees Seven principles of public life as contained within the Relevant Authorities (General Principle) Order 2001. (Appendix A)
- 1.3 All Members of the Town Council are required to conduct themselves in accordance with the Members Code of Conduct.
- 1.4 The work of all Members and officers of the Town Council are also governed by legal requirements, Standing Orders, Financial Regulations and Council policies and national legislation.
- 1.5 Individuals and organisations external to the Council e.g. suppliers, contractors and services providers, will also be expected to act with integrity and without thought or actions involving fraud and corruption.
- 1.6 Fraud and corruption are defined by the Audit Commission as follows:-
  - *Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority, which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.*
  - *Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation, or the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.*
- 1.7 Corruption is also defined to include the deliberate failure to disclose an interest in order to obtain a financial or pecuniary advantage
- 1.8 Fraud is also defined to include such acts as criminal deception, forgery, blackmail, corruption, theft, conspiracy and concealment of material facts and collusion. Fraud can also be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.
- 1.8 The Council has a duty to take all actions necessary to manage the risk of fraud and corruption, including the operation of management control systems and the maintenance of an effective system of internal audit.
- 1.9 This Policy identifies a series of measures designed to:
  - identify and assess the risk of fraud and corruption
  - to prevent and detect fraud and corruption

- 1.10 This policy addresses five general areas
- Culture
  - Prevention
  - Deterrence
  - Detection, Investigation and Reporting
  - Awareness and Training
- 1.11 Responsibility for the implementation and monitoring of the Policy lies with the Town Clerk, the Responsible Financial Officer and the Corporate Development and Audit Task Group.

## 2.0 Anti Fraud and Corruption Policy Statement

- 2.1 Farnham Town Council has adopted the following Anti Fraud and Corruption Policy Statement: -

*"It is the policy of the Council to promote a culture of honesty, openness and fairness, which is committed to assess and manage all risks associated with fraud and corruption, it's prevention and detection, investigation and to actively pursue the appropriate level of disciplinary, civil or criminal enforcement"*

This Policy should be read in conjunction with the Council's approved Standing Orders, Financial Regulations and associated policies.

## 3.0 Aims of Policy

- 3.1 The Anti-Fraud and Corruption Policy is designed to protect the Town Council against fraud and corruption either from within or external to the Council.

- 3.2 The aims of the Policy are as follows:-

- Promote a culture of honesty and integrity, and opposition to fraud and corruption
- To assess and manage the risk of fraud and corruption
- Encourage prevention of fraud and corruption through openness and honesty in all dealings, internal and external
- Ensure effective systems of internal control are in place to help to prevent fraud
- Promote detection of fraud by ensuring internal control systems and procedures are regularly monitored and subject to review by Internal Audit
- Ensure formal systems are in place and are being used to provide information and give confidence to Members, employees, members of the public or third parties who may wish to raise concerns they have on issues associated with the Town Council's activity
- Investigate thoroughly any allegation of fraud and corruption received
- To ensure that appropriate enforcement action is taken to address any incident of fraud and corruption.

## 4.0 Culture

- 4.1 The Town Council promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of public resources are the responsibility of everyone, The elected members and employees have an important role and responsibility in maintaining this culture.
- 4.2 All Members and employees of the Council are positively encouraged to raise any concerns regarding fraud and corruption in the knowledge that such concerns will be treated seriously and, wherever possible, in confidence.

- 4.3 The Town Council will ensure that any allegation received will be taken seriously and investigated in an appropriate manner. Those who defraud the Town Council or who are corrupt or instigate any financial malpractice will be dealt with fairly and firmly. However the Council are aware of the need to ensure that any investigation is not misused and therefore any abuse will be dealt with under the Council's disciplinary procedures if appropriate.
- 4.4.1 Where fraud and corruption have occurred due to a breakdown in internal controls, systems or procedures. The Council will review its risk management and assessments of the area of concern and will work with the Council's internal auditor to ensure that the appropriate improvements in the systems of control are implemented in order to prevent a recurrence.

## 5.0 Prevention

- 5.1 Prevention can be achieved through

- Staff Policies
- Role of Managers
- Role of Employees
- Role of Members
- Role of Internal Control / Audit / Risk Management.

## 5.2 Staff Policies

- 5.2.1 The Council is entitled to expect, and obliged to maintain, high standards of conduct among its employees to ensure that public confidence in their integrity, honesty and impartiality is not undermined. The public is entitled to demand conduct of the highest standard and that employees work honestly and without bias in order to achieve the Council's objectives.
- 5.2.2 The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record and propriety and integrity of potential employees. In this regard temporary and casual employees are treated in the same manner as substantive employees.
- 5.2.3 The Council will ensure that formal recruitment procedures are followed and, in particular, will obtain written references in respect of potential employees before employment offers are made and contracts of employment have been issued. In addition all staff will be subject to a Criminal Records Bureau check, on the basis that staff may work with young children or vulnerable people.
- 5.2.4 Job descriptions and person specifications will also be put in place for all employees that clearly define duties, responsibilities, and lines of communication.
- 5.2.5 The Council will ensure that all employees are aware of their responsibilities in relation to the prevention of fraud and corruption and copies of this policy will be made available to all employees and also distributed to new employees during the induction process.
- 5.2.6 Employees will be required to work in accordance with the Council's Financial Regulations and Standing Orders and all other employment related policies of the Council.
- 5.2.7 Staff induction and training and development programmes will help to keep employees up to date with their obligations.
- 5.2.8 The Council will support with rigour the protection given to employees in its Whistleblowing policy.

## 5.3 Role of Managers

- 5.3.1 Managers are responsible for the communication and implementation of this policy within the Council. They are also responsible for ensuring that all employees are aware of Council Standing Orders and Financial Regulations and that these requirements are being implemented on a daily basis.
- 5.3.2 Managers are expected to develop a management style which will create an environment where employees feel able to approach them when they have concerns over suspected irregularities. These concerns should be reported to the Town Clerk.
- 5.3.3 Special arrangements will apply where employees are responsible for the handling of cash or are responsible for financial systems which generate payments.

## 5.4 Role of Employees

- 5.4.1 The work of employees are governed by the Council's Standing Orders and Financial Regulations and other relevant policies.
- 5.4.2 Employees are responsible for ensuring that they follow instructions given by their managers particularly with regard to the control and management of Council assets.
- 5.4.3 Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace and should be able to share these concerns with their managers. These concerns should be raised directly with their manager or using the Council's Whistleblowing policy.

## 5.5 Role of Members

- 5.5.1 All elected members have a duty on behalf of the electorate of Farnham to protect the Council from all Fraud, Corruption and Theft. This is reflected through the adoption of: -
  - The Relevant Authorities (General Principles) Order 2001
  - Local Code of Conduct for Members
  - Council Standing Orders and Financial Regulations
  - Council Policies

The Code of Conduct for Members is overseen by the Standards Board for England.

- 5.5.2 Members will be specifically required to record their financial and other interests and record any receipt or offering of gifts or hospitality in accordance with the requirements set out in the Council's Members Code of Conduct.
- 5.5.3 Members must also disclose any such interests in the matters under discussion at a meeting of the Council.

## 5.6 Internal Control / Audit / Risk Management

- 5.6.1 The Council's Standing Orders and Financial Regulations provide the framework within which officers and Members should act when dealing with the affairs of the Council.
- 5.6.2 The Financial Regulations provide the framework rules for the management of the Council's financial affairs. The Standing Orders for Contracts and Procurement provide the framework rules for the procurement of all works, goods, materials and services and also set out the Council's tendering and contract procedures. Together they help to ensure a high level of financial integrity across the Council's activities.

- 5.6.3 Significant emphasis is also placed on the implementation and monitoring of financial systems, procedures and controls and every effort will be made to continually review and develop these systems in line with best practice to ensure efficient and effective internal controls.
- 5.6.4 Managers are charged with the responsibility of ensuring that proper internal controls are in place and for reviewing regularly the effectiveness and appropriateness of such controls especially in the deterrence of fraud and monitoring of high risk areas.
- 5.6.5 The adequacy and appropriateness of the Council's financial systems will then be independently monitored and reviewed by both internal and external audit.
- 5.6.6 The Town Clerk will undertake an Annual Corporate Risk Management to review the Council's responsibilities under Corporate Governance.
- 5.6.7 The Town Clerk will undertake an Annual Insurance and Asset review under the Council's responsibilities for Corporate Governance.
- 5.6.8 To ensure the effective use of the Council's independent internal audit resources and identify and recognise the potential high risk areas, the Council's Corporate and Development task Group will an three year Internal Audit Plan. This plan provides the framework for internal audit activity within the overall financial control environment. Annual reports are submitted to Members on the progress of audit work and any major issues are highlighted. Action plans are put in place to ensure that any required improvements to internal controls are implemented.

## 6.0 Detection, Investigating and Reporting

- 6.1 The Council's systems of governance, as set out in the Standing Orders and Financial Regulations, and specifically the internal financial control system will incorporate checks, reconciliations, analytical review and internal audit procedures to deter fraudulent and corrupt activity along with a management reporting and monitoring regime which will highlight by exception any unplanned, unexpected or potentially fraudulent activity.
- 6.2 The Council has put in place formal arrangements in place via the Confidential Reporting Policy and Complaints Policy and Procedure to enable information provided by and the suspicions and concerns of members, officers and the general public to be dealt with confidentially, properly and promptly.
- 6.3 The Council employs a range of preventative systems, and in particular the internal control systems, along with the work of the internal auditor and the implementation of the annual audit plan, should be sufficient in themselves to deter fraud, but they have also been designed to provide indications of any fraudulent activity.
- 6.4 When fraud and corruption does occur, these systems, controls and internal audit activity should, in the majority of cases, assist in revealing the occurrences.
- 6.5 However, it is often the alertness of Members, officers or members of the public to such indicators that enables detection to occur and the appropriate action to take place when there is evidence that fraud or corruption may be in progress.
- 6.6 As such, sometimes, despite the best efforts of managers and auditors, frauds are discovered by chance remark or 'tip off'. The Council has in place formal arrangements to enable such information to be properly dealt with. The Council's Confidential Reporting Policy, Complaints Policy and Whistleblowing Policy also encourages Members, officers and members of the public to raise any suspicions and concerns as and when they occur.



## **7.0 Reporting of Fraud and Corruption**

- 7.1 Council Members and employees are an important element in its stand against fraud and corruption. Concerns that they have will be treated in confidence and will be properly investigated. Line Managers will usually be the first contact for an employee to raise a concern, but if further investigation is deemed necessary, other staff may need to become involved, including the:-
- Town Clerk or his Deputy;
  - Internal Auditor;
  - Audit Commission
- 7.2 Managers will be responsible for following up any allegation of fraud or corruption received and will do so through clearly defined procedures. The Council will be robust in dealing with financial malpractice and will deal swiftly and firmly with those who defraud or are corrupt.
- 7.3 There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse such as raising unfounded malicious or vexatious allegations may be dealt with as a disciplinary matter.
- 7.4 The Anti Fraud and Corruption Policy should be read alongside the Council's Confidential Reporting Policy which formally sets out the procedures relating to the reporting of such concerns, reassures individuals that they will not suffer repercussions, and encourages those with legitimate concerns to voice them.
- 7.5 Members of the Public are also welcome to report concerns, either as a formal complaint or by speaking or writing to any officer or Councillor. The Council's Whistleblowing Policy and Complaints Policy and Procedure apply in such cases.
- 7.6 Where a "tip-off" or concern or an implied "tip-off" or concern is received from a Member of the Public by a Member or officer, it must be reported without delay to the Town Clerk.
- 7.7.1 A formal Fraud and Corruption Reporting Procedure has been developed in consultation with Internal Audit that provides guidance on the process to be followed when employees or members of the public report their concerns or suspicions.

## **8.0 Investigation of Fraud and Corruption**

- 8.1 Depending on the nature and the anticipated extent of the allegations, the Town Clerk, Finance Manager and Internal Auditor will normally work closely with management and other agencies, such as the Police, to ensure that all the allegations are properly investigated, reported and where appropriate, maximum recoveries are achieved.
- 8.2 The follow up of any allegation of fraud and corruption received either from a Members, employee or member of the public will be through the agreed procedures of the Fraud and Corruption Reporting and Investigation Procedure, which will ensure that:-
- Concerns are dealt with promptly and consistently
  - All evidence is recorded and the rules of evidence followed
  - Evidence is sound and adequately supported
  - All evidence is securely held
  - Where appropriate the Council's insurers and the police are informed
  - The Council's disciplinary procedures are implemented

## **9.0 Training and Awareness**

- 9.1 Training and awareness is recognised as an essential component of any Anti Fraud and Corruption Policy.
- 9.2 The general success and credibility of the policy will depend largely upon the effectiveness of the Council's learning and development programmes in ensuring that all staff is appropriately trained to undertake their jobs effectively, and also in the awareness of Members and staff to the prevention and detection of fraud and corruption.
- 9.3 This is particularly important for employees involved in internal control systems and especially the internal auditor.
- 9.4 It is the Council's aim to ensure that all staff are supported in their learning and development needs, including the provision of appropriate induction training, access to relevant training opportunities, annual appraisals and the regular review of learning and development needs.
- 9.5 It is also important that all managers and staff are aware of the policy. The policy will be issued to all members of staff, and will also be incorporated into the induction pack for new members of staff. All managers have been briefed on the implications of the policy and any changes to the policy will be reported to the Corporate Development and Audit Task Group

## THE GENERAL PRINCIPLES

### *Selflessness*

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

### *Honesty and Integrity*

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

### *Objectivity*

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

### *Accountability*

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

### *Openness*

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

### *Personal Judgement*

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### *Respect for Others*

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

### *Duty to Uphold the Law*

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### *Stewardship*

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

### *Leadership*

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



# FARNHAM TOWN COUNCIL

# 2

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## WHISTLEBLOWING POLICY

Author: R Potter (Town Clerk)

Information Source: South East Employers: Model policy. This policy incorporates the provisions which are required from the Public Interest Disclosure Act 1998.

### Control Document

Document reference: FTC8006

Version	Status	Date	Details	By whom
1	Draft	16.04.08	First draft	RP

# WHISTLEBLOWING POLICY

(A confidential reporting policy for all employees)

## 1. Introduction

1.1 Farnham Town Council operates within legal requirements and regulations and expects its employees to co-operate in this by adhering to all laws, regulations, policies and procedures. Any employee becoming aware of another employee acting inappropriately is obliged and encouraged to report this activity. This policy also applies to contractors, consultants and agency staff working on the Council's premises.

1.2 The Council is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This document makes it clear that staff can do so without fear of reprisals. This policy is intended to encourage and enable staff to raise concerns within the Council rather than overlooking a problem or blowing the whistle outside. However, employees or others must be able to take matters further if they are dissatisfied with the Council's response.

## 2. Benefits of this Policy

2.1 The Whistleblowing Policy aims to:

- encourage and enable individuals to feel confident in raising concerns and to question and act upon any concerns;
- provide avenues for individuals to raise concerns and receive feedback on any action taken;
- ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied; and
- reassure individuals that they will be protected from reprisals or victimisation for raising concerns in good faith.

## 3. Aims and scope

3.1 This policy applies to all employees and contractors, consultants and agency staff working on the Council's premises.

3.2 These procedures are in addition to the Council's Grievance Procedure which enables employees to lodge a grievance relating to their employment, and the Dignity at Work Policy which includes a procedure for dealing with claims of harassment and bullying.

3.3 The Whistleblowing Policy is intended to cover concerns that fall outside the scope of the Grievance Procedure and the Dignity at Work Policy. These include:

- Conduct which is an offence or a breach of law
- Disclosures related to miscarriages of justice
- Health and Safety risks, including risks to the public as well as other employees
- Damage to the environment
- The unauthorised use of Council funds
- Action that is contrary to the Council's financial procedures or contract regulations
- Possible fraud, corruption or financial irregularity
- Practice which falls below established standards or practice
- Sexual or physical abuse of clients
- Other unethical conduct

3.4 The policy incorporates the provisions that are required from the Public Interest Disclosure Act 1998.

## 4. Supporting the individual to raise a concern

4.1 Harassment or Victimisation: The Council will not tolerate harassment or victimisation and will take action to protect individuals who raise concerns in good faith. This does not mean that if the individual is already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of raising a concern under this policy.

4.2 Confidentiality: Individuals are encouraged to put their name to any allegation. The Council will do its best to protect the individual's identity when they do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the individual raising the concern may be required as part of the evidence.

4.3 Untrue Allegations: Any individual who makes an allegation in good faith, but which is not subsequently confirmed by the investigation, will have no action taken against them. If however, an individual makes malicious or vexatious allegations, disciplinary action may be taken against them.

## 5. How to raise a concern

5.1 When an employee wishes to raise a concern, he or she will need to identify the issues carefully. An employee must be clear about the standards against which he or she is judging practice. They should consider the following:

- Is it illegal?
- Does it contravene professional codes of practice?
- Is it against government guidelines?
- Is it against the Council's guidelines?
- Is it about one individual's behaviour or is it about general working practices?
- Does it contradict what the employee has been taught?
- Has the employee witnessed the incident?
- Did anyone else witness the incident at the same time?

5.2 Employees should raise concerns in the first instance with their immediate manager, if possible. Similarly, non-employees (e.g. agency workers or contractors) should raise a concern in the first instance with their contact within the Council, usually the person to whom they directly report.

5.3 In some cases, the nature or sensitivity of the concern means that this may not always be appropriate. If a person feels they cannot raise their concern with their immediate manager/contact, they are able to go directly to the Town Clerk. They may also do so if, having raised the concern with the immediate manager/contact, they feel there has not been an appropriate response.

5.4 In the event of a concern being of an extreme and potentially serious nature, employees and others may raise the matter directly with the Town Clerk or a member of the Corporate Development Task Group.

5.5 Once an employee is certain that the concern should be raised, the following action should be considered:

- Concerns may be raised verbally or in writing. Employees who wish to make a written report should give the background and history of the concern and the reason why they are particularly concerned about the situation. The earlier concerns are expressed the easier it is to take action.
- If the employee wishes, he or she may ask for a private meeting with the person to whom he or she wishes to make the complaint.

- An employee may take a Trade Union representative or work colleague with them as a witness or for support.
- The employee should take to the meeting, if possible, dated and signed written supporting statements from anyone who can also confirm the allegations.
- When making the complaint verbally, the employee should write down any relevant information and date it. Keep copies of all correspondence and relevant information.
- The employee should ask the person to whom he or she is making the complaint what the next steps will be and if anything more is expected of them.

5.6 Although the individual raising the concern is not expected to prove the truth of an allegation, they will need to demonstrate to the person contacted that there are sufficient grounds for the concern.

## 6. How the Council will respond

6.1 Once a concern is raised, the appropriate Council manager will make initial enquiries, taking advice from the Head of HR if necessary, to help decide if an investigation is appropriate and if so, what form it should take. As soon as possible, and in any case within 10 working days of a concern being raised, the person handling the matter will write to the individual raising the concern acknowledging that it has been raised and indicating how, as far as possible, it will be dealt with. The individual will be kept informed of progress and will receive a full and final response, subject to any legal constraints.

6.2 The Council will take all reasonable steps to minimise any difficulties to employees or others raising concerns and provide advice and support should they be required to give evidence, e.g. at a disciplinary hearing.

## 7. How the matter can be taken further

7.1 This policy is intended to provide individuals with an avenue to raise concerns within the Council. The Council hopes that those using this process will be satisfied with the way their concerns are treated and any investigations that may be carried out. However, if they are not satisfied and feel it is right to take the matter outside the Council, the Head of Town Clerk can provide advice as to other options.

- Alternatively, the following are possible contact points:
- the Audit Commission
- relevant professional bodies or regulatory organisations
- a solicitor
- the Police

7.2 If individuals do take the matter outside the Council, they need to ensure that confidential information is not disclosed.

## 8. Monitoring and review

8.1 The Head of Town Clerk has overall responsibility for the maintenance and operation of this policy and for ensuring it is regularly reviewed. A record of all concerns raised and the outcomes (in a form which respects the individual's confidentiality) will be kept.



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## DIGNITY AT WORK POLICY

Author: R Potter (Town Clerk)

Information Source: South East Employers: Oxford County Council, Society of Local Council Clerks

**Control Document**

**Document reference: FTC8011**

Version	Status	Date	Details	By whom
1	Draft	22.04.08	First draft	RP



# DIGNITY AT WORK POLICY

## Purpose

1. Farnham Town Council is committed to the provision of a healthy, safe and productive working environment for all its employees, prospective employees and others working in, or visiting its buildings.

Farnham Town Council will not tolerate bullying, harassment, threat or intimidation by, or of, any employees, officials, contractors, visitors to the council or members of the public.

Farnham Town Council is committed to the elimination of any form of intimidation in the workplace.

2. Every employee is required to;

- treat colleagues and customers with dignity and respect
- be aware of the effect that their own behaviour can have on others
- dress appropriately for the workplace
- support colleagues if they experience bullying, harassment or singling out
- inform the Town Clerk or union representative if they are aware of an incident
- set a positive example to new colleagues
- consider their language and attitudes and think before making personal comments to or about others

3. Everyone should be treated with dignity and respect at work and encouraged to meet their full potential. This cannot be achieved if bullying, harassment, threat or intimidation is accepted in the workplace and such behaviour will not be tolerated. Stress, loss of self-confidence and self-esteem caused by bullying or harassment, can lead to job insecurity, illness, absence from work and even resignation. Almost always, job performance is affected and relations in the work place suffer.

4. This policy applies to all forms of bullying and harassment.

## Legislative Background

5. Bullying: There is currently no standard legal definition of bullying, however bullying is offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of, intimidating, belittling and humiliating the recipient, leading to loss of self-esteem for the victim and ultimately the self-questioning of their worth, both in the workplace and society as a whole.

Harassment: The legal definition of harassment as applied to sexual orientation, religion or belief and race and ethnic and national origin is ***'unwanted conduct which has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment'***.

Harassment is unwanted conduct that intentionally or unintentionally violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive working environment for them. Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it recurs once it has been made clear that it is regarded by the victim as offensive. However, just one incident may constitute harassment if it is sufficiently serious. As harassment can occur on a variety of grounds, anyone perceived to be different is at risk.

This definition has been adopted by the Town Council as part of the Equality Policy. 'Bullying and harassment' are terms which are used interchangeably by most people and cover a range of behaviours which undermine the right of others to be treated with dignity at work. There are specific

forms of bullying which may constitute offences under discrimination legislation. These relate to bullying, harassment or singling out because of;

- race, colour, nationality, ethnicity or national origins
- sex
- disability
- sexual orientation
- religion or belief
- the intention to undergo, be undergoing or have undergone gender reassignment.

6. In addition bullying or harassment because of age or other personal characteristics is equally unacceptable. Certain types of harassment such as stalking are covered in criminal law by the Protection from Harassment Act 1997 and the Criminal Justice and Public Order Act 1994.

## Relationship to the Council's Code of Conduct and the National Code of Local Government Conduct

7. The Council's Code of Conduct sets out the general standards of behaviour expected of employees. Both this Code of Conduct, the Council's Constitution and the National Code of Local Government Conduct for elected Members state that mutual respect between employees and councillors is essential to good local government.

## Disciplinary Procedure

8. Bullying or harassment is a disciplinary offence. The Council's Disciplinary Procedure cites harassment and other offences against human dignity, assault and threatening behaviour at work as examples of behaviour which may constitute misconduct or gross misconduct.

9. Everyone should be able to work without the fear of mischievous or malicious complaints or allegations and anyone found to be making these will be subject to the disciplinary procedure.

## Bullying or harassment of one employee by another

10. Bullying or harassment of one or more employee by another, or others, can take a number of forms. It is not always face to face but can involve written material, e.g. emails, telephone, text and it may occur on or off work premises, during work hours or non work hours.

The following are examples of behaviour which the Council considers unacceptable:

- physical aggression or intimidation
- practical jokes which embarrass or humiliate
- verbal abuse, including personal insults, inappropriate stereotyping, offensive comments, taunts, threats, malicious gossip, rumours or innuendo
- abuse of an individual's right to personal privacy, for example intrusion into another employee's personal property or into their private life (this may also be a breach of the Data Protection Act 1998)
- deliberate exclusion of an employee from normal social or professional contact at the workplace
- deliberately and or constant undermining of a competent worker by overloading work and / or criticism.
- unwelcome sexual advances – assault, touching, standing too close, the display of offensive materials

## Bullying or harassment of employees by their manager

11. In order to carry out their role it is necessary for managers to;

- issue instructions to employees
- set work-related targets and objectives with the employee and monitor their achievement
- set standards of workplace performance and behaviour for their employees and monitor compliance with these
- manage performance including addressing poor performance or unacceptable behaviour on the part of employees, using the disciplinary procedure where appropriate.

12. These managerial functions should be carried out in a professional manner which does not undermine the dignity of employees.

13. Managers are expected to work within a framework of any corporate defined Management Behaviours; in addition, they must comply with their responsibilities under the Council's policies/schemes. E.g. the Appraisal Scheme sets out a manager's responsibility for the regular review and development of their employees.

14. The following are examples of unacceptable behaviour by managers, over and above those already mentioned in paragraph 5, which may constitute bullying or harassment;

- humiliation, for example reprimanding an employee in front of others
- singling out an employee, for example for unjustified criticism
- intimidation, for example aggressive behaviour or threats directed at an employee
- the persistent placing of excessive demands on employees, setting of unrealistic work targets or objectives, or the changing of targets or objectives without good reason
- instructions or requests to employees to perform inappropriate tasks which are outside the remit of the job, for example personal errands.

## Responsibilities of employees

15. It is the responsibility of all employees to maintain appropriate standards of behaviour in the workplace and to ensure that they do not contribute to the creation of a working environment in which bullying or harassment is condoned or encouraged.

16. Employees should challenge bullying or harassment on the part of others where appropriate and should report any incident of bullying or harassment to their line manager or the Town Clerk.

## Responsibilities of managers

17. It is the responsibility of all managers to prevent harassment and bullying wherever possible and to take appropriate action against such behaviour when necessary. In particular, managers must;

- be alert to the possibility of bullying or harassment occurring
- correct any behaviour which could be seen as contrary to this policy and remind employees of the policy when appropriate
- ensure that this policy is communicated to newly appointed employees during their induction and is reinforced at regular intervals in routine section meetings, briefings etc
- provide a supportive framework for any employee with a complaint of bullying or harassment
- take prompt action to deal with bullying or harassment as soon as it is identified, including disciplinary action where appropriate
- keep records of any incidents of harassment or bullying reported or observed.
- treat all cases of harassment or bullying with appropriate confidentiality but consult the Town Clerk for advice where appropriate. Given the severity of the effects of bullying and

harassment and the need to eradicate it, in some cases it may be appropriate to continue with an investigation or disciplinary process even when an allegation is withdrawn by an employee.

## Contact points for employees

18. The Council aims to provide a wide range of initial contact points for employees who wish to discuss an issue relating to bullying or harassment. Employees should contact one of the following people in the first instance;

- their line manager
- the Town Clerk
- their trade union representative
- the Occupational Health Service
- the Chairman of the Corporate Development and Audit Task Group

## Procedure for dealing with cases of bullying or harassment – informal

19. Employees who wish to raise a bullying or harassment issue informally should approach their line manager or the Town Clerk.

20. It can be helpful to keep a diary of all incidents – records of dates, times, any witnesses etc.

21. In minor or isolated cases of bullying or harassment, it may be possible and desirable for the issue to be settled informally and confidentially between the parties themselves; for example by one employee asking another to refrain from a particular type of intimidating behaviour and by the manager monitoring that there is no reoccurrence. If an employee finds it difficult to tell the person directly, this can be done by another person, e.g. colleague, trade union official or Town Clerk.

## Procedure for dealing with cases of harassment or bullying – formal

22. If this approach fails or if a more serious form of harassment or bullying is involved, the employee should bring the situation formally to the attention of their line manager.

23. An employee who feels that they are being bullied or harassed by their line manager should bring the situation to the attention of the Town Clerk.

24. The employee may, if they prefer, ask a colleague, trade union representative to raise the matter with an appropriate manager on their behalf.

25. The manager to whom the incident is reported should arrange for an immediate and thorough investigation, and then take appropriate action. Managers should seek advice from the Town Clerk on whether formal disciplinary action is appropriate and whether the alleged bullying or harassment is based on discrimination relating to particular personal characteristics.

26. The manager should take steps to ensure confidentiality and fairness to both parties. It is particularly important that no-one should be victimised as a result of making a complaint or being the subject of a complaint of bullying or harassment.

## Bullying or harassment by elected Members

28. Elected Members are expected to treat Council employees with respect and dignity. An employee with a complaint of bullying or harassment against an elected Member should discuss this with the Town Clerk. The Town Clerk may then address the individual Member and/or Party Group Leader is responsible for informing the Monitoring Officer if the Party Group Leader becomes

involved. In this event, the employee would be fully supported and kept informed of the progress and outcome of their complaint.

## **Bullying or harassment by members of the public**

29. The procedure for dealing with cases where an employee is bullied, harassed, threatened or intimidated by a member of the public (including users and clients of Council services) is included in the Council's Policy Statement on Violence to Employees at Work. This covers any incident in which an employee is verbally abused, threatened or attacked by a member of the public in the course of their employment.

## **Counselling and support**

30. Counselling and support for both the person raising a concern about bullying and harassment and the alleged perpetrator is available through the Occupational Health Service. Unions may also be able to offer support.

## **If a complaint is not resolved**

31. If an employee is not satisfied that a complaint has been dealt with speedily and effectively then she/he should use the Council's Complaints or Grievance Procedure.

### **Related Policies**

- \_ Officer's Code of Conduct
- \_ Disciplinary Procedure
- \_ Equality Policy
- \_ National Code of Local Government Conduct
- \_ Grievance Procedure

## **Sources of Information and advice**

'Bullying and Harassment at Work: Guidance for Employees' and 'Bullying and Harassment at Work: A Guide for Managers and Employers'

[www.acas.org.uk](http://www.acas.org.uk)

Tel: 08457 474747

Commission for Racial Equality (CRE)

Tel: 020 79390000

[www.cre.gov.uk](http://www.cre.gov.uk)

Disability Rights Commission

Tel: 08457 622633

[www.drc.org.uk](http://www.drc.org.uk)

Equal Opportunities Commission

Tel: 08456 015901

[www.eoc.org.uk](http://www.eoc.org.uk)

Head of Human Resources November 2004



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## EQUALITIES POLICY

Author: R Potter (Town Clerk)

Information Source: South East Employers: Reigate & Banstead Borough Council Corporate, Oxford County Council

### Control Document

Document reference: FTC8012

Version	Status	Date	Details	By whom
1	Draft	22.04.08	First draft	RP

# EQUALITIES POLICY

## 1.0 Introduction

1.1 Farnham Town Council recognises the importance of fair treatment and equal access to local government services and employment.

1.2 The Council has formally adopted the principles within the 'Equality Standard for Local Government' developed jointly by the Commission for Racial Equality, the Disability Rights Commission, the Equal Opportunities Commission and the Employers Organisation for Local Government. The Council's approach to equalities is all embracing and designed to prevent discrimination on any grounds.

## 2.0 Definition of the policy area

2.1 The policy applies in respect of all strands of equality:

- Ethnicity, race, colour
- Gender
- Sexual orientation
- Marital Status
- HIV & Aids Status
- Disability
- Age
- Religious belief

2.2 The policy applies to all aspects of the Council's functions:

- The provision of direct services
- The commissioning and procurement of goods and services
- The recruitment, employment, training and development of staff
- The Councils community involvement
- Grant making
- Consultation with local people and in our partnerships with other organisations
- The Councils exercise of statutory powers and responsibilities.

2.3 The policy applies at all levels in the Council, including individual levels.

2.4 Appendix 1 provides a glossary of terminology.

## 3.0 Purpose of the policy

3.1 Farnham Town Council is committed to fulfilling its role as an employer, service provider, purchaser of goods or services and community leader without discrimination in terms of colour, race, creed, gender; sexual orientation; marital status; HIV and Aids status; disability; age; religious belief or any other status.

3.2 All Members, employees and agents of the Council must seek to eliminate discrimination and promote equality and good relations within all communities.

## 4.0 Aims of the policy

### 4.1 The Council aims to:

4.1.1 Eliminate all forms of discrimination and harassment which are under the control and influence of Farnham Town Council.

4.1.2 Promote equality of opportunity, good relations between people of different races and groups and encourage a sense of community cohesion.

4.1.3 Recognise and value the differences between the council and the community.

4.1.4 Comply with all our legal requirements and adhere to our responsibilities of providing community leadership.

4.1.5 Exercise community leadership role.

### 4.2 This policy aims to have the following desirable outcomes:

4.2.1 Services that are accessible by all members of the Farnham community.

4.2.2 Provision of information about Council services which is accessible by all members of the Farnham community.

4.2.3 Employment opportunities that are open to all applicants.

4.2.4 Training and development opportunities open to all employees.

4.2.5 Pay and conditions of services that are fairly applied to all employees.

4.2.6 Members and employees who are aware of their general and specific duties to equality in undertaking their duties within the Council.

4.2.7 Agencies who carry out work on behalf of the Council can demonstrate a commitment to promote equal opportunity to all customers.

## 5.0 Statutory Obligations

5.1 In formulating new or amending existing policies, practices, strategic plans and service plans and in employment and service development the Council will take into account its responsibilities within the following statutory obligations. Please see the detailed definitions in Appendix 2.

### 5.1.1 Race

Race Relations Act 1976

Race Relations (Amendment) Act 2000

Race Relations Act 1976 (Amendment) Regulations 2003

### 5.1.2 Disability

Disability Discrimination Act 1995

Disability Rights Commission Act 1999

Disability Discrimination Act 2005



### 5.1.3 Gender

Equal Pay Act 1970 (as amended)  
Sex Discrimination Act 1975 (as amended)  
Equal Pay (Amendment) Regulations 1983  
Sex Discrimination Act 1986  
Sex Discrimination (Gender Reassignment) Regulations 1999  
Sex Discrimination (Indirect Discrimination and Burden of Proof) Regulations 2001

### 5.1.4 Faith

The Employment Equality (Religion & Belief) Regulations 2003

### 5.1.5 Sexual Orientation

The Employment Equality (Sexual Orientation) Regulations 2003

### 5.1.6 General

Equality Act 2006  
Protection from Harassment Act 1997  
Human Rights Act 1998  
Freedom of Information Act 2000  
Crime and Disorder Act 1998  
Criminal Justice and Public Order Act 1994  
Criminal Justice and Policy Act 2001  
The Anti-terrorism, Crime and Security Act 2001

## 6.0 Roles and responsibilities

6.1 The following have specific responsibilities:

### 6.1.1 Council

Has the direct responsibility to review and revise procedures and monitoring methods to ensure equality of opportunity and the effectiveness of the Council's Equalities Policy and associated Equalities Policies.

### 6.1.2 Members

To support the policy in principle and practice, ensuring that Council's services are available to all members of the Community and setting a good example by treating all clients/customers, employees and workers with dignity and respect.

### 6.1.3 Town Clerk

To ensure that the Equalities policy is implemented and that management observes its responsibilities and that their behaviour towards clients/customers, employees and workers does not involve any form of harassment or discrimination, including considering how to work in partnership with other council's and agencies to promote equalities.

### 6.1.4 Senior Management/Line Managers

Have responsibility for ensuring that staff operate the policy, that the services they provided are available to all members of the community in accordance with this policy, and that they observe their responsibilities so that their behaviour is of the highest standard.

Managers also have a responsibility to:

- Set a good example by treating all clients/customers of the Council and employees with dignity and respect and ensuring their services are accessible by all members of the Farnham community;
- Be alert to, and correct, unacceptable behaviour within the work areas for which they are responsible;
- Ensure that all staff and workers are aware of the Council's Equality Policy and that they know how to raise any issues;
- Deal with any complaints or allegations which come to their attention appropriately, effectively and confidentially and guide officers if they (the Managers) witness unacceptable behaviour by explaining politely but firmly to them that such behaviour is unacceptable;
- Ensure that they consider the equality implications of any policies and procedures for which they are responsible.

#### 6.1.5 Employees

It is the responsibility of all employees within the Council, whatever their level or status, to ensure that:

- They help ensure that services and information provided to all members of the Farnham community are accessible;
- They understand the Equalities Policy and what it requires;
- They ensure their own conduct does not discriminate, cause offence or misunderstanding.

## 7.0 References

The Equality Standard for Local Government – The Employers Organisation for Local Government  
October 2001

Statutory Code of Practice on the Promotion of Race Equality – Commission for Racial Equality  
August 2002

## Appendix 1 – Definitions for the purpose of this Policy/Related Policies

### HARASSMENT

Harassment is unwanted conduct that intentionally or unintentionally violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive working environment for them. Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it recurs once it has been made clear that it is regarded by the victim as offensive. However, just one incident may constitute harassment if it is sufficiently serious. As harassment can occur on a variety of grounds, anyone perceived to be different is at risk.

### BULLYING

Bullying is offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of, intimidating, belittling and humiliating the recipient, leading to loss of self-esteem for the victim and ultimately the self-questioning of their worth, both in the workplace and society as a whole'.<sup>1</sup>

### VICTIMISATION

Victimisation can be defined as treating a person less favourably than others would be in the same circumstances because that person has made a complaint or allegations of discrimination, harassment, victimisation or bullying or has acted as a witness or informant in these proceedings or has in any other way been involved in the matter.

### INSTITUTIONAL DISCRIMINATION

Can be described as the collective failure of an organisation to provide an effective and professional service to people because of their colour, culture, or ethnic origin, nationality, religious belief, gender, disability sexuality, age or other status. It can be seen or detected in process, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, and thoughtlessness and stereotyping, which disadvantages people.

### DISCRIMINATION

There are two types of discrimination – direct and indirect. (Source - Consult GEE Local Government Human Resources)

#### Direct Discrimination

Direct discrimination occurs when on the grounds of gender, religion or belief, sexual orientation, race or age, a person treats an individual less favourably than he or she treats or would treat other persons. Also included under legislation is perceived religion or belief, sexual orientation, etc. Protection is not limited to circumstances where the less favourable treatment is due to the gender, religion or belief, sexual orientation, race disability or age of the victim but also includes the gender, religion or belief, sexual orientation, race, disability or age of others. For example, if someone was told to discriminate against customers on the grounds of their sexual orientation, they refused and were then dismissed; they could claim discrimination under the current legislation.

#### Indirect Discrimination

Indirect discrimination occurs where an apparently neutral provision, criterion or practice would put persons having a particular religion or belief, disability, age or sexual orientation at a disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary. For example, work that requires unsocial hours or a requirement to work full time may work against women with child care commitments, unless objectively necessary.

## Appendix 2 – Statutory Obligations

### RACE RELATIONS ACT 1976

It is unlawful for councils, in carrying out their functions, to discriminate directly or indirectly on the grounds of colour, race, ethnic or national origin. Councils must also have due regard for the need to eliminate unlawful discrimination and promote equality of opportunity and good relations between persons of different racial groups.

### RACE RELATIONS 1976 (STATUTORY DUTIES) ORDER 2001

Councils must publish a Race Equality Scheme and monitor recruitment, promotion, grievance and disciplinary procedures, employment termination and training by reference to racial groups to which staff and job applicants belong.

### RACE RELATIONS ACT 1976 (AMENDMENT) REGULATIONS 2003

Contains a new definition of harassment and indirect discrimination and provides for equal treatment between persons in employment, social protection, social advantage, education and access to goods and services, including the provision of housing.

### EQUAL PAY ACT 1970

Prevents discrimination between men and women in terms of their employment, including their pay.

### SEX DISCRIMINATION ACT 1975

Makes it illegal to discriminate directly or indirectly against men or women in selection for appointment, promotion or training.

### SEX DISCRIMINATION AMENDMENT ACT 1999

Makes it illegal to discriminate against a person who is undergoing a gender reassignment in terms of their employment and training.

### DISABILITY DISCRIMINATION ACT 1995

Makes it illegal to discriminate against disabled people in employment, in the provision of services and goods and in buying or renting land or property. Since October 2004, service providers must make reasonable adjustments to the physical features of their services under Part IV of the Disability Discrimination Act 1995.

### DISABILITY DISCRIMINATION ACT 2005

The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005 so that it now places a duty on all public authorities, when carrying out their functions, to have due regard to the need to:

- promote equality of opportunity between disabled persons and other persons
- eliminate discrimination that is unlawful under the Act
- eliminate harassment of disabled persons that is related to their disabilities
- promote positive attitudes towards disabled persons
- encourage participation by disabled persons in public life; and
- take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

### THE EMPLOYMENT EQUALITY (RELIGION AND BELIEF) REGULATIONS 2003

Provide protection under the law on the grounds of religion and belief in terms of employment and training opportunities. The term religion is likely to cover, any religion, including "fringe" religions and membership of cults.

## **THE EMPLOYMENT EQUALITY (SEXUAL ORIENTATION) REGULATIONS 2003**

Provide protection under the law on the grounds of sexual orientation also in terms of employment and training. Sexual orientation is defined as an orientation towards persons of the same sex, the opposite sex, or the same and opposite sex. A claim can be brought also on the grounds of perceived or assumed sexual orientation.

## **EQUALITY ACT 2006 (Due to come into force 1st April 2007)**

Will establish a commission for equality and human rights (CEHR); introduce provisions prohibiting religious discrimination in goods, facilities and services and subsequent will include sexual orientation too; and will include a new public sector duty related to sex equality (gender equality goals and schemes).

## **PROTECTION FROM HARASSMENT ACT 1997**

Created a criminal offence of harassment.

## **THE CRIMINAL JUSTICE AND PUBLIC ORDER ACT 1994**

Introduced greater penalties for certain "anti-social" behaviours.

## **THE ANTI-TERRORISM, CRIME AND SECURITY ACT 2001**

Cites religiously aggravated harassment as a criminal offence

## EQUALITIES SCHEMES

The aim is to develop Equality Schemes which will meet the Council's specific requirements to:

- Assess those functions and policies that are relevant to the general duties;
- Assess and consult on any policies that are likely to have an adverse impact on promoting equality;
- Monitor policies for any adverse impact on promotion of equalities;
- Publish the results of any assessment, consultation and monitoring;
- Make sure that all communities have access to information and services provided by the Council;
- Train employees and members on promoting equality in their work under the general and specific duties.

## RACE EQUALITY SCHEME

The Race Relations (Amendments) Act 2000 imposes a general duty on all local councils to promote race equality in all their functions. Under the general duty, the Council must eliminate unlawful racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups.

## DISABILITY EQUALITY SCHEME

The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005 so that it now places a duty on all public authorities, when carrying out their functions, to have due regard to the need to:

- promote equality of opportunity between disabled persons and other persons
- eliminate discrimination that is unlawful under the Act
- eliminate harassment of disabled persons that is related to their disabilities
- promote positive attitudes towards disabled persons
- encourage participation by disabled persons in public life; and
- take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

## GENDER EQUALITY SCHEME

From April 2007, all public authorities will have a general duty which will require, as employers and service providers, to have due regard to

- The need to eliminate unlawful discrimination and harassment
- And to promote equality of opportunity between women and men

Underpinning this general duty will be a set of specific duties to guide listed public authorities in complying with the overall general duty. These specific duties will be similar to those outlined within the Disability Discrimination Act 2005.

# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2007 To 2008

# ANNEX 3 (1)

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b>Bus Shelters</b>									
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Medium High	6	To create project plan for the regular inspection and cleaning of all assets. To ensure that all assets are recorded on the Councils Asset Register	K Tait	01/03/2008	<input type="checkbox"/>
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Medium Medium	4	To create a project plan for the regular inspection and cleaning of all assets. To ensure that all assets are recorded on the Councils Asset Register	K Tait	30/06/2008	<input type="checkbox"/>
<b>Cemeteries/Churchyards</b>									
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Medium High	6	Programme of Health and Safety Inspections of all cemeteries commenced Nov 2007. Cemeteries Buildings Working Group reviewing status and repairs for buildings. Town Clerk reviewing path renewal programme	Town Clerk	01/01/2008	<input type="checkbox"/>
444	Physical	Maintenance of buildings	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed	High High	9	Programme of Health and Safety Inspections of all cemeteries commenced Nov 2007. Cemeteries Buildings Working Group reviewing status and repairs for buildings. Town Clerk reviewing path renewal programme	Town Clerk	01/01/2008	<input type="checkbox"/>



# LCRS 7. Action Plan

Farnham Town Council  
Assessment for year 2007 To 2008

## ANNEX 3 (1)

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
72	Physical	Headstones/kerbstones safety survey	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover in place.	High Medium	6	Health and Safety Inspections started in Nov 07 due to complete Jan10.	W Coulter / K Tait	01/11/2007	<input type="checkbox"/>
70	Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Ensure adequate insurance cover held. Define responsibility in job descriptions etc.	Medium High	6	Training Needs Assessment to be undertaken by South east Employers	Town Clerk / South East Employers	01/08/2008	<input type="checkbox"/>
<b>Computing</b>									
0	Physical	Information Technology Policy	Completion of IT Strategy and associated policies, E-mail etc	Medium Medium	4	To be completed in May 08	Town Clerk	30/05/2008	<input type="checkbox"/>



# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2007 To 2008

# ANNEX 3 (1)

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b>Employment of Staff</b>									
0	<b>Administration/ Legal</b>	Staff Appraisal System	Introduction of Staff Appraisal System	<b>Medium</b> <b>Medium</b>	4	Initial staff appraisal system adopted. To be reviewed by South East Employers after Job Evaluation and Training Needs Analysis	Town Clerk / South East Employers	01/10/2007	<input type="checkbox"/>
0	<b>Administration/ Legal</b>	Discipline & Grievance Procedures	Establish Discipline and Grievance procedure	<b>Medium</b> <b>High</b>	6	Review and write associated policies on Discipline and Grievance procedures	Town Clerk	30/04/2008	<input type="checkbox"/>
363	<b>Professional</b>	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	<b>Medium</b> <b>High</b>	6	Initial staff appraisal system adopted. To be reviewed by South East Employers after Job Evaluation and Training Needs Analysis	Town Clerk / South East Employers	01/07/2008	<input type="checkbox"/>
352	<b>Professional</b>	Attacks on Personnel	Ensure that an effective security sytem is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	<b>Medium</b> <b>High</b>	6	Due to transfer of responsibility for the management the locality Office all procedures to be reviewed on trabsfer	Town Clerk	30/09/2008	<input type="checkbox"/>
358	<b>Professional</b>	Loss of key staff	Ensure procedures for key functions are documented.	<b>Medium</b> <b>High</b>	6	All procedures to be reviewed and documented in the Summer of 08	Town Clerk	01/07/2008	<input type="checkbox"/>

## Entertainment and the arts

# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2007 To 2008

# ANNEX 3 (1)

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
169	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Medium Medium	4	Review all Risk Assesments as part of project management of events	All Staff	01/11/2007	<input type="checkbox"/>
429	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Review all Risk Assesments as part of project management of events	All Staff	01/11/2007	<input type="checkbox"/>
179	Physical	Security of exhibits	Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.	Medium High	6	Review all Risk Assesments as part of project management of events	All Staff	01/11/2007	<input type="checkbox"/>
0	Vetting of Volunteers	Vetting of Volunteers	Consder CRB clearance for all colunteers	Medium High	6	All Council staffa and Elected members to be subject of CRB Checking, volunteers to be CRB cleared by local organisation.	Town Clerk	20/03/2007	<input type="checkbox"/>
<b>Financial Management</b>									
0	Administration/ Legal	Anti Fraud Policy	Implement Anti Fraud and Corruption Policy	Medium High	6	Write Anti Fraud and Corruption Policy and liaise with Internal Auditor to establish procedures	Town Clerk / Internal Auditor	30/05/2008	<input type="checkbox"/>
0	Administration/ Legal	Buisness Continuity Strategy	establish Buisness continuity strategy and co-ordinate with Councils' Emergency Planning Procedures	Medium High	6	Strategy to be developed	Town Clerk	30/05/2008	<input type="checkbox"/>



# LCRS 7. Action Plan

Farnham Town Council  
Assessment for year 2007 To 2008

## ANNEX 3 (1)

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Financial	Investment Policy		Medium Medium	4	To liaise with HSBC to review the Council's Investment Strategy. Develop a Investment Poicy	Town Clerk / HSBC	30/06/2008	<input type="checkbox"/>
<b>Gifts</b>									
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Medium Medium	4	Establish a procedure for a regular review of members Interests and gifts	W Coulter	01/02/2008	<input type="checkbox"/>
<b>Land</b>									
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Medium High	6	Arrange Transfer of all original documents to Council solicitors	Town Clerk	01/07/2008	<input type="checkbox"/>
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Medium High	6	Review of staffing for new post for Financila and Asset management in liaison with Grouds and Outside Services Manager	Town Clerk / K Tait	30/09/2008	<input type="checkbox"/>

### Local functions

# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2007 To 2008

# ANNEX 3 (1)

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Administration/ Legal	Equal Opportunities Policy		Medium Medium	4	Policy to be reviewed and adopted by Council, in June 08	Town Clerk	30/05/2008	<input type="checkbox"/>
<b>Provision of Office Accommodation</b>									
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Medium High	6	Review of Office Accommodation and transfer of delegated management responsibility to the Town Council	Town Clerk	30/09/2008	<input type="checkbox"/>
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Medium Medium	4	Review of Office Accommodation and transfer of delegated management responsibility to the Town Council	Town Clerk	30/09/2008	<input type="checkbox"/>
<b>Shelters &amp; Seats</b>									
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.	Medium Medium	4	To create project plan for the regular inspection and cleaning of all assets. To ensure that all assets are recorded on the Councils Asset Register	K Tait	01/03/2008	<input type="checkbox"/>
<b>War Memorials</b>									
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium High	6	To create project plan for the regular inspection and cleaning of all assets. To ensure that all assets are recorded on the Councils Asset Register	K Tait	01/03/2008	<input type="checkbox"/>
<b>Web Sites</b>									

# LCRS 7. Action Plan

Farnham Town Council  
Assessment for year 2007 To 2008

## ANNEX 3 (1)

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Medium Medium	4	Regular monitoring by Council Staff and Web Site Provider	Town Clerk	01/02/2008	<input type="checkbox"/>
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Medium Medium	4	Retain services of Wise Tiger	Town Clerk	01/02/2008	<input type="checkbox"/>

Submitted to council: \_\_\_\_\_

No of issues listed: 29

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Cllr Carole Cockburn

Signed by responsible Finance officer - Roland Potter

How to complete:

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action point no. - the rank position of the risk, used to prioritise the risk.



# LCRS 6. Overall Summary

## Farnham Town Council Assessment for year 2007 To 2008

## ANNEX 3 (2)

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	20	2.0	0	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters	6	5	3.4	2	<input type="text"/>
Bye Laws	Power to make bye-laws in regard to Cycle Parks Baths and Washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	1	0		0	<input type="text"/>
Cemeteries/Churchyards	Power to provide	18	18	3.3	4	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	1	1	3.0	0	<input type="text"/>
Computing	Power to facilitate discharge of any function	4	4	2.5	1	<input type="text"/>
Council Meetings		4	4	2.3	0	<input type="text"/>
Council Property and Document	Duty to disclose documents and to adopt publication scheme	4	4	3.0	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures	10	5	2.8	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	1	1	3.0	0	<input type="text"/>
Employment of Staff	Duty to Appoint	9	9	4.3	5	<input type="text"/>
Entertainment and the arts	Provision of entertainment and support of the arts	21	15	3.4	4	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	15	15	3.1	3	<input type="text"/>
Gifts	Power to accept	1	1	4.0	1	<input type="text"/>
Investments	Power to participate in schemes of collective investment	4	4	2.8	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	13	13	2.6	2	<input type="text"/>
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	7	6	2.2	0	<input type="text"/>
Local functions	N/a - Local group to cover any risks not listed in other groups	3	3	3.0	1	<input type="text"/>
Markets	Power to provide	18	17	2.1	0	<input type="text"/>

# LCRS 6. Overall Summary

## Farnham Town Council Assessment for year 2007 To 2008

## ANNEX 3 (2)

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Meetings of the Council	Duty to meet	5	5	2.2	0	<input type="text"/>
Newsletters	Power to provide from 'free resource'	7	5	2.6	0	<input type="text"/>
Planning & Development Contr	Rights of consultation	1	1	2.0	0	<input type="text"/>
Provision of Office Accommod	Power to provide	5	5	3.4	2	<input type="text"/>
Provision of Website/Internet A	Power to provide from 'free resource'	2	2	3.0	0	<input type="text"/>
Shelters & Seats	Power to provide	3	3	2.7	1	<input type="text"/>
Tourism	Power to contribute to organisations encouraging tourism	2	2	1.5	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	3	1	1.0	0	<input type="text"/>
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	3.3	1	<input type="text"/>
Web Sites	Power to maintain	19	17	2.5	2	<input type="text"/>
Overall totals/scores		210	189	2.8	29	

### How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.

Completed by:

Date:

Position:

# LCRS 5. Risks for

## Allotments

**Your Duty** = Powers to provide allotments  
**Requirement** = To ensure that the council is fully protected against  
**Aim** = Annual insurance review.

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.		Annually	Low	High	3	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.		Annually	Low	Low	1	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.		Annually	Low	Medium	2	
219	Contractor	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.		Annually	Low	Low	1	
215	Environmental	Build up of non-compostable rubbish	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.		Quarterly	Low	Medium	2	
214	Environmental	Untidy Plots	Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liase where appropriate with allotment society.		Quarterly	Low	Low	1	
311	Environmental	Vandalism of sites	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.		Quarterly	Low	Medium	2	



# LCRS 5. Risks for

## Allotments

**Your Duty** = Powers to provide allotments  
**Requirement** = To control and minimize impact  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditons of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems		Annually	Low	Low	1	
53	Environmental	Dumping/Hazardous substances	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.		Quarterly	Low	High	3	
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.		Annually	Low	Low	1	
301	Environmental	Loss / Damage to water supply	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.		As and when	Low	Medium	2	
448	Environmental	Vandalism	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.		As and when	Low	High	3	
447	Financial	Failure to review rents & charges	Review allotment rents and charges annually as an integral part of the annual budget process.		Annually	Low	Medium	2	

# LCRS 5. Risks for

## Allotments

**Your Duty** = Powers to provide allotments

**Requirement** = To ensure that all income due to the council is properly

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
449	Financial	Failure to collect rents & charges	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements Maintain allotment register. Follow defined procedure for ourstanding debt. Enforce conditions of tenancy agreement. Provide for periodical reconciliation to allotment register and financial report to council.		Quarterly	Low	Medium	2	
59	Physical	Maintenance of council owned equipment	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.		Annually	Low	Medium	2	
58	Physical	Uncontrolled equipment.	Enforce provisions of of tenancy agreement. Review position by regular visits to sites. Liaise with allotment society.		Quarterly	Low	High	3	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.		As and when	Low	Low	1	
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets.		Annually	Low	High	3	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.		Annually	Low	High	3	
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.		Monthly	Low	Low	1	

# LCRS 5. Risks for

## Allotments

**Your Duty** = Powers to provide allotments  
**Requirement** = To control and minimize empty allotments  
**Aim** = To follow lettings policy.

# ANNEX 3 (3)

Scoring note:  
 Low = 1,  
 Medium = 2  
 and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
Completed by:				Date:		Position:		No of risks scored	
								20	
								Average score:	
								2.0	

# LCRS 5. Risks for

## Bus Shelters

**Your Duty** = Power to provide and maintain shelters  
**Requirement** = To ensure that the council has adequate insurance cover  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
97	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.		Annually	Low	High	3		
115	Environmental	Design & Position	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited.		As and when	Low	Low	1		
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.		Quarterly	Medium	Medium	4	Yes	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.		Quarterly	Medium	High	6	Yes	
95	Financial	Failure to collect Advertising Income	Ensure that proper financial controls are in place to provide for prompt billing and collection of all income due. Follow defined procedure for outstanding debt.		Annually	N/A	N/A			
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.		Quarterly	Low	High	3		
<b>Completed by:</b>				<b>Date:</b>		<b>Position:</b>		No of risks scored	5	Average score: 3.4

# LCRS 5. Risks for

## Bye Laws

**Your Duty** = Power to make bye-laws in regard to  
**Requirement** = Need to maintain a comprehensive register of all byelaws  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1,  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
105	Physical	Failure to maintain register	Ensure that the register is up to date and properly maintained.		Annually	N/A	N/A		
Completed by:				Date:		Position:		No of risks scored	Average score:
								0	

# LCRS 5. Risks for

## Cemeteries/Churchyards

**Your Duty** = Power to provide  
**Requirement** = To minimize the impact of dog fouling.  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
63	Environmental	Dog fouling	Consider banning dogs from cemeteries Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.		Quarterly	Low	Medium	2	
67	Environmental	Maintenance of Cemetery including grasscutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.		Annually	Low	High	3	
69	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.		Monthly	Low	Medium	2	
75	Financial	Failure to collect charges	Define responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for issue of reminders for unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off of any bad debts.		Annually	Low	High	3	
71	Financial	Failure to review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.		Annually	Low	Medium	2	

# LCRS 5. Risks for

## Cemeteries/Churchyards

**Your Duty** = Power to provide  
**Requirement** = To minimise risk of loss.  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
55	Financial	Failure to bank income	Define responsibility for prompt banking of income received. Provide for regular statement of income to council/committee Provide for internal audit testing of income banked against underlying records		Annually	Low	High	3	
73	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Bar burning of rubbish/cemetery waste.		Annually	Low	High	3	
64	Physical	Control of hazardous substances including certification for use etc.	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.		Annually	Low	High	3	
70	Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Ensure adequate insurance cover held. Define responsibility in job descriptions etc.		Annually	Medium	High	6	Yes

# LCRS 5. Risks for

## Cemeteries/Churchyards

**Your Duty** = Power to provide  
**Requirement** = Effective stock control.  
**Aim** =

# ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					Your action required (> 3)
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
0	Physical	Loss arising from theft/misappropriation	Determine responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.		Annually	Low	Medium	2	
74	Physical	Theft	Define responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies.		Annually	Low	Medium	2	
77	Physical	Failure of Water Supply	Ensure that all damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.		As and when	Low	Low	1	
72	Physical	Headstones/kerbstones safety survey	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records.		Monthly	High	Medium	6	Yes
62	Physical	Maintenance of equipment	Ensure adequate insurance cover in place. Define responsibility for equipment maintenance and ensure any necessary training is complete Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.		Annually	Low	High	3	



# LCRS 5. Risks for

## Cemeteries/Churchyards

**Your Duty** = Power to provide

**Requirement** = To minimize risk of loss/damage/injury arising from use of

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
90	Physical	Control of hazardous substances	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.		Monthly	Low	Medium	2		
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.		Quarterly	Medium	High	6	Yes	
444	Physical	Maintenance of buildings	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed		Annually	High	High	9	Yes	
66	Physical	Security/control of equipment	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.		Annually	Low	Medium	2		

**Completed by:**

**Date:**

**Position:**

No of risks scored

18

**Average score:**

3.3

# LCRS 5. Risks for

## Code of Conduct

**Your Duty =** Duty to adopt a code of conduct  
**Requirement =**  
**Aim =**

# ANNEX 3 (3)

Scoring note:  
 Low = 1,  
 Medium = 2  
 and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.		Quarterly	Low	High	3	

**Completed by:**

**Date:**

**Position:**

No of risks scored

1

Average score:

3.0

# LCRS 5. Risks for

## Computing

**Your Duty** = Power to facilitate discharge of any function

**Requirement** = Maintain security of computer

**Aim** =

ANNEX 3 (3)

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.		Annually	Low	Medium	2	
0	Physical	Information Technology Policy	Completion of IT Strategy and associated policies, E-mail etc	Yes	Annually	Medium	Medium	4	Yes
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed		Annually	Low	Medium	2	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.		Monthly	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

4

Average score:

2.5

# LCRS 5. Risks for

## Council Meetings

**Your Duty =**

**Requirement =** To meet all statutory requirements and maintain effective

**Aim =** To meet all statutory requirements

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

### Farnham Town Council

### Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Access	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.		Annually	Low	Medium	2	
452	Administration/ Legal	Failure to meet statutory duty	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings.. Arrange signing by chairman and maintain file.			Low	Medium	2	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.		Annually	Low	High	3	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.		Annually	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

4

Average score:

2.3

# LCRS 5. Risks for

## Council Property and Documents

**Your Duty** = Duty to disclose documents and to adopt publication scheme  
**Requirement** =  
**Aim** = None

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.		Annually	Low	High	3	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia in suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions		Monthly	Low	High	3	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.		Annually	Low	High	3	
313	Professional	Failure to effectively process documents	Allocate responsibilty for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.		Daily	Low	High	3	
Completed by:				Date:		Position:		No of risks scored	
								4	Average score: 3.0

# LCRS 5. Risks for

## Crime Prevention - CCTV

**Your Duty** = Powers to spend money on various crime prevention  
**Requirement** = To ensure that council interest is properly represented  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
370	Administration/ Legal	Failure to appoint representative on CCTV group.	Ensure that represtative(s) are properly appointed by council. Arrange periodical reports to council.		Annually	N/A	N/A		
0	Administration/ Legal	Failure to provide for tapes	Ensure that responsibility for supply is determined. Provide for an emergency supply.		Annually	N/A	N/A		
0	Administration/ Legal	Failure to comply with Code of Practice	Ensure that where appropriate operatives are aware of code requirements Provide for necessary training		Annually	N/A	N/A		
0	Administration/ Legal	Data Protection - Registration & compliance	Arrange for any necessary D P Registration. Ensure that personnel are aware of compliance requirements. Arrange necessary training.		Annually	Low	High	3	
0	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.		Annually	Low	Medium	2	
0	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.		Monthly	Low	High	3	
0	Physical	Failure of system - equipment	Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs.		Annually	Low	High	3	
0	Physical	Security of equipment	Maintain proper records. Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.		Quarterly	N/A	N/A		

# LCRS 5. Risks for

## Crime Prevention - CCTV

**Your Duty** = Powers to spend money on various crime prevention

**Requirement** = To provide for safe and efficient service operation.

**Aim** =

ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Security of control room operations	Determine policy for control room operations. Allocate responsibility for security/control of premises. Arrange appropriate staff training. Maintain liaison with local enforcement agencies.		Quarterly	N/A	N/A		
0	Technical	Unauthorised use of equipment	Maintain security of system Set up password authorisation to restrict access.		Annually	Low	High	3	

**Completed by:**

**Date:**

**Position:**

No of risks scored

5

Average score:

2.8

# LCRS 5. Risks for

## Data Protection

**Your Duty** = Duty of Notification and Duty to Disclose (subject access)

**Requirement** = To ensure that statutory requirements are met.

**Aim** =

ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.		Daily	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

3.0



# LCRS 5. Risks for

## Employment of Staff

**Your Duty** = Duty to Appoint

**Requirement** = To ensure that the council fulfills it's responsibilities.

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements		Annually	Low	High	3	
0	Administration/ Legal	Discipline & Grievance Procedures	Establish Discipline and Grievance procedure	Yes	Annually	Medium	High	6	Yes
0	Administration/ Legal	Staff Appraisal System	Introduction of Staff Appraisal System	Yes	Quarterly	Medium	Medium	4	Yes
352	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.		Monthly	Medium	High	6	Yes
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.		Quarterly	Medium	High	6	Yes
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.		Annually	Low	High	3	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.		Quarterly	Medium	High	6	Yes

# LCRS 5. Risks for

## Employment of Staff

**Your Duty** = Duty to Appoint

**Requirement** = To minimize risk arising from high turnover of staff.

**Aim** =

ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.		Annually	Low	High	3	
361	Professional	Inability to recruit	Review recruitment policy.		As and when	Low	Medium	2	
Completed by:				Date:		Position:		No of risks scored	
								9	Average score:
									4.3

# LCRS 5. Risks for

## Entertainment and the arts

**Your Duty** = Provision of entertainment and support of the arts

**Requirement** = To ensure that minimum staffing arrangements are in place to

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council			Assessment for year 2007 To 2008					Your action required (> 3)	
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
442	Administration/ Legal	Absence of key staff	Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover.		Annually	Low	High	3	
149	Administration/ Legal	Staff training	Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Maintain records of training provided		Annually	Low	Medium	2	
0	Administration/ Legal	Licencing		Yes		Low	High	3	
382	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.		Annually	Low	High	3	
0	Administration/ Legal	Liaison with other regulatory bodies		Yes		Low	High	3	
429	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.		Annually	Medium	Medium	4	Yes
169	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.		As and when	Medium	Medium	4	Yes
0	Environmental	Contingency plans for adverse conditions		Yes		Low	High	3	
167	Financial	Failure to review rents and charges	Review all charges annually as an integral part of the budgetary process.		Annually	N/A	N/A		

# LCRS 5. Risks for

## Entertainment and the arts

**Your Duty** = Provision of entertainment and support of the arts

**Requirement** = To maximize income due to the council

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
170	Financial	Failure to collect rents & charges	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking. Issue tickets/receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any irrecoverable debts.		Annually	N/A	N/A		
165	Financial	Box Office controls	Determine policy and responsibility for box office security. Define responsibility cash handling procedures Ensure appropriate staff training. Maintain comprehensive records, ticket returns/reconciliation etc. Arrange periodical checks/internal audit.		Annually	N/A	N/A		
171	Financial	Contractual arrangements with service providers- films, artistes etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.		As and when	N/A	N/A		
0	Fire	To safeguard against the risk of fire.	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.		Annually	Low	High	3	

# LCRS 5. Risks for

## Entertainment and the arts

**Your Duty** = Provision of entertainment and support of the arts

**Requirement** = To minimize loss through theft/misappropriation

**Aim** =

# ANNEX 3 (3)

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
173	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.		Annually	Low	High	3		
176	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed		Annually	N/A	N/A			
440	Physical	Maintenance of equipment	Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.		Annually	Low	High	3		
179	Physical	Security of exhibits	Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.		As and When	Medium	High	6	Yes	
178	Physical	Stock control	Determine responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.		Annually	Low	Medium	2		

# LCRS 5. Risks for

## Entertainment and the arts

**Your Duty** = Provision of entertainment and support of the arts

**Requirement** = To safeguard against fire risk.

**Aim** =

# ANNEX 3 (3)

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.		Annually	Low	High	3		
177	Physical	Security of buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.		Annually	N/A	N/A			
0	Vetting of Volunteers	Vetting of Volunteers	Consider CRB clearance for all volunteers	Yes		Medium	High	6	Yes	

**Completed by:**

**Date:**

**Position:**

No of risks scored

15

Average score:

3.4

# LCRS 5. Risks for

## Financial Management

**Your Duty** = Duty to ensure responsibility for financial affairs  
**Requirement** = To minimize the risk of loss associated with failure to maintain  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					Your action required (> 3)
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.		Annually	Low	High	3	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.		Annually	Low	Medium	2	
0	Administration/ Legal	Risk Management Strategy		Yes		Low	High	3	
0	Administration/ Legal	Anti Fraud Policy	Implement Anti Fraud and Corruption Policy	Yes	Annually	Medium	High	6	Yes
0	Administration/ Legal	Business Continuity Strategy	establish Business continuity strategy and co-ordinate with Councils' Emergency Planning Procedures	Yes	Quarterly	Medium	High	6	Yes
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due.		Quarterly	Low	High	3	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.		Quarterly	Low	High	3	

# LCRS 5. Risks for

## Financial Management

**Your Duty** = Duty to ensure responsibility for financial affairs  
**Requirement** = To ensure that the budget procedure is both efficient and  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.		Monthly	Low	High	3	
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.		Monthly	Low	High	3	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council		Monthly	Low	Medium	2	



# LCRS 5. Risks for

## Financial Management

**Your Duty** = Duty to ensure responsibility for financial affairs

**Requirement** = To ensure effective management of financial affairs of council

**Aim** = None

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.		Annually	Low	High	3		
0	Financial	Investment Policy		Yes	Monthly	Medium	Medium	4	Yes	
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available.		Quarterly	Low	Low	1		
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.		Annually	Low	High	3		
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.		Monthly	Low	Medium	2		

# LCRS 5. Risks for

## Financial Management

**Your Duty** = Duty to ensure responsibility for financial affairs

**Requirement** = To minimize the risk of loss

**Aim** =

# ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
Completed by:				Date:				Position:	

No of risks scored

15

Average score:

3.1

# LCRS 5. Risks for

## Gifts

**Your Duty** = Power to accept  
**Requirement** = To protect interest of council and members  
**Aim** =

# ANNEX 3 (3)

Scoring note:  
 Low = 1,  
 Medium = 2  
 and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.		Monthly	Medium	Medium	4	Yes

**Completed by:**

**Date:**

**Position:**

No of risks scored

1

Average score:

4.0

# LCRS 5. Risks for

## Investments

**Your Duty** = Power to participate in schemes of collective investment

**Requirement** = To maintain proper records.

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					Your action required (> 3)
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register.  Maintain effective internal audit.		Annually	Low	Medium	2	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.		Annually	Low	High	3	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monmitoring report to council.		Annually	Low	High	3	
198	Financial	Inappropriate investment	Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council		Annually	Low	High	3	

**Completed by:**

**Date:**

**Position:**

No of risks scored

4

**Average score:**

2.8

# LCRS 5. Risks for

## Land

**Your Duty** = Power to acquire by agreement, to appropriate, to dispose of  
**Requirement** = To ensure that all assets of the council are properly recorded.  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council			Assessment for year 2007 To 2008					Your action required (> 3)	
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
25	Administration/ Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.		Annually	Low	Low	1	
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.		Annually	Medium	High	6	Yes
413	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.		Annually	Low	Medium	2	
21	Environmental	Maintenance of land including grass cutting	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.		Annually	Low	Medium	2	
20	Environmental	Fly tipping	Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.		Annually	Low	Medium	2	
24	Financial	Failure to review rents and other charges	Ensure that all rents and charges are subject to review as part of the budgetary process. Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.		Annually	Low	Medium	2	
23	Financial	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.		Annually	Low	Medium	2	

# LCRS 5. Risks for

## Land

**Your Duty** = Power to acquire by agreement, to appropriate, to dispose of  
**Requirement** = To minimize risk of loss.

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1,  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
26	Financial	Failure to collect income	Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Write of irrecoverable sums to be subject to council approval Arrange appropriate internal audit testing..		Annually	Low	Medium	2		
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.		Monthly	Medium	High	6	Yes	

# LCRS 5. Risks for

## Land

**Your Duty** = Power to acquire by agreement, to appropriate, to dispose of  
**Requirement** = To minimize risk of injury.  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
239	Physical	Public/Personal Injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc. Ensure that the council holds adequate insurance cover.		Annually	Low	High	3	
428	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are properly signed and sealed. Enforce penalties for non performance.		Monthly	Low	Low	1	
230	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.		Annually	Low	High	3	
414	Physical	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.		Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

13

Average score:

2.6

# LCRS 5. Risks for

## Litter

**Your Duty** = Power to provide receptacles; Duty to empty & cleanse those  
**Requirement** = To employ trained/experienced personnel  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

### Farnham Town Council

### Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
225	Administration/ Legal	Inefficient service provision	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.		Monthly	Low	Medium	2	
1	Environmental	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.		Quarterly	Medium	Low	2	
3	Environmental	Unauthorised Fly posting/nuisance.	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.		Annually	N/A	N/A		
7	Environmental	Inappropriate location of litter bins	Define council policy and plan for location of bins. Carry out periodical review.		Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.		Annually	Low	Medium	2	
437	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review		Annually	Low	High	3	
2	Physical	Failure to empty	Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation.		Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

2.2



# LCRS 5. Risks for

## Local functions

**Your Duty** = N/a - Local group to cover any risks not listed in other groups  
**Requirement** =  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1,  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
0	Administration/ Legal	Data Protection Policy		Yes		Low	High	3		
464	Administration/ Legal	Complaints Policy	Input to allow additional risks to be input.			Medium	Low	2		
0	Administration/ Legal	Equal Opportunities Policy		Yes		Medium	Medium	4	Yes	
Completed by:				Date:		Position:		No of risks scored	3	Average score: 3.0

# LCRS 5. Risks for

## Markets

**Your Duty** = Power to provide  
**Requirement** = To ensure that appropriate insurance cover is in place.  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
247	Administration/ Legal	Inadequate insurance cover	Define council policy for insurance. Ensure that appropriate cover is held for all statutory and other risks. Arrange periodical review		Annually	Low	High	3	
243	Administration/ Legal	Contracts with Service providers ie Waste disposal	Ensure that signed contracts are in place. Check that insurance requirements etc are being met. Enforce conditions of contract.		Annually	Low	Medium	2	
246	Administration/ Legal	Agreements with stallholders	Ensure that a signed agreement is in place as a pre-requisite to market stall occupation. Make appropriate arrangements in respect of casual users. Maintain a register stallholders		Annually	Low	Medium	2	
242	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.		Annually	Low	Low	1	
241	Environmental	Rubbish accumulation	Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical check.		Weekly	Low	Low	1	
13	Environmental	Inadequate cleaning of market premises.	Determine responsibility for cleanliness/hygiene of premises. Maintain a maintenance log/cleaning regime. Enforce conditions for stallholders. Arrange for periodical check.		Monthly	Low	Medium	2	
244	Financial	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.		Annually	Low	Medium	2	

# LCRS 5. Risks for

## Markets

**Your Duty** = Power to provide  
**Requirement** = To maximize income and minimize the risk of loss.  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
245	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of receipts. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.		Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.		Annually	Low	High	3	
425	Physical	Security of equipment	Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.		Annually	Low	Medium	2	
0	Physical	Fire	. Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.		Monthly	Low	High	3	
422	Physical	Control of hazardous substances	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.		As and when	N/A	N/A		

# LCRS 5. Risks for

## Markets

**Your Duty** = Power to provide  
**Requirement** = To control market stall size.  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					Your action required (> 3)
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
421	Physical	Encroachment by stallholders	Ensure that the size of market stalls is defined in rental agreement/register. Carry out regular inspections to ensure that actual size does not exceed that approved. Define council policy and apply additional charges/take action against offenders where appropriate.		Monthly	Low	Low	1	
417	Physical	Occupation of Unauthorised stalls	Maintain register of approved stallholders. Carry out regular inspection of market sites. Instigate action against offenders.		Daily	Low	Low	1	
359	Physical	Public/Personal Injury	Define responsibility for all areas of the market operation. Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all market users. Arrange regular site inspection to ensure that defined standards are being maintained. Take action where necessary against offenders. Ensure appropriate insurance cover in place.		Daily	Low	High	3	
418	Physical	Security of market	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.		Annually	Low	Medium	2	
426	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete. Ensure that where appropriate proper maintenance contracts are in place. Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.		Monthly	Low	Medium	2	
420	Physical	Maintenance of market	Determine responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed		Quarterly	Low	High	3	

# LCRS 5. Risks for

## Markets

**Your Duty** = Power to provide

**Requirement** = To ensure proper maintenance of property and minimize

**Aim** =

ANNEX 3 (3)

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	(> 3)		
Completed by:				Date:		Position:		No of risks scored	17	Average score:	2.1

# LCRS 5. Risks for

## Meetings of the Council

**Your Duty** = Duty to meet  
**Requirement** = Proper recording of council minutes.  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					Your action required (> 3)
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.		Quarterly	Low	Medium	2	
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.		Annually	Low	Medium	2	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.		Monthly	Low	High	3	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.		Monthly	Low	Medium	2	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public		Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.2

# LCRS 5. Risks for

## Newsletters

**Your Duty** = Power to provide from 'free resource'  
**Requirement** = To minimize associated risk  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.		As and when	Low	High	3	
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.		As and when	Low	Medium	2	
397	Administration/ Legal	Failure to meet minimum requirement for quality status	Arrange testing/ assessment of input to ensure that requirement is met.		Quarterly	Low	High	3	
0	Environmental	Failure to deliver and litter	Determine policy for distribution. Prepare written conditions for service providers. Test distribution arrangements. Take appropriate action against offenders.		Quarterly	N/A	N/A		
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.		Annually	Low	Medium	2	
0	Financial	Failure to collect income from advertising etc	Define responsibility for collection of income Determine advertising policy and allocate responsibility. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.		Annually	N/A	N/A		

# LCRS 5. Risks for

## Newsletters

**Your Duty** = Power to provide from 'free resource'  
**Requirement** =  
**Aim** =

# ANNEX 3 (3)

Scoring note:  
 Low = 1,  
 Medium = 2  
 and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Non production of newsletter	Determine responsibility for and ensure that all publication deadlines are met. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. Review conditions periodically.		Quarterly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.6



# LCRS 5. Risks for

## Planning & Development Control

**Your Duty** = Rights of consultation

**Requirement** = To meet consultation timetable

**Aim** = Ensure the reduction in antisocial behaviour is considered

# ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council

Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.		Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0

# LCRS 5. Risks for

## Provision of Office Accommodation

**Your Duty** = Power to provide  
**Requirement** = To ensure proper financial provision.  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process		Monthly	Medium	High	6	Yes
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.		Monthly	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.		Annually	Low	High	3	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.		Monthly	Medium	Medium	4	Yes
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.		Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

3.4

# LCRS 5. Risks for

## Provision of Website/Internet Access

**Your Duty** = Power to provide from 'free resource'  
**Requirement** = To ensure proper financial provision  
**Aim** =

# ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process		Annually	Low	High	3	
348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.		Weekly	Low	High	3	

**Completed by:**

**Date:**

**Position:**

No of risks scored

2

Average score:

3.0

# LCRS 5. Risks for

## Shelters & Seats

**Your Duty** = Power to provide  
**Requirement** = To minimise risk arising from provision.  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council			Assessment for year 2007 To 2008					Your action required (> 3)	
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	
0	Administration/ Legal	Provision of inadequate standard of seating.	Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. Ensure that all prospective donors are provided with copy of policy Carry out inspection of all seating prior to acceptance. Arrange secure installation.		Annually	Low	Medium	2	
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.		Monthly	Medium	Medium	4	Yes
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repairs and maintenance.		Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.7

# LCRS 5. Risks for

## Tourism

**Your Duty** = Power to contribute to organisations encouraging tourism

**Requirement** = To ensure integrity of funding.

**Aim** =

**ANNEX 3 (3)**

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

### Farnham Town Council

### Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inappropriate funding applications	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.		Annually	Low	Low	1	
205	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process		Annually	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

2

Average score:

1.5

# LCRS 5. Risks for

## Town and Country Planning

**Your Duty** = Right to be notified of planning applications

**Requirement** = To meet consultation timetable.

**Aim** =

# ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

### Farnham Town Council

### Assessment for year 2007 To 2008

Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
204	Administration/ Legal	Failure to meet consultation deadlines	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.		Annually	Low	Low	1	
211	Administration/ Legal	Maintenance of register/records	Determine responsibility for maintenance of register.		Annually	N/A	N/A		
207	Physical	Security of records	Allocate responsibility for records. Provide for secure storage facilities.		Annually	N/A	N/A		

**Completed by:**

**Date:**

**Position:**

No of risks scored

1

Average score:

1.0

# LCRS 5. Risks for

## War Memorials

**Your Duty** = Power to maintain, repair, protect and adapt war memorials

**Requirement** = To minimize associated risk

**Aim** =

ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.		Annually	Medium	High	6	Yes
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed		Annually	Low	Medium	2	
469	Physical	Inadequate budget provision	Review service provision within annual budget process.		Annually	Low	Medium	2	
Completed by:				Date:		Position:		No of risks scored <span>3</span> Average score: <span>3.3</span>	

# LCRS 5. Risks for

## Web Sites

**Your Duty** = Power to maintain  
**Requirement** = To maintain adequate statistics  
**Aim** =

**ANNEX 3 (3)**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council			Assessment for year 2007 To 2008			Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
Ref	Risk	Hazard	Control								
0	Administration/ Legal	Lack of visiibilty of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.				Annually	Low	Medium	2	
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.					Low	Medium	2	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.				Annually	Low	High	3	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.				Annually	Medium	Medium	4	Yes
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.					Low	Medium	2	
0	Administration/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.				Annually	Low	Medium	2	
0	Administration/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.				Annually	Low	Medium	2	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.				Annually	Low	High	3	



# LCRS 5. Risks for

## Web Sites

**Your Duty** = Power to maintain

**Requirement** = To minimise risk

**Aim** =

# ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council				Assessment for year 2007 To 2008					
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	The placing of information on site that may put people at risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.		Annually	Low	Medium	2	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.		Annually	Low	Medium	2	
0	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.		Quarterly	Low	High	3	
0	Administration/ Legal	Non conformance with the Data Protection Act	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.		As and when	Low	Medium	2	

# LCRS 5. Risks for

## Web Sites

**Your Duty** = Power to maintain

**Requirement** = To minimise risk.

**Aim** =

# ANNEX 3 (3)

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Farnham Town Council			Assessment for year 2007 To 2008			Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
Ref	Risk	Hazard	Control								
0	Administration/ Legal	Risk arising from paid advertising	Determine council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards.				Annually	N/A	N/A		
0	Administration/ Legal	Loss of Data/ Inability to access backup	Formulate Terms & Conditions for advertisers, including refund policy should advert be withdrawn from display. Ensure that provision is included to deal with advertising proving unreliable or offensive including capability for rapid removal from website.. Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.				Monthly	Low	High	3	
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.				As and when	N/A	N/A		
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.				Annually	Low	Medium	2	
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.				Quarterly	Low	Medium	2	

# LCRS 5. Risks for

## Web Sites

**Your Duty** = Power to maintain  
**Requirement** = To minimise risk arising from poor design.  
**Aim** =

ANNEX 3 (3)

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Farnham Town Council				Assessment for year 2007 To 2008						
Ref	Risk	Hazard	Control	Local risk	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)	
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.		As and when	Low	Medium	2		
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.		Annually	Medium	Medium	4	Yes	
Completed by:				Date:		Position:		No of risks scored		
								17		Average score:
										2.5



# FARNHAM TOWN COUNCIL

# E

## Public Report

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### **Report to**

Full Council

### **Report of**

Roland Potter, Town Clerk

### **Title**

Project monitoring & significant actions under delegated authority – 16 March 2008 - 1 May 2008

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	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
	<b>CORPORATE GOVERNANCE</b>			
1	Council Corporate Risk Management.	Review undertaken in March	Reported to Council including associated policies.	Town Clerk
2	Preservation and archiving of cemetery records.	Back data input to be completed by 31 December 2007	Purchase information being entered onto system	Town Clerk
3	Review of Office Accommodation.	Meeting with Members	Waiting for report of Condition survey	Town Clerk
4	Annual Report	The Annual Report will be collated for publication in June 2008	The Town Clerk is looking to develop a printing contract for the production of publications to reduce in house staff time.	Town Clerk
5	Farnham Town Newsletter for Residents	The next issue of the newsletter to residents will be produced after Mayor making and distributed at end of May	The Town Clerk is looking to develop a printing contract for the production of publications to reduce in house staff time.	Janet Stanton
6	Farnham Town Newsletter for Businesses	The first issue of the business newsletter to be produced and distributed at end June	The Town Clerk is looking to develop a printing contract for the production of publications to reduce in house staff time.	Janet Stanton
7	Civic visit by the Mayor of Andernach – 10 <sup>th</sup> – 13 July	Official invitation to be sent to the Mayor of Andernach once the new Mayor has been elected	A welcome reception to be organised with exchange of civic gifts.	Janet Stanton
	<b>ECONOMIC DEVELOPMENT</b>			
8	Farmers Market.	Monthly market.	Farmers' Market 27 April 2008, with an inspection by FARMA for continued accreditation - good market despite the wind and rain. Stallholders commented that it was still one of the better markets for them. Fees have been reviewed and an incentive has been included for payment by direct debit	Ginny Gordon

	<b>PROJECT TITLE/SUBJECT</b>	<b>CURRENT STATUS</b>	<b>CURRENT ISSUES</b>	<b>LEAD OFFICER</b>
<b>9</b>	Visitor Information Points (VIP)	Review of sites undertaken. Development of Touch Screen information.	Negotiations to begin with two venues for touch screens.	Town Clerk
<b>10</b>	Band Concerts	A series of band concerts have been arranged for June, July, August and September.	Refreshments will be provided by local charities who will staff the Council tea tent which will also be available for each event.	Catherine Cooper
<b>11</b>	Castle Street Continental Markets	The project is under negotiation.	It is anticipated to establish 3 two day markets in 2008. The Council is in negotiation with WBC to obtain concessionary parking; however WBC has refused to assist with free parking for the castle Street residents in the Hart car park. Until this issue is resolved there can be no negotiations with the castle Street Resident's Association.	Catherine Cooper
<b>12</b>	Heritage Open Days 11-14 September 2008	Farnham Town Council is now working with the Farnham Society to develop Heritage Open Days. All properties taking part were registered with the Civic Trust by the deadline of 1 May 2008	Some new and exciting initiatives are currently being developed including a display of old photographs in the Council Chamber over the 4 day event.	Sheila Rayner

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
	<b>SERVICES</b>			
<b>13</b>	Maltings Festival and Street market in Downing Street	This is a partnership project with the Maltings and will involve the closure of Downing Street on Saturday 10 May for a market.	A Mayors Cheese and Wine Reception was held for retailers to inform them of the Council's plan for the year including the street closure. Two additional letters have been forwarded to business to remind them of the closure. The Chamber of Commerce are going to survey businesses to establish the impact of the street closure. The Town Council will undertake its own consultation; however it would be beneficial if this could be done jointly with the Chamber with an independent member.	Catherine Cooper
<b>14</b>	Central Car Park and Surrounding areas.	Waverley Borough Council has responded to the report prepared by Farnham Town Council on the condition of Central Car Park	A meeting was held with Waverley Borough Council and agreement has been reached on the issues that they will tackle.	Sheila Rayner
<b>15</b>	Farnham in Bloom / South & South East in Bloom	Over £5000 has now been raised in sponsorship for Farnham in Bloom. Installation of floral displays will start on 19 May 2008. FIB will be launched on 22 May and Judging Day for South and South East in Bloom has been fixed for 11 July at 11.30am		Sheila Rayner / Kevin Taitt
<b>16</b>	Library Gardens	Costs have now been set for the Hire of Library Gardens: £500 per week + electricity £100 per day		Ginny Gordon

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
17	Cemeteries.	01.03.07/31.03.08 Total Burials – 53 Total Reservations/Purchases – 46 Total Memorials – 40 Total Transfers – 14	The use of the cemetery has fallen by 25% during 2007/08; however this has been identified a national trend.	Sue Tunley
18	Cemeteries Health & Safety Inspections	Inspections completed in Badshot Lea Cemetery and Green Lane Cemetery. Unsafe memorials have been temporarily secured in Green Lane.	2 <sup>nd</sup> Letters to be sent out to grave owners in Badshot Lea. Green Lane data currently being entered onto system. 1 <sup>st</sup> Letters to be sent out to Green Lane Grave owners. Initial inquiries in response to notices in Green Lane.	Wendy Coulter/Kevin Taitt
19	Bus Shelter installation programme.	Replacement shelter now installed at Upper Hale Road near Tesco's	SCC approval awaited to further identified sites	Sheila Rayner
20	Cycle rack installation programme.	New racks now installed in The Woolmead and near The Museum in West Street		Sheila Rayner
21	Environmental Improvements Footpath at Hatch Mill Footpath rear of Bear and Ragged Staff Wrecclesham Handrail to Footpath near Bourne Mill	Resurfacing works now on order with SCC for handrail on footpath between Roman Way and Guildford Road near Bourne Mill	'Before' and 'After' pictures will appear in the next newsletter	Sheila Rayner
22	Gostrey Meadow	Transfer of the management responsibility of Gostrey Meadow	An initial meeting has been held with WBC regarding the transfer of the management of this service.	Town Clerk



	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
23	Borelli Walk/Haren Garden	Transfer of the management responsibility of Borelli Walk.	An initial meeting has been held with WBC regarding the transfer of the management of this service.	Town Clerk
24	Bandstand	Building of a bandstand in Gostrey Meadow	Verbal planning approval has been received for the application. A small tendering process will commence in the next two weeks The project will include CCTV surveillance of the band stand and Gostrey Meadow.	Town Clerk
25	Additional Lighting in Gostrey Meadow	Scheme being assembled	Provisional approval received from Waverley Borough Council.	Town clerk
26	Lease on common land at Black Pond Lane	Request for Lease from Waverley Borough Council	Awaiting reply	Town Clerk
27	Weybourne Allotments	Initial enquiries with Waverley Borough Council regarding transfer	Awaiting reply	Town Clerk
	<b>QUALITY OF LIFE</b>			
28	Graffiti management.	The Town Council continues to provide a monthly response to graffiti based on reports by the public and staff.	The issue of repeated graffiti in the Woolmead subway has a major cost implication, as Surrey County Council who are responsible for the maintenance have no funds to maintain this area. The repeated graffiti clearance could use potentially use all the Town Councils budget for 2008/09 on this site alone.	Kevin Taitt

28 April 2008

Note: The person to contact about this report is The Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667  
Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

# F1

## Minutes

Planning Consultative Group

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### Time and date

6.30pm on Thursday 13 March 2008

### Place

Town Clerks Office, South Street, Farnham

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- \* Cllr C G Genziani (Chairman)
- o Cllr D J Attfield (Vice Chairman)
- \* Cllr L Fleming
- Cllr R D Frost
- \* Cllr J E Maines
- \* Cllr C Storey
- Cllr A Thorp

- \* Present
- o Apologies for absence.

PP 176/07

PLANNING APPLICATIONS - CONSIDERATIONS

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

#### **WA 08/0260**

Erection of extensions.  
37 Grove End Road, Farnham.

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

#### **WA 08/0261**

Erection of a building to provide 10 flats together with associated car parking, bin and cycle stores following demolition of existing dwelling (revision of WA 07/0505).  
Tattingstone, 70 Frensham Road, Farnham.

**No comment.**

**WA 08/0262**

Erection of a detached two bay garage and a detached ancillary building following demolition of existing outbuilding.

Hawthorn Cottage, Runfold St George, Badshot lea, Farnham.

**Object. Farnham Town Council believes that this could potentially be a separate dwelling and infill development. If the planning authority is minded to grant this application we suggest that the use be conditioned.**

**WA 08/0267**

Erection of two dwellings following demolition of existing dwelling.

66 Middlebourne Lane, Farnham.

**No objection.**

**WA 08/0268**

Application for a Certificate of Lawfulness under Section 191 for use as a restaurant with take-away facility.

39 South Street, Farnham.

**No objection.**

**WA 08/0270**

Erection of extensions.

63 Broomleaf Road, Farnham.

**Object. Adverse effect on the street scene, overdevelopment of site. Concerned about the adverse effect on the neighbouring properties.**

**WA 08/0272**

Application for a Certificate of Lawfulness under Section 192 for a dormer window and lift conversion.

17 Summer Road, Farnham.

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

**WA 08/0282**

Erection of extensions (revision of WA 07/1472).

14 Upper Bourne Lane, Farnham.

Previous comments of the Planning Consultative Group held on 19 July 2007 were as follows: Concerned about the impact of the proposed extensions on the residential amenities of the neighbouring properties.

**Concerned about the impact on the residential amenities of the neighbouring properties. This application should also be referred to the Arboricultural officer.**

**WA 08/0283**

Erection of a detached garage.

31 Riverdale, Wrecclesham, Farnham.

**No objection.**

**WA 08/0286**

Listed Building application for demolition of a curtilage listed outbuilding.  
Hawthorn Cottage, Runfold St George, Badshot Lea, Farnham.

**Object. Farnham Town Council believes that this could potentially be a separate dwelling and infill development. If the planning authority is minded to grant this application we suggest that the use be conditioned.**

**WA 08/0289**

Erection of new dwelling following demolition of existing dwelling.  
Grovers Cottage, Runwick lane, Runwick, Farnham.

**No objection subject to the existing building not being listed and subject to any conservation restrictions.**

**WA 08/0294**

Erection of an extension following demolition of existing outbuilding.  
88 Boundstone Road, Rowledge, Farnham.

**No objection subject to the existing building not being listed and subject to any conservation restrictions.**

**WA 08/0296**

Erection of an extension to provide ancillary accommodation together with the erection of a replacement garage.  
Blinden House, Monkton Lane, Farnham.

**No objection.**

**WA 08/0297**

Erection of a single storey side extension and alterations.  
Pinetrees, 11a Bat and Ball Lane, Wrecclesham, Farnham.

**No objection.**

**WA 08/0311**

Erection of a two storey extension.  
Cranfield House, 35 Sandrock Hill Road, Wrecclesham, Farnham.

**No objection.**

**WA 08/0312**

Erection of an extension (revision of WA 07/0206).  
96 The Street, Wrecclesham, Farnham.  
Previous comments of the Planning Consultative Group held on 1 March 2007 were as follows: The proposed sympathetic elevation treatment is

welcome given the site location in the Wrecclesham Conservation Area.

**No objection provided all materials match existing.**

**WA 08/0317**

Erection of a two storey extension (revision of WA 07/1964).

32 Adams Park Road, Farnham.

Previous comments of the Planning Consultative Group held on 27 September 2007 were as follows: Concerned about the possible impact on the residential amenities of the neighbouring properties. Materials used should match existing.

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

**WA 08/0323**

Erection of extensions and alterations.

76 Lynch Road, Farnham.

**No objection.**

**WA 08/0327**

Consultation under Regulation 3 for the construction of a first floor extension to provide school science laboratories, group rooms and glass house and alterations to main entrance foyer.

Weydon School, Weydon lane, Farnham.

**No objection.**

**WA 08/0329**

Application for Listed Building Consent for internal alterations.

29 West Street, Farnham.

**No objection subject to consent of the Listed Buildings Officer.**

**WA 08/0334**

Erection of an extension.

20 Old Frensham Road, Farnham.

**No objection provided all materials used match existing.**

**WA 08/0336**

Construction of a car port and new access.

1 Halfway Cottages, Crondall Lane, Dippenhall, Farnham.

**This application requires detailed consideration by the highways authority.**

**WA 08/0337**

Erection of extensions and alterations.

12 Lickfolds Road, Rowledge, Farnham.

**Object. Concerned about the proximity of the proposed extension to the neighbouring property.**

**WA 08/0338**

Erection of an extension and car port.  
38 Aveley Lane, Farnham.

**No objection.**

**WA 08/0339**

Erection of an extension and alterations.  
28 Alma Way, Farnham.

**No objection.**

**WA 08/0340**

Erection of a tool store and detached garage.  
15 Waverley Lane, Farnham.

**No objection.**

**WA 08/0343**

Erection of a detached dwelling and garage.  
Land between 13a and 17a Longdown Road, Farnham.

**No objection provided conditioned for use as a domestic single dwelling only.**

The meeting closed at 7.30pm.

Date

Chairman

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14 March 2008

Note: The person to contact about these minutes is The Committee and Member Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors Carlo Genziani (Chairman), David Attfield (Vice-Chairman), Lucinda Fleming, Robert Frost, Janet Maines, Chris Storey, Andrew Thorp.

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

## F2

### Minutes

#### Planning Consultative Group

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#### Time and date

6.00pm on Thursday 27 March 2008

#### Place

Town Clerks Office, South Street, Farnham

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- \* Cllr C G Genziani (Chairman)
- \* Cllr D J Attfield (Vice Chairman)
- o Cllr L Fleming
- Cllr R D Frost
- \* Cllr J E Maines
- \* Cllr C Storey
- Cllr A Thorp

- \* Present
- o Apologies for absence.

PP 177/07

PLANNING APPLICATIONS - CONSIDERATIONS

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

Name of Councillor	Application Number	Subject	Type of Interest	Reason
Cllr J E Maines	WA 08/0377, 0378, 0379	1-4, 7-8, 9-12, Great Austins House, Tilford Road, Farnham	Personal	Knows architect.
Cllr C Storey	WA 08/0398	Westfield House, 70 Wrecclesham, Wrecclesham, Farnham	Personal	Lives near applicant

#### **WA 08/0349**

Erection of a detached dwelling, a single storey extension to existing dwelling and alterations to access.  
34 Waynflete Lane, Farnham.

**Concerned about the possible detrimental impact on the residential amenities of the neighbouring properties.**

**WA 08/0350**

Erection of a detached garage following demolition of existing garage (revision of WA 07/1198).

Woodpeckers Rest, Old Compton Lane, Farnham.

Previous comments of the Planning Consultative Group held on 21 July 2007 were as follows: No objection.

**No objection subject to the approval of Waverley Borough Council's Arboricultural Officer.**

**WA 08/0351**

Erection of a detached dwelling and garage.

Land at Ingleside, 11 Bat and Ball Lane, Wrecclesham, Farnham.

**Concerned that this is another infill development and will lead to further development of this kind in this area.**

**WA 08/0366**

Erection of a bandstand and ancillary works.

Gostrey Meadow, Union Road, Farnham.

**No comment.**

**WA 08/0368**

Continued use of South Barn for storage and wholesaling of commercial and office equipment and stationary together with ancillary refurbishment of commercial office furniture.

Holt Pound Farm, Wrecclesham Hill, Farnham.

**No comment.**

**WA 08/0372**

Erection of an extension and alterations.

54 Crooksbury Road, Farnham.

**No objection.**

**WA 08/0374**

Erection of part two storey, part single storey extension.

4 Chestnut Avenue, Farnham.

**Concerned about the possible adverse effect on the neighbours residential amenities. If the planning authority is minded to give permission all materials used should be in**



**keeping with existing materials.**

**WA 08/0375**

Erection of a first floor extension.  
9 Crondall Lane, Farnham.

**Concerned about the possible adverse effect on the neighbours residential amenities. If the planning authority is minded to give permission all materials used should be in keeping with existing materials.**

**WA 08/0377**

Erection of extensions and alterations.  
1-4 Great Austins House, Tilford Road, Farnham.

**Farnham Town Council expresses reservations with regard to the historical value/nature of the original house and this development lies within a conservation area. Farnham Town Council suggests a site visit.**

**WA 08/0378**

Erection of extensions and alterations.  
7-8 Great Austins House, Tilford Road, Farnham.

**Farnham Town Council expresses reservations with regard to the historical value/nature of the original house and this development lies within a conservation area. Farnham Town Council suggests a site visit.**

**WA 08/0379**

Erection of extensions and alterations.  
9-12 Great Austins House, Tilford Road, Farnham.

**Farnham Town Council expresses reservations with regard to the historical value/nature of the original house and this development lies within a conservation area. Farnham Town Council suggests a site visit.**

**WA 08/0395**

Erection of a single storey extension.  
5 Annandale Drive, Farnham.

**No objection.**

**WA 08/0397**

Erection of a conservatory.

32 Little Green Lane, Farnham.

**No objection.**

**WA 08/0398**

Conversion of existing dwelling into 2 dwellings together with the erection of a conservatory and alterations.

Westfield House, 70 Wrecclesham Hill, Wrecclesham, Farnham.

**No objection.**

**WA 08/0402**

Erection of extensions and alterations.

17 Jubilee Lane, Boundstone, Farnham.

**No objection.**

**WA 08/0404**

Erection of extensions (revision of WA 07/2720).

Claremont, Yatesbury Close, Farnham.

Previous comments of the Planning Consultative Group held on 17 January 2008, were as follows: No objection.

**No objection.**

**WA 08/0409**

Erection of a detached dwelling and garage.

Land at Milestones, 2 Pine Ridge Drive, Lower Bourne, Farnham.

**Concerned that this is another infill development.**

**WA 08/0414**

Erection of extensions and alterations.

5 Hollis Wood Drive, Wrecclesham, Farnham.

**No objection.**

**WA 08/0422**

Outline application for the erection of a new dwelling.

Land adjacent to 26 Crooksbury Road, Farnham.

**Concerned that this is another infill development. This is extending the built up area into the Crooksbury Hill Woods.**

**WA 08/0432**

Erection of a conservatory.

95, Greenfield Road, Farnham.

**No objection.**

The meeting closed at 6.55pm.

Date

Chairman

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28 March 2008

Note: The person to contact about these minutes is The Committee and Member Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors Carlo Genziani (Chairman), David Attfield (Vice-Chairman), Lucinda Fleming, Robert Frost, Janet Maines, Chris Storey, Andrew Thorp.

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

## F3

### Minutes

#### Planning Consultative Group

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#### Time and date

6.30pm on Thursday 17 April 2008

#### Place

Town Clerks Office, South Street, Farnham

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- \* Cllr C G Genziani (Chairman)
- \* Cllr D J Attfield (Vice Chairman)
- o Cllr L Fleming
- Cllr R D Frost
- o Cllr J E Maines
- \* Cllr C Storey
- Cllr A Thorp

- \* Present
- o Apologies for absence.

PP 200/07

#### PLANNING APPLICATIONS - CONSIDERATIONS

**NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.**

Name of Councillor	Application Number	Subject	Type of Interest	Reason
D J Attfield	WA 08/0568	7 Low Lane, Badshot Lea, Farnham	Personal	Live within 200m
D J Attfield	WA 08/0567	2 Orchard Close, Badshot Lea, Farnham.	Personal	Personally know owner
D J Attfield	WA 08/0530	Land at Woodlands, Gold Hill, Farnham	Personal	Know architectural practice
D J Attfield	WA 08/0576	Coxbridge Farm, West Street, Farnham	Personal	Know architectural practice.
D J Attfield	WA 08/0577	Coxbridge Farm,	Personal	Know

		West Street, Farnham		architectural practice.
C Storey	WA 08/0510	18 Wrecclesham Hill, Wrecclesham, Farnham	Personal/ Prejudicial	Proximity to house.

**WA 08/0436**

Erection of a first floor extension (revision of WA 07/2125).

2 Cedarways, Farnham.

Previous comments of the Planning Consultative Group held on 11 October 2007 were as follows: No objection.

**No objection.**

**WA 08/0438**

Erection of extensions and alterations together with a detached garage following demolition of existing extensions.

9 Ridgeway Road, Farnham.

**Concerned about the potential impact of the rear extension on the residential amenities of the neighbouring properties.**

**WA 08/0444**

Erection of extensions following demolition of existing detached garage. 51 Woodside Road, Farnham.

**No objection.**

**WA 08/0445**

Demolition of existing buildings and erection of a two-storey building to provide 4 dwellings and office accommodation together with parking, refuse and cycle stores and new vehicular access.

54-55 Southern Way, Farnham.

**Object, overdevelopment of the site, out of keeping with the street scene and concerned about the increase in traffic.**

**WA 08/0447**

Erection of a conservatory following demolition of a existing outbuilding. 17 West Avenue, Farnham.

**No objection.**

**WA 08/0448**

Erection of a two storey extension.

38 Bullers Road, Farnham.

**If Waverley Borough Council is minded to grant planning permission, consideration should be given to imposing a Condition on the use of the garage.**

**WA 08/0451**

Application for a Certificate of Lawfulness under Section 192 for internal garage refurbishment to enlarge kitchen area.  
10 Annandale Drive, Farnham.

**Farnham Town Council has serious concerns about the failure of applicants to obtain permission before any development commences and does not support the principle of retrospective planning applications. However, Farnham Town Council has no material objections on this development.**

**WA 08/0456**

Erection of an extension to existing Design and Technology block to provide a music hall.  
Edgeborough School, 84 Frensham Road, Frensham, Farnham.

**No objection.**

**WA 08/0459**

Erection of extensions and alterations.  
Brae Wood, 11 Pine Ridge Drive, Lower Bourne, Farnham.

**No objection.**

**WA 08/0460**

Erection of extensions and alterations.  
76 Broomleaf Road, Farnham.

**No objection.**

**WA 08/0461**

Erection of a single storey extension.  
62 Lower Weybourne Lane, Farnham.

**Concerned about loss of garaging and parking.**

**WA 08/0465**

Erection of a building to provide 4 flats with ancillary parking spaces.  
Land to rear of 22, Little Green lane, Farnham.

- a. Concerned that this development is located behind an operational retail carpet business, increasing the volume of traffic.**
- b. This is overdevelopment for the site.**
- c. Concerned about the impact on the residential amenities of the neighbouring properties.**
- d. Concerned about the narrow road access along the side of the development and subsequent access by Emergency and Utility vehicles.**
- e. Concerned that this will be a precursor to further development.**

**WA 08/0480**

Erection of extension following demolition of existing garage.  
Friars Gate, 2 Monkshanger, Farnham.

**No objection.**

**WA 08/0485**

Erection of extension and alterations to existing bungalow to provide a chalet bungalow.  
65 Weybourne Road, Farnham.

**No objection provided materials used are in keeping with existing building.**

**WA 08/0489**

Erection of extensions.  
5 Green Lane, Farnham.

**No objection.**

**WA 08/0491**

Erection of entrance gates and piers.  
Chantry Wood, 45 Dene Lane, Farnham.

**Farnham Town Council would recommend that the gates are set back from the main highway to allow vehicles to be clear of the highway if they are required to wait for the gates to open.  
Concerned about possible damage to Beech tree roots.**

**WA 08/0492**

Consultation under Regulation 3 for the installation of a demountable building to provide children's centre facilities following removal of existing demountable building.  
Potters Gate Primary School, Potters Gate, Farnham.

**No objection.**

**WA 08/0500**

Erection of extension following demolition of existing garden room.  
Winton, 51 Old Compton Lane, Farnham.

**No objection.**

**WA 05/0501**

Erection of extensions and alterations following demolition of existing single storey extension, garage and conservatory.  
25 Marston Road, Farnham.

**Concerned about the potential impact on the residential amenities of the neighbouring properties.**

**WA 08/0502**

Erection of a single storey extension and alterations.  
Keydell Cottage, Fox Yard, Farnham.

**No objection provided materials used match existing and subject to the approval of the Conservation Officer.**

**WA 08/0506**

Erection of extensions.  
31 Abbey Street, Farnham.

**Concerned about the potential impact on the residential amenities of the neighbouring properties.**

**WA 08/0508**

Erection of 3 new dwellings following demolition of existing dwelling and outbuilding.  
24 Lickfolds Road, Rowledge, Farnham.

- a) **Object. This development could be a precursor for further infill development.**
- b) **Farnham Town Council objects on the grounds of the size and scale of the development, we consider this to be overdevelopment.**
- c) **The proposed development would be detrimental to the character of the street scene and the rural fringe of the village.**

**WA 08/0510**

Erection of a two storey extension following demolition of existing garage.  
18 Wrecclesham Hill, Wrecclesham, Farnham.

**N.B. The meeting was not quorate for this item; it was referred back to officers.**

**Concerned about the impact on the residential amenities of the neighbouring properties.**

**WA 08/0511**

Erection of extension and alterations.  
Prospect, 14 Highlands Road, Farnham.

**No objection.**

**WA 08/0512**

Erection of a pair of semi-detached dwellings.  
Land at 52 Knights Road, Farnham.

**Object, this proposal will cause additional traffic movements in a school area and will be detrimental to the street scene as it will be out of keeping with the neighbouring properties.**

**WA 08/0513**



Erection of extensions and alterations to existing bungalow to provide chalet bungalow.  
The Rockery, Rowhills, Farnham.

**No objection.**

**WA 08/0515**

Consent to display illuminated and non-illuminated signs.  
Keepsafe Self storage Ltd, Farnham Trading Estate, Farnham.

**No objection.**

**WA 08/0517**

Erection of a replacement dwelling following demolition of existing dwelling.  
9 Gold Hill, Farnham.

**Concerned about the size and mass of the development and the erection of a 3 storey building from a bungalow.**

**WA 08/0518**

Installation of an air conditioning unit.  
11 The street, Wrecclesham, Farnham.

**No objection.**

**WA 08/0521**

Erection of a single storey extension.  
36 Fox Road, Lower Bourne, Farnham.

**No objection.**

**WA 08/0530**

Erection of a new dwelling and garage.  
Land at Woodlands, Gold Hill, Farnham.

**Concerned about the erection of a 3 storey building.**

**WA 08/0533**

Erection of a single storey extension.  
16 Bullers Road, Farnham.

**Concerned about the potential impact on the residential amenities of the neighbouring properties.**

**WA 08/0535**

Change of use of rural building and stable of building to provide an independent dwelling (revision of WA 07/1668).  
Castle Stables, Old Park Lane, Farnham.  
Previous comments of the Planning Consultative Group held on 9 August 2008 were as follows:

Object.

- a. Farnham Town council is concerned about further urbanisation of the rural area.
- b. Farnham Town Council is concerned that this development will set a precedent for further development in the area.

**Object.**

- a. **Farnham Town council is concerned about further urbanisation of the rural area.**
- b. **Farnham Town Council is concerned that this development will set a precedent for further development in the area.**

**WA 08/0541**

Erection of extensions and alterations.  
Thorne Cottage, Thorn Road, Farnham.

**No objection.**

**WA 08/0545**

Erection of extensions and alterations to convert a chalet bungalow to a two storey dwelling.  
8 Alma Way, Farnham.

**No objection.**

**WA 08/0553**

Erection of a conservatory.  
2 Bethel Close, Farnham.

**No objection.**

**WA 08/0556**

Conversion of garage into habitable accommodation.  
Burlawn, Heath Lane, Farnham.

**Although the Council has no objection in principle to this application, we are concerned about the loss of parking.**

**WA 08/0563**

Change of use of land to provide additional residential curtilage and the erection of fence and gate.  
7 Crosby Way, Farnham.

**Although the Council has no objection in principle, the Council would request that the planning authority consider conditioning the use of the land for garden purposes only.**

**WA 08/0564**

Erection of extensions and alterations.  
3 West Avenue, Farnham.

**Concerned about the impact on the residential amenities of the**

**neighbouring property at number 1, window side of the elevation.**

**WA 08/0565**

Erection of a replacement conservatory.  
1 Morley Road, Farnham.

**No objection.**

**WA 08/0567**

Erection of an extension to provide accommodation for career.  
2 Orchard Close, Badshot Lea, Farnham.

**No objection.**

**WA 08/0568**

Erection of extensions and alterations.  
7 Low lane, Badshot Lea, Farnham.

**No objection.**

**WA 08/0576**

Erection of extensions and alterations to existing outbuilding.  
Coxbridge Farm, West Street, Farnham.

**No objection subject to the consent of the Listed Buildings Officer.**

**WA 08/0577**

Listed Building Consent for the erection of extensions and alterations to existing outbuilding.  
Coxbridge Farm, West Street, Farnham.

**No objection subject to the consent of the Listed Buildings Officer.**

**WA 08/0580**

Use of part of garage as habitable accommodation together with alterations (revision of WA 07/0903).  
Parklodge, 11 Parkside, Farnham.

Previous comments of the Planning Consultative Group held on 31 May 2007 were as follows: Concerned about the impact on the street scene if the garage is at the front of the building plot.

**No objection.**

**WA 08/0581**

Erection of new dwelling.  
Land at Crowholt Cottage, Echo Barn Lane, Farnham.

**Concerned about the impact on traffic due to creation of a new access.**

**WA 08/0583**

Erection of extension.  
25 Bridgefield, Farnham.

**No objection.**

**WA 08/0591**

Conversion of existing dwelling into tow dwellings together with erection of conservatory and alterations (follows invalid application WA 08/0398).  
Westfield House, 70 Wrecclesham Hill, Farnham.  
Previous comments of the Planning Consultative Group held on 27 March 2008 were as follows: No objection.

**No objection.**

**WA 08/0592**

Erection of extensions and alterations.  
18 & 20 Abbey Street, Farnham.

**No objection.**

**WA 08/0593**

Erection of a two storey extension.  
8 West End Grove, Farnham.

**Concerned about the appearance of the garage door as it is out of character with the existing building and the street scene.**

**WA 08/0597**

Erection of two dwellings following demolition of existing dwelling.  
2 Frensham Vale, Farnham.

**No objection.**

The meeting closed at 8.00pm.

Date

Chairman

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21 April 2008

Note: The person to contact about these minutes is The Committee and Member Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors Carlo Genziani (Chairman), David Attfield (Vice-Chairman), Lucinda Fleming, Robert Frost, Janet Maines, Chris Storey, Andrew Thorp.

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