

Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS

Telephone: 01900 702986

Email: office@workingtontowncouncil.gov.uk

Website: www.workingtontowncouncil.gov.uk



Thursday 14th May 2026

Dear Councillor,

You are summoned to the Annual Meeting of Workington Town Council on Friday 22nd May 2026, 6.30pm, at the Carnegie Theatre and Arts Centre, Finkle Street, Workington, CA14 2BD.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Emma Chapman'.

Emma Chapman
Chief Officer/RFO

Before the annual meeting of the council begins The Mayor of Workington will carry out a speech on their year in office, present charities with fundraising cheques and hand out awards.

AGENDA

- 1. Mayor of Workington 2026-2027:** To elect a Mayor for the coming municipal year.
The new Mayor chairs the rest of the meeting.
- 2. Deputy Mayor of Workington 2026-2027:** To elect a Deputy Mayor for the coming municipal year.
- 3. Absences:** To note any absences.
- 4. Declarations of Interest:** To receive any declarations of interest relating to matters which appear on this agenda.
- 5. Public Questions:** To consider any questions from electors, of which notice has been given.
- 6. Questions and Statements from Members:** To consider questions and statements by members of which notice has been given.

- 7. Motions on Notice:** To consider any motions from members of which notice has been given.
- 8. Meeting minutes:**
- a) To approve the minutes of the Full Council meeting on 11th March 2026.
 - b) To note the minutes from the Culture & Social Investment Committee meeting on 14th April 2026.
 - c) To note the minutes from the Environment Committee meeting on 16th April 2026.
 - d) To note the minutes from the Finance and General Purposes Committee meeting on 27th April 2026.
- 9. Budget 2025-2026**
- a) To approve a virement of £17,000 from the salaries budget line to staff associated costs to cover other costs outside of contracted staff.
 - b) To approve the year end accounts for 2025-2026.
 - c) To approve the Council's expenditure incurred under s137 of the Local Government Act 1972.
- 10. Internal Audit**
- a) To note the report from the Internal Auditor for 2025-2026.
 - b) To appoint Jean Airey, as recommended by the F & GP committee, as the Council's internal auditor for 2026-2027.
- 11. Terms of Reference:** To approve the Terms of Reference for Standing Committees of the Council
- 12. Committee Membership:** To appoint members to the following committees of the Council:
- Finance and General Purposes
 - Culture & Social Investment
 - Environment
- 13. Chairs of Committees:** To appoint Chairs and Vice Chairs for the following committees of the Council:
- Finance and General Purposes
 - Culture & Social Investment
 - Environment
- 14. Signatories:** To confirm the following Councillors will remain signatories for weekly payment runs 2026-2027:
- Cllr Mike Rollo
 - Cllr Michael Heaslip
 - Cllr Dave Tennyson
 - Cllr Bernadette Jones
 - Cllr Mary Bainbridge
- 15. Schedule of Meetings:** To approve the schedule of meetings 2026-2027.

16. Membership to outside bodies: Council to consider nominating representatives on the following outside bodies.

Name of Body	Status	Appointment/ Nomination	Number of nominees/appointees
Helena Thompson Museum	Unincorporated registered charity	Appointment	Mayor ex-officio
John Sherwen Charity	Unincorporated registered charity	Appointment	Three Councillors
Workington & District Twinning Association	Unincorporated association	Appointment	Two Councillors Plus, Mayor is ex-officio and President

17. Membership and Subscriptions: To note the Council's annual memberships and subscriptions.

Organisation	Subscription	Cost
Living Wage Foundation	Employer Accreditation / Recognition	£100.00
Cumbria Association of Local Councils	CALC Membership	£686.63
National Association of Local Councils	NALC Membership	£1,662.34
Society of Local Council Clerks	SLCC Membership	£442.00

18. Standing Orders: To approve the Council's Standing Orders.

19. Financial Regulations: To approve the Council's Financial Regulations.

20. Code of Conduct: To approve the Council's Code of Conduct.

21. Asset Register: To review the Council's inventory of land and other assets including buildings and office equipment.

22. Insurance: To review arrangements for insurance cover in respect of all insurable risks.

23. Risk: To approve the Council's risk register and risk management policy.

24. Council Policies: To review and approve the following council policies:

- a) Complaints (updates in red)
- b) Communications (no changes)
- c) Freedom of Information (no changes)
- d) FOI Publication Scheme (updates in red)
- e) Data Protection (no changes)

- f) Grievance (no changes)
- g) Disciplinary (no changes)
- h) Sickness and Absence (no changes)
- i) Health and Safety (no changes)
- j) Member/Officer Communication - NEW

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Minutes of the Full Council meeting of Workington Town Council held on Wednesday 11th March 2026 at 6pm in Allerdale House, Griffin Street, Workington, CA14 3YJ.

Cllr Mary Bainbridge	Present	Cllr John Mills	Present
Cllr Barbara Cannon	Absent*	Cllr Billy Miskelly	Present
Cllr Beth Dixon	Present	Cllr Patricia Poole	Present
Cllr David Farrar	Present	Cllr Denise Rollo	Present
Cllr Sue Fryer	Present	Cllr Mike Rollo	Present
Cllr Mark Fryer	Present	Cllr Neil Schofield	Absent
Cllr Hilary Harrington	Present	Cllr Kate Schofield	Absent
Cllr Michael Heaslip	Present	Cllr Stephen Stoddart	Present
Cllr Allan Hodgson	Present	Cllr David Tennyson	Present
Cllr Bernadette Jones	Present	Cllr Lynda Williams	Absent
Cllr Paul Larkin	Present	Cllr Ellie Wood	Absent*
Cllr Susan Martin	Present	Cllr Joan Wright	Present
Cllr Sean Melton	Present		

In attendance: Chief Officer/RFO, two members of the public, Inspector Dobson, Cumbria Police.

The Mayor's chaplain said a prayer at the start of the meeting and then departed.

25.82 Absences: Absences notified prior to the meeting were noted from Cllr Barbara Cannon and Cllr Ellie Wood.

25.83 Declarations of Interest: None

25.84 Exclusion of Press and Public: None

25.85 Public Representation: None

25.86 Minutes from previous meeting

Cllr Miskelly put a motion forward to amend minute number 25.77 to state that a constituent had contacted him to state the report with regards to The Ranch was untrue and that Cllr Miskelly did not state this himself. This was seconded by Cllr Larkin.

Council voted: 2 FOR, 18 against.

Therefore, the motion was not passed.

Resolved: Council approved the minutes from the meeting on 28th January 2026 and affirmed them a true record.

25.87 Public Questions: None

25.88 Questions and Statements from members: None

25.89 Motions on Notice: None

25.90 Reports from Outside Bodies:

Inspector Dobson, Cumbria Police, attended the meeting and gave Council an update on issues and concerns within the town.

ASB trend shows that Thur to Sun between 4pm and 10pm are main times for issues.

Dispersal orders are put in place for any young person who is known for ASB, persistent offenders or suspected that they may offend. It does not just apply to any young person in the town.

Stats required on the number of persistent offenders in the town would be helpful.

Cllr Sean Melton arrived at 18.15pm.

The Government are no longer funding 'Operation Enhance' but additional staff have been recruited so there shouldn't be a decline in results targeting hot spots in the town.

Stats don't show violent crimes but can be included for future meetings.

Council asked for stats on VAWAG, hate crimes and drug offences for future meetings.

Council also asked for information on nighttime and daytime economy and CCTV usage. Are shop watch and pub watch still active.

Council asked with regards to the Walk Safe app which has been introduced in Carlisle and if there are plans to expand this to Workington.

The Inspector asked Council to feed back any areas of concerns and specific information they would like brought to future meetings.

Council was also encouraged to report any incidents, to ensure the police reports are informed and trends can be identified.

If you fear for yourself or someone else getting hurt, call 999. If less concerned call 111 or report online when no immediate threat.

Council asked if any by-laws would be implemented with regards to electric bikes and scooters. Areas such as Nottingham and West Yorkshire are combating issues surrounding the use of electric bikes/scooters and are sharing best practice with other areas including Cumbria.

The Council thanked the Inspector for his time. Inspector Dobson left the meeting.

25.91 Mayoral Engagements

Council noted the report for information.

25.92 Projects Update

Council noted the report for information.

25.93 Budget 2025-2026

a) Council noted the budget summary, reserves and income reports YTD.

b) **Resolved:** Council approved the following budget amendments:

- £1,000 to be vired from Repairs and Renewals into Office General 25/26 budget.
- £2,700 to be vired from Repairs and Renewals into Accommodation 25/26 budget.
- £12,000 underspend from the 25/26 salaries budget line; budget adjustment required to add amount to 26/27 staff associated costs budget line, one off costs for event management.
- £30,000 underspend from 25/26 asset management budget line; budget adjustment required to add amount to the same 26-27 budget line, one off costs.
- £6,500 underspend from the 25/26 elections budget line; budget adjustment required to add amount to the same 26-27 budget line, one off costs.

25.94 Committee minutes

a) Council noted the minutes from the Culture and Social Investment Committee meeting held on Tuesday 10th February 2026.

b) Council noted the minutes from the Environment Committee meeting held on Thursday 12th February 2026.

c) Council noted the minutes from the Finance and General Purposes committee meeting held on Monday 2nd March 2026.

25.95 Committee recommendations

Council required that 'one calendar month' wording was changed to 28 days in the Subject Access Request Policy.

Once the above change has been made Council approved the adoption of the polices.

Resolved: To adopt the below polices:

- a) Subject access request and form
- b) Surveillance Camera
- c) Sexual harassment
- d) IT
- e) Perimenopause / Menopause
- f) Outside Bodies

25.96 Princess Street Tender

Committee noted the report for information. The proposal to carry out the work and appoint supplier two was moved by Cllr Mike Rollo and seconded by Cllr Mark Fryer.

Resolved: Council appointed supplier two (L & K Curwen) to carry out works to Princess Street and approved the following spend.

Supplier two costs	£68,561.68
WTC costs	£3,000.00
TOTAL	£71,561.68
Contingency	£3,578.08
TOTAL PROJECT COSTS	£75,139.76
Budget commitments for the project	

Budget adjustment (reserves) from 25-26 asset management budget line	£30,000
Commitment from 26-27 asset management budget line	£45,139.76

The meeting ended at 18.41.

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Minutes of the Culture & Social Investment Committee Meeting of Workington Town Council which took place at 6.30pm on Tuesday 14th April 2026, held in Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Ellie Wood (Chair)	Present	Cllr Susan Martin (Vice Chair)	Absent*
Cllr Allan Hodgson	Present	Cllr Neil Schofield	Absent
Cllr Paul Larkin	Absent*	Cllr Stephen Stoddart	Absent*
Cllr John Mills	Present	Cllr David Tennyson	Present
Cllr Patricia Poole	Present	Cllr Joan Wright	Present

In attendance: Chief Officer/RFO. 1 representative from Everyone Here. Vicki Tatton, Admin & Events Assistant WTC.

C25.72 Absences: Notified absences prior to the meeting were noted from Cllr Larkin, Cllr Martin and Cllr Stoddart.

C25.73 Declarations of Interest: Cllr Mills advised that his daughter is a singer with Carnegie Singers. Cllr Mills did not partake in the discussion with regards to funding for Carnegie Singers.

C25.74 Exclusion of Press and Public: None

C25.75 Public Representation: None

C25.76 Minutes of the Previous Meeting

Resolved: Committee approved the minutes from the meeting on 10th February 2026 and affirmed them a true record.

C25.77 Public Questions: None

C25.78 Questions and Statements from Members: None

C25.79 Motions on Notice: None

C25.80 Budget

a) Committee noted the year end budget report 2025-2026.

b) Committee noted the 2026-2027 budget monitoring report YTD.

C25.81 Events Programme 2026-2027

Committee received an update from Kieran from Everyone Here with regards to Party in the Park plans. A meeting has been held with Cumberland Athletics Club with regards to Festival of Running and plans are progressing well.

C25.82 Christmas Lights

Resolved: To allocate £450 to increase the size of the motifs on lampposts around Uldale Street car park.

Resolved: To allocate £226 to dress three additional trees to link Uldale Street car park and The Entertainer areas with Christmas lights.

Resolved: To allocate £229 to provide lights for the Harrington tree, if a member of the public is purchasing a tree again this year.

Resolved: To allocate £3,389 for a cone tree outside The Entertainer and Bensons for Beds

Resolved: To request a contribution / sponsorship from local businesses to the town's Christmas lights.

Additional costs are allowed for in the current Christmas lights budget.

C25.83 Funding

Committee noted feedback reports for information.

Resolved: To provide up to £500 funding for Carnegie Singers; Officers to investigate actual funds required and allocate as needed.

Committee could not make a decision with regards to the funding request from Workington Reds in the Community as additional information is required such as services provided in Workington, other funding sources etc.

Meeting ended at 7.28pm.

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Minutes of the Environment Committee Meeting of Workington Town Council, held on Thursday 16th April 2026 at 6.30pm in Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Michael Heaslip (Chair)	Present	Cllr Bernadette Jones (Vice Chair)	Present
Cllr Mary Bainbridge	Present	Cllr John Mills	Present
Cllr Beth Dixon	Present	Cllr Billy Miskelly	Absent*
Cllr Sue Martin	Absent*	Cllr Patricia Poole	Present
Cllr Sean Melton	Absent*	Cllr Mike Rollo	Present

Also in attendance: The Mayor and Chief Officer/RFO.

E25.82 Absences

Absences notified prior to the meeting were noted from Cllrs Martin, Melton and Miskelly.

E25.83 Declarations of Interest: None.

E25.84 Exclusion of Press and Public: None.

E25.85 Public Representation: None.

E25.86 Minutes of the previous meeting

Resolved: Committee approved the minutes from 12th February 2026 and affirmed them a true record.

E25.87 Public Questions: None.

E25.88 Questions and Statements from Members: None.

E25.89 Motions on Notice: None.

E25.90 Budget 2025-2026

Committee noted the end of year report for information.

E25.91 Streetscene

- Miner's Bench – committee noted the update for information.
- Police – committee agreed for Cllr Mills and Cllr Dixon to attend the next Police Neighborhood meeting on 13th May 2026.

E25.92 Estates

a) Estates Equipment

Resolved: To purchase a petrol-powered IBC for use by the Council's Estates Team at a cost of £1,700 from the estate management budget line.

b) Miner's Memorial Wheel

Committee agreed that this was a good idea and would like Officers to investigate this further.

Resolved: Officers to investigate a Miner's Wheel Memorial further.

Committee were asked to submit any suggestions for location or funding available to the Chief Officer.

c) Bowling Green Maintenance

Committee noted the good work the bowling green committee and their volunteers are doing with the green and increasing membership and community engagement.

Resolved: Committee approved £2,500 for the annual maintenance of the bowling green from the estate management budget line.

d) Enforcement Partnership

Committee noted the report for information.

E25.93 Workington Community Emergency Response Group

Resolved: Officers to progress plans for an updated Workington Community Emergency Response plan with Cumberland Council with the Council taking the lead.

Resolved: To host a thank you to members of the previous group in the near future.

E25.94 Workington Nature Partnership

Committee noted the report for information.

Committee noted that a meeting is being set-up between CC, WTC, Rivers Trust and AIP to discuss issues and solutions at Ellerbeck.

E25.95 Funding

Committee noted the feedback report from St Patrick's school for information.

The meeting ended at 7:31pm.

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 27th April 2026 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.

Cllr Mike Rollo (Chair)	Present	Cllr Beth Dixon (Vice Chair)	Present
Cllr Michael Heaslip	Present	Cllr Tricia Poole	Present
Cllr Allan Hodgson	Present	Cllr Stephen Stoddart	Present
Cllr Bernadette Jones	Present	Cllr Ellie Wood	Present
Cllr John Mills	Present	Cllr Joan Wright	Absent

Also in attendance: Chief Officer/RFO.

FG25.96 Absences: No absences were notified prior to the meeting.

FG25.97 Declarations of Interest: None.

FG25.98 Exclusion of press and public: None

FG25.99 Public representation: None.

FG25.100 Minutes of the Previous Meeting

Resolved: Committee approved the minutes of the 2nd March 2026 meeting and affirmed them a true record.

FG25.101 Public Questions: None

FG25.102 Questions and Statements from Members: None

FG25.103 Motions on Notice: None

FG25.104 Budget 2025-2026

a) **Resolved:** Committee approved the bank reconciliation and statements of accounts for February 2026.

b) Committee noted the year end accounts are being prepared and will go to the annual meeting for approval.

c) **Resolved:** Committee noted the following approvals under SO27:

£2,100 park café project from asset management budget line 25-26.

£2,495.83 WIFI set-up costs for Princess Street and Park End Shelter. £39.67 monthly fee for 1 year (reduction on current monthly fee of £80 per month) from the IT budget line 25-26 and onwards

FG25.105 Internal Auditor

Resolved: Committee resolved to recommend to Full Council to appoint Jean Airey as the internal auditor for 2026-2027.

FG25.106 Projects Update

Committee noted the report for information.

A question was asked with regards to adverse possession of an unregistered strip of land at Brewery House play area at the last meeting. The Chair advised that the solicitor has confirmed Council is not able to claim this piece of land.

The Chair advised that for the purposes of bookings in Park End Shetler, non-profit organisations can currently use the building for free; for other bookings a small charge will be applied.

A full report on fees and charges will be brought to a future committee meeting for consideration.

FG25.107 Standing Orders and Financial Regulations

The Chair advised that only minimal changes had been made to the documents and would be taken to the annual meeting for approval. Any further changes, tweaks or questions with regards to the documents by committee to be sent to The Chair or CO who would be happy to discuss.

FG25.108 Staffing

Committee noted the report for information.

FG25.109 The Ranch

Resolved: Committee approved for Officers to investigate potential other use of the land and bring a report back to a future committee meeting.

Fields in Trust was discussed and committee agreed to put on hold for now as potential acquisitions may be coming to the Council that would also benefit from being protected by FIT therefore submissions would be done collectively.

FG25.110 Insurance

Committee noted the report for information.

Meeting ended at 18.47.

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Current Bank A/c	739,548.29
31/03/2026	West Cumbria Credit Union	11,185.33
31/03/2026	Petty Cash	0.00
31/03/2026	PayPal	300.22

751,033.84

Receipts not on Bank Statement

0.00

Closing Balance

751,033.84

All Cash & Bank Accounts

1	Current Bank A/c	739,548.29
3	West Cumbria Credit Union	11,185.33
4	Petty Cash	0.00
5	PayPal	300.22
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	751,033.84

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Finance & General Purposes</u>							
1076 Precept	0	1,070,744	1,070,744	0			100.0%
1150 Income - Car Park	0	1,000	1,000	0			100.0%
1160 Income - Dividend	2,186	6,613	7,500	887			88.2%
1190 Mayoral Fundraising	(3,328)	0	0	0			0.0%
1999 Income - Other	4	1,099	0	(1,099)			0.0%
Finance & General Purposes :- Income	(1,138)	1,079,456	1,079,244	(212)			100.0%
4000 Salaries	42,812	277,813	278,592	779		779	99.7%
4010 National Insurance	5,296	34,609	37,696	3,087		3,087	91.8%
4020 Pension	7,839	55,950	55,760	(190)		(190)	100.3%
4030 Staff Associated Costs	2,204	16,243	29,000	12,757		12,757	56.0%
4100 Staff Expenses	102	685	1,000	315		315	68.5%
4110 Training	520	2,433	8,000	5,567		5,567	30.4%
4120 Telecoms & IT	13,758	32,239	36,968	4,729	8,799	(4,070)	111.0%
4125 Marketing	0	6,215	7,000	785		785	88.8%
4140 Insurance	(97)	6,399	7,500	1,101	762	339	95.5%
4150 Printing & Stationery	48	748	1,500	752		752	49.9%
4160 Website & Newsletter	(234)	396	2,000	1,604		1,604	19.8%
4170 Subscriptions & Memberships	0	3,179	3,452	273	25	248	92.8%
4180 Postage	5	2,003	1,500	(503)		(503)	133.5%
4190 Repairs & Renewals	208	1,127	7,300	6,173		6,173	15.4%
4200 Audit Fees	230	2,548	4,000	1,452	731	721	82.0%
4210 Office General	(18)	5,625	6,000	375	79	297	95.1%
4230 Elections	0	0	6,500	6,500		6,500	0.0%
4250 Civic Functions	745	12,477	12,125	(352)		(352)	102.9%
4262 Fleet Leases	32	5,289	6,150	861	30,821	(29,960)	587.1%
4264 Fleet Consumables	164	1,420	1,500	80	100	(20)	101.3%
4270 Accommodation	10,765	19,304	19,201	(103)	10,443	(10,546)	154.9%
4280 Advertising	0	954	250	(704)		(704)	381.4%
4310 Personal Protective Equipment	228	1,400	2,000	600	50	550	72.5%
4320 Mayoral Allowance	620	3,100	3,100	0		0	100.0%
4340 Member Travel	0	648	500	(148)		(148)	129.7%
4365 Twinning	0	2,500	5,000	2,500		2,500	50.0%
4380 Member Development	0	0	750	750		750	0.0%
4430 Legal & Professional	0	8,697	10,000	1,303		1,303	87.0%
4450 Trusteeship	0	4,692	12,800	8,108		8,108	36.7%
4460 PWLB Capital Payment	0	5,099	5,200	101		101	98.1%
4470 PWLB Interest Payment	0	6,572	6,700	128		128	98.1%
4480 Contingency	0	0	0	0	750	(750)	0.0%
4485 Asset Management	72,152	111,466	151,000	39,534	26,039	13,495	91.1%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4490 Community Development Planning	(340)	(340)	10,000	10,340		10,340	(3.4%)
Finance & General Purposes :- Indirect Expenditure	157,038	631,489	740,044	108,555	78,598	29,957	96.0%
Net Income over Expenditure	<u>(158,177)</u>	<u>447,967</u>	<u>339,200</u>	<u>(108,767)</u>			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>110 Culture & Community</u>							
1200 Income - Party in the Park	0	1,385	0	(1,385)			0.0%
1220 Income - Theatre by the Hall	0	305	0	(305)			0.0%
1230 Income - Christmas Festival	0	3,180	0	(3,180)			0.0%
1250 Festival Income	30	683	0	(683)			0.0%
1255 Income - Sport	0	74	0	(74)			0.0%
1265 Income - Reach Out	0	235	0	(235)			0.0%
1280 Income - Festival of Running	0	3,097	0	(3,097)			0.0%
1999 Income - Other	15	59	0	(59)			0.0%
Culture & Community :- Income	45	9,017	0	(9,017)			
4545 Christmas	1,826	85,057	90,000	4,943	322	4,621	94.9%
4580 Cultural Marketing	0	6,000	6,000	0		0	100.0%
4590 Funding	0	14,996	15,000	4		4	100.0%
4595 Youth & Community Work	600	14,162	22,000	7,838		7,838	64.4%
4650 Cultural Celebrations	2,234	35,663	44,700	9,037	890	8,147	81.8%
4652 Party in the Park	0	24,396	25,000	604		604	97.6%
4655 Festival of Running	0	8,356	10,000	1,644		1,644	83.6%
4685 Reach Out	0	10,437	10,000	(437)		(437)	104.4%
Culture & Community :- Indirect Expenditure	4,660	199,067	222,700	23,633	1,212	22,422	89.9%
Net Income over Expenditure	(4,615)	(190,050)	(222,700)	(32,650)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>120 Environment</u>							
1100 Income - Grants & Donation	0	97,488	151,500	54,012			64.3%
1255 Income - Sport	75	1,744	0	(1,744)			0.0%
1300 Income - In Bloom Sponsorship	0	250	0	(250)			0.0%
1310 Income - Rents	53	14,005	12,500	(1,505)			112.0%
1999 Income - Other	0	5,578	0	(5,578)			0.0%
Environment :- Income	<u>129</u>	<u>119,064</u>	<u>164,000</u>	<u>44,936</u>			<u>72.6%</u>
4700 Street Displays	0	21,873	26,000	4,127		4,127	84.1%
4705 Environmental Activities	1,000	1,661	3,000	1,339		1,339	55.4%
4710 Green Grants	0	1,608	3,000	1,392		1,392	53.6%
4730 Nature Partnership	34	23,948	25,500	1,552		1,552	93.9%
4810 Streetscene	552	10,867	10,000	(867)	254	(1,121)	111.2%
4830 Vulcan Park	2,183	19,104	19,000	(104)	2,379	(2,483)	113.1%
4840 Play Areas	2,544	42,603	45,000	2,397	24,126	(21,729)	148.3%
4850 Allotments	3,964	17,763	24,700	6,937	380	6,557	73.5%
4860 Estate Management	655	10,637	10,000	(637)	2,562	(3,198)	132.0%
4870 Estate Development	50,207	174,034	201,000	26,966	39,670	(12,703)	106.3%
Environment :- Indirect Expenditure	<u>61,139</u>	<u>324,098</u>	<u>367,200</u>	<u>43,102</u>	<u>69,370</u>	<u>(26,268)</u>	<u>107.2%</u>
Net Income over Expenditure	<u>(61,010)</u>	<u>(205,034)</u>	<u>(203,200)</u>	<u>1,834</u>			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>140 Development</u>							
4490 Community Development Planning	340	0	0	0		0	0.0%
Development :- Indirect Expenditure	340	0	0	0	0	0	
Net Expenditure	(340)	0	0	0			
Grand Totals:- Income	(965)	1,207,538	1,243,244	35,706			97.1%
Expenditure	223,177	1,154,654	1,329,944	175,290	149,180	26,110	98.0%
Net Income over Expenditure	(224,142)	52,884	(86,700)	(139,584)			
Movement to/(from) Gen Reserve	(224,142)	52,884	(86,700)	(139,584)			

Note: 2025-2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>100</u>	<u>Finance & General Purposes</u>											
1076	Precept	986,709	986,709	0	0	1,070,744	0	1,070,744	1,070,744	1,124,740	0	0
1150	Income - Car Park	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
1160	Income - Dividend	6,500	7,375	0	0	7,500	0	7,500	6,613	7,500	0	0
1999	Income - Other	0	18,002	0	0	0	0	0	1,099	0	0	0
	Total Income	994,209	1,013,086	0	0	1,079,244	0	1,079,244	1,079,456	1,133,240	0	0
4000	Salaries	300,509	269,818	0	-29,000	307,592	0	278,592	277,813	325,682	0	0
4010	National Insurance	30,594	25,455	0	0	37,696	0	37,696	34,609	40,367	0	0
4020	Pension	59,855	52,841	0	0	55,760	0	55,760	55,950	64,926	0	0
4030	Staff Associated Costs	0	0	0	29,000	0	0	29,000	16,243	45,500	0	12,000
4100	Staff Expenses	0	0	0	0	1,000	0	1,000	685	0	0	0
4110	Training	8,000	7,629	0	0	8,000	0	8,000	2,433	9,500	0	0
4120	Telecoms & IT	11,551	10,595	0	0	36,968	0	36,968	32,239	35,000	0	0
4125	Marketing	0	0	0	0	7,000	0	7,000	6,215	8,000	0	0
4140	Insurance	7,500	6,167	0	0	7,500	0	7,500	6,399	9,150	0	0
4150	Printing & Stationery	1,500	1,497	0	0	1,500	0	1,500	748	0	0	0
4160	Website & Newsletter	2,000	290	0	0	2,000	0	2,000	396	1,500	0	0
4170	Subscriptions & Memberships	2,600	2,896	0	0	3,452	0	3,452	3,179	3,500	0	0
4180	Postage	1,500	1,619	0	0	1,500	0	1,500	2,003	0	0	0
4190	Repairs & Renewals	5,000	2,305	0	-3,700	11,000	0	7,300	1,127	0	0	0
4200	Audit Fees	3,000	2,339	0	0	4,000	0	4,000	2,548	3,000	0	0
4210	Office General	5,000	5,349	0	1,000	5,000	0	6,000	5,625	9,000	0	0
4230	Elections	6,500	6,633	0	0	6,500	0	6,500	0	14,000	0	6,500

Continued on next page

Note: 2025-2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4250	Civic Functions	4,000	4,007	0	0	12,125	0	12,125	12,477	7,500	0	0
4262	Fleet Leases	5,500	5,602	0	0	6,150	0	6,150	5,289	13,000	0	0
4264	Fleet Consumables	1,500	1,059	0	0	1,500	0	1,500	1,420	2,000	0	0
4270	Accommodation	15,000	8,662	0	2,700	16,501	0	19,201	19,304	30,000	0	0
4280	Advertising	250	0	0	0	250	0	250	954	0	0	0
4310	Personal Protective Equipment	2,000	1,920	0	0	2,000	0	2,000	1,400	0	0	0
4320	Mayoral Allowance	3,100	3,100	0	0	3,100	0	3,100	3,100	3,100	0	0
4330	Mayoral Benches	1,000	617	0	0	0	0	0	0	0	0	0
4340	Member Travel	500	0	0	0	500	0	500	648	700	0	0
4350	Robes	800	737	0	0	0	0	0	0	0	0	0
4365	Twinning	2,500	2,500	0	0	5,000	0	5,000	2,500	5,000	0	0
4370	Citizens' Advice Bureau	5,000	5,000	0	0	0	0	0	0	0	0	0
4380	Member Development	750	290	0	0	750	0	750	0	750	0	0
4430	Legal & Professional	10,000	7,199	0	0	10,000	0	10,000	8,697	10,000	0	0
4450	Trusteeship	5,000	5,601	0	0	12,800	0	12,800	4,692	5,400	0	0
4460	PWLB Capital Payment	5,000	4,867	0	0	5,200	0	5,200	5,099	6,400	0	0
4470	PWLB Interest Payment	7,000	6,804	0	0	6,700	0	6,700	6,572	0	0	0
4480	Contingency	65,000	27,487	0	0	0	0	0	0	0	0	0
4485	Asset Management	0	0	0	0	151,000	0	151,000	111,466	55,000	0	30,000
4490	Community Development Planning	0	0	0	10,000	0	0	10,000	-340	0	0	0
	Overhead Expenditure	579,009	480,885	0	10,000	730,044	0	740,044	631,489	707,975	0	48,500
	Movement to/(from) Gen Reserve	415,200	532,201			349,200		339,200	447,967	425,265		

Continued on next page

Note: 2025-2026

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>110</u> <u>Culture & Community</u>												
1100	Income - Grants & Donation	0	0	0	0	0	0	0	0	7,500	0	0
1200	Income - Party in the Park	0	720	0	0	0	0	0	1,385	0	0	0
1220	Income - Theatre by the Hall	0	300	0	0	0	0	0	305	0	0	0
1230	Income - Christmas Festival	0	2,955	0	0	0	0	0	3,180	0	0	0
1250	Festival Income	0	0	0	0	0	0	0	683	0	0	0
1255	Income - Sport	0	0	0	0	0	0	0	74	0	0	0
1265	Income - Reach Out	0	230	0	0	0	0	0	235	0	0	0
1280	Income - Festival of Running	0	2,661	0	0	0	0	0	3,097	0	0	0
1999	Income - Other	0	453	0	0	0	0	0	59	0	0	0
	Total Income	0	7,319	0	0	0	0	0	9,017	7,500	0	0
4510	Culture Commission - Sport	2,000	1,000	0	0	0	0	0	0	6,000	0	0
4520	Culture Commission - Heritage	5,000	0	0	0	0	0	0	0	0	0	0
4540	Christmas Lights	65,000	63,014	0	0	0	0	0	0	0	0	0
4545	Christmas	0	0	0	0	90,000	0	90,000	85,057	90,000	0	0
4550	Christmas Festival	25,000	24,825	0	0	0	0	0	0	0	0	0
4565	Armed Forces Day Support	600	300	0	0	0	0	0	0	0	0	0
4580	Cultural Marketing	5,000	3,607	0	0	6,000	0	6,000	6,000	6,000	0	0
4590	Funding	5,500	3,670	0	0	15,000	0	15,000	14,996	8,000	0	0
4595	Youth & Community Work	7,000	4,066	0	0	22,000	0	22,000	14,162	28,000	0	0
4605	Summer Camp	3,000	3,000	0	0	0	0	0	0	0	0	0
4610	Carnegie Municipal Theatre	5,000	5,000	0	0	0	0	0	0	0	0	0
4625	D-Day Beacon Lighting	1,500	1,389	0	0	0	0	0	0	0	0	0

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4650 Cultural Celebrations	0	0	0	0	44,700	0	44,700	35,663	21,100	0	0
4652 Party in the Park	20,000	19,832	0	0	25,000	0	25,000	24,396	25,000	0	0
4653 Theatre by the Hall	13,500	13,456	0	0	0	0	0	0	0	0	0
4654 Art Exhibition	5,000	0	0	0	0	0	0	0	0	0	0
4655 Festival of Running	10,000	9,602	0	0	10,000	0	10,000	8,356	12,000	0	0
4657 Schools Competition	3,000	1,593	0	0	0	0	0	0	0	0	0
4665 Science Workshops	4,000	3,737	0	0	0	0	0	0	0	0	0
4680 Easter Activities	2,100	1,138	0	0	0	0	0	0	0	0	0
4685 Reach Out	10,000	9,835	0	0	10,000	0	10,000	10,437	0	0	0
4690 Music Centre	2,500	2,500	0	0	0	0	0	0	0	0	0
Overhead Expenditure	194,700	171,562	0	0	222,700	0	222,700	199,067	196,100	0	0
Movement to/(from) Gen Reserve	<u>(194,700)</u>	<u>(164,243)</u>			<u>(222,700)</u>		<u>(222,700)</u>	<u>(190,050)</u>	<u>(188,600)</u>		

Annual Budget - By Centre (Actual YTD Month 12)

Note: 2025-2026

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>120</u> <u>Environment</u>											
1100 Income - Grants & Donation	0	62,510	0	0	151,500	0	151,500	97,488	7,500	0	0
1255 Income - Sport	0	0	0	0	0	0	0	1,744	1,500	0	0
1300 Income - In Bloom Sponsorship	0	0	0	0	0	0	0	250	0	0	0
1310 Income - Rents	8,500	14,995	0	0	12,500	0	12,500	14,005	12,500	0	0
1999 Income - Other	0	373	0	0	0	0	0	5,578	0	0	0
Total Income	8,500	77,878	0	0	164,000	0	164,000	119,064	21,500	0	0
4700 Street Displays	17,500	18,350	0	0	26,000	0	26,000	21,873	0	0	0
4705 Environmental Activities	0	0	0	0	3,000	0	3,000	1,661	3,000	0	0
4710 Green Grants	3,000	1,300	0	0	3,000	0	3,000	1,608	3,000	0	0
4725 Estate Development	125,500	122,131	0	0	0	0	0	0	0	0	0
4730 Nature Partnership	23,500	24,120	0	0	25,500	0	25,500	23,948	45,500	0	0
4770 Parks Maintenance	35,000	34,569	0	0	0	0	0	0	0	0	0
4810 Streetscene	13,500	14,553	0	0	10,000	0	10,000	10,867	39,000	0	0
4820 Allotments Maintenance	16,000	12,782	0	0	0	0	0	0	0	0	0
4830 Vulcan Park	0	0	0	0	19,000	0	19,000	19,104	20,000	0	0
4840 Play Areas	0	0	0	0	45,000	0	45,000	42,603	50,000	0	0
4850 Allotments	0	0	0	0	24,700	0	24,700	17,763	16,000	0	0
4860 Estate Management	0	0	0	0	10,000	0	10,000	10,637	40,000	0	0
4870 Estate Development	0	0	0	0	201,000	0	201,000	174,034	10,000	0	0
Overhead Expenditure	234,000	227,805	0	0	367,200	0	367,200	324,098	226,500	0	0
Movement to/(from) Gen Reserve	<u>(225,500)</u>	<u>(149,927)</u>			<u>(203,200)</u>		<u>(203,200)</u>	<u>(205,034)</u>	<u>(205,000)</u>		

Continued on next page

Note: 2025-2026

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>140</u> <u>Development</u>											
4490 Community Development Planning	10,000	3,720	0	-10,000	10,000	0	0	0	0	0	0
Overhead Expenditure	10,000	3,720	0	-10,000	10,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(10,000)</u>	<u>(3,720)</u>			<u>(10,000)</u>		<u>0</u>	<u>0</u>	<u>0</u>		
Total Budget Income	1,002,709	1,098,282	0	0	1,243,244	0	1,243,244	1,207,538	1,162,240	0	0
Expenditure	1,017,709	883,972	0	0	1,329,944	0	1,329,944	1,154,654	1,130,575	0	48,500
Movement to/(from) Gen Reserve	<u>(15,000)</u>	<u>214,311</u>			<u>(86,700)</u>		<u>(86,700)</u>	<u>52,884</u>	<u>31,665</u>		

Workington Town Council

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Workington Town Council

Some Notes on Council Powers for Expenditure including s137 Payments 2025-26

Generally, the council exercises a range of powers in making grants to the community. Exceptionally, when exercising Section 137 of the Local Government Act 1972, it must record these separately in the accounts. S137 enables Parish Councils to spend up to the product of £11.10 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year of the account, 1st April 2025 - 31st March 2026 was £11.10 x 19,152 (as of 1st April 2025) = £212,587.20

The payments were: -

1.	North West Ambulance Service - Outdoor Cabinet for Defibrillator at Town Hall	420.00
2.	MKM - Cement & Gravel Mix for Installing Barepot Defibrillator	67.08
3.	Workington Royal British Legion - Services for Armed Forces Day 2025	300.00
4.	Lakes Electrics - Installation of Defibrillator at Town Hall	247.00
5.	Imperative Training - Charge Pack for Defibrillator	145.00
6.	Imperative Training - Defibrillator Pad Pack	85.00
7.	Workington Royal British Legion - Refreshments for Remembrance Day Event	650.00
8.	Workington Royal British Legion - 2 x Remembrance Wreaths	56.00
9.	Cumbria Cake Shop - Remembrance Day Event Food	280.00
10.	Thomas Kay Photography - Remembrance Day Photos	175.00
11.	Imperative Training Limited - 2 x Defibrillator battery packs	190.00
12.	Travis Perkins - Sand & Gravel for Siddick Defibrillator Installation	149.16
13.	Turtle Engineering Limited - Defibrillator for Siddick	4200.00
14.	R&J Industrial Supplies - Threaded Bar & Nuts for Siddick Defibrillator Installation	7.48
TOTAL		6,971.72

FINAL REPORT BY THE INTERNAL AUDITOR TO WORKINGTON TOWN COUNCIL
1ST OCTOBER 2025 - 31ST MARCH 2026
FINANCIAL YEAR ENDING 31ST MARCH 2026

Introduction

This final report for the financial year 1st April 2025 to 31st March 2026 covers elements required by the Account and Audit Regulations (England) 2015 which were not covered in the interim report for the period 1st April 2025 – 30th September 2025.

I confirm I have on the 5th May 2026 undertaken a final audit which covers the period 1st October 2025 to 31st March 2026 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2025

Appropriate accounting records have been kept throughout the year.

The completed 2025 Annual Governance and Accountability Return (AGAR) confirms that the closing balance on 31st March 2025 - has been correctly carried forward to commence the financial year, - £504.325 1st April 2025 – 31st March 2026.

The bank reconciliation on 31st March 2026 correctly reflects the balances on all bank accounts.

The Council having reserve cash funds in excess of £100,000 has identify the need for an investment strategy with clear aims and objectives, namely, to consider security, liquidity, yield, here listed in order of priority.

The authority complied with its financial regulations, invoices supported payments, all expenditure was approved, and VAT was accounted for.

The Financial Regulations were reviewed and adopted ensuring current practice.

The rigorous tendering process for goods and services was evidenced by the documentation made available, and the examples recorded on the website. All tenders and quotes adhere to the up-to-date Financial Regulations.

A selection of financial transactions was reviewed in excess of £2000.00 all were supported by a clear audit trail.

Vat reclaims are prepared on a quarterly basis. Evidence was available to confirm the accuracy of the final claim for the last quarter of the financial year 1st January 2026 - 31st March 2026 - £21,995.33 has been reconciled and submitted to HMRC.

The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

All aspects of this section were covered in the interim report.

The Precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate.

The Responsible Financial Officer (RFO) with full explanations of the recommendations prepares a budget report and it is presented to the Finance Committee for approval and

development prior to recommendations being made to Council. The Council subsequently approves the budget and notes in the Meeting 28th January 2026- Minute – 25/78 the Precept - £1,124,740 to be requested for the 2026-2027 financial year. – The precept was submitted to the Cumberland Council well within the allotted time scale

Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for.

All income is promptly banked upon receipt with appropriate measures taken to segregate cash collection from subsequent responsibility for banking procedures. Vat is identified and allocated to the appropriate budget heading.

Receipts properly supported Cash payments, all cash expenditure was approved and VAT appropriately accounted for.

Sums incurred on the Paypal Debit Card are fully supported by invoices/receipts. VAT is identified on all purchases and allocated to the appropriate budget headings.

Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE and NI requirements were properly applied

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external payroll operator. The record with all deductions for staff was properly prepared and a P60 confirmed correct operation.

Assets and investments register were completed and accurate and properly maintained.

The Asset Register for the current financial year has been completed and adopted, as it is annually, to a scheduled timetable ensuring accuracy for completion of the 2025-2026. Annual Governance and Accountability Return. (AGAR)

Acquisitions and disposals, if appropriate, have been documented and £155,380 is correctly recorded in the AGAR 2025-2026.

All assets are adequately covered by insurance with Zurich. It is confirmed that the annual renewal is recorded in the Minutes.

Accounting statements prepared during the year were prepared on the correct accounting basis – income and expenditure, all schedules, etc agreed and were supported by an adequate audit trail from the core accounts. Debtors and Creditors were properly recorded. The Council has published on the website all documentation required under relevant legislation.

The Council accounts are prepared on an Income and Expenditure basis as required by the Accounts and Audit regulations being an authority with income/ expenditure in excess of £200,000. The Rialto software core accounts clearly identify Debtors, Creditors, Receipts in Advance, and Accruals.

It is confirmed that the Council is compliant with requirements to publish relevant information on the website.

The authority complied with the publication requirements of the prior year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as

reasonably practicable, after the conclusion of the audit, a statement on the website advising that the 2022-23 Audit has been completed.

The Chief Officer /RFO has undertaken the requirement, and the Notice of Conclusion of Audit was published on the website 3rd September 2025.

Notification of the return of the AGAR was received at Council – Meeting 15th October 2025 – Minute No. 25.42.

The authority has complied with laws, regulations and proper practices relating to digital and data.

To verify compliance evidence was produced of the following:

Workington Town Council has an Accessibility Compliant website

www.workingtontowncouncil.gov.uk

The Officers and members have .gov.uk emails.

There exists a Privacy Policy; Legal Notice; Accessibility Statement.

An I.T. Policy was adopted – Meeting 11th March 2026 – Minute No. 25/95d.

The Chief Officer/Responsible Financial Officer (RFO) and the Finance Officer/Deputy RFO have maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence. The financial statements and reports reflect a true and accurate account of the Council's finance and governance records.



Georgina D Airey - Internal Auditor – 5th May 2026.

Workington Town Council

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Standing Committees of the Council **Delegations and Terms of Reference**

The Council constitutes three standing committees:

1. Finance & General Purposes Committee
2. Culture & Social Investment Committee
3. Environment Committee

The Council may also from time to time constitute other committees in accordance with a resolution of the Council.

There shall be ten voting members of each standing committee. The quorum of members of a standing committee shall be four.

The Mayor and Deputy Mayor shall be ex officio, non-voting members of each standing committee.

To resign from a committee, members must write to The Mayor as Chair of the Council.

Each standing committee shall meet in accordance with the timetable of meetings approved by Council, provided that the Chair may arrange additional meetings if business so requires.

1. General Provisions: All committees are subject to the following overarching provisions:
a) Appoint a Chair and Vice-chair at the Annual Meeting of the Council, or in the event of a casual vacancy, at the next available meeting of the Council.
b) Act within the policies, regulations and financial limits approved by the Council and in line with the Code of Conduct, Standing Orders, and Financial Regulations.
c) Have the power to appoint sub-committees, advisory sub-committees and working groups.
d) Have the power to co-opt the attendance of other persons with interest or expertise. Such persons to be members of the committee without rights of proposal or voting on formal business, other than as provided for by the Parish and Community Councils (Committees) Regulations 1990; that is, to vote only on the management of land owned or occupied by the Council; the promotion of tourism; the management of a festival.
e) Report minutes of their proceedings to the next available meeting of Council.
f) Consider and recommend policy in respect of their area of delegation.
g) Make decisions and commit spending in accordance with the Council Plan and Annual Budget in respect of their area of delegation within the terms of Financial Regulations.
h) Make recommendations to Council on spending in respect of their area of delegation where the spending exceeds delegation limits in Financial Regulations.

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i) Recommend to Council any virement between budget lines within the overall budget allocated to their area of delegation.

j) Have the power to further delegate operational decisions or actions which implement policies or resolutions of the committee to the Proper Officer (who may further delegate to responsible staff members).

2. Finance and General Purposes Committee

Purpose: To oversee the financial management, administrative functions, and general operations of the Council.

a) Determine the spending and use of the budget allocation for Finance & General Purposes within the terms of Financial Regulations and resolutions of the Council.

b) Review and make recommendation to Council on Financial Regulations and Standing Orders and compliance by the Council.

c) Support the Mayoralty, formal arrangements with other municipalities including twinning, and other matters of civic governance.

d) Oversee financial reporting, including budget monitoring and audit processes.

e) Monitor and review the capital and revenue budgets of the Council and make recommendations to Council.

f) Encourage involvement of the wider community in the Council's twinning arrangements and participate or nominate members to participate in any body established for that purpose.

g) Consider the Annual Governance and Accountability Return, receive and review audit reports and recommendations and report its findings and recommendations to Council.

h) Exercise the Council's powers and duties as a corporate charity trustee.

i) Oversee publicity and communications, including press, social media and the Council's websites.

j) Monitor the Council's compliance with the Local Council's Award standards.

k) Ensure that the Council's risk register and risk management policy is regularly reviewed.

l) Maintain and monitor the Council's policy on the management of reserves.

m) Monitor compliance with Freedom of Information and Data Protection regulations.

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n) Monitor and review the Council's complaints procedure.
o) Ensure the provision of appropriate training and development to enable councillors to be effective community leaders.
p) Monitor purchase decisions to ensure a best value for money approach in all aspects of Council activity in accordance with Financial Regulations.
q) Provide advice and guidance to the Chairs of other committees and to Council on all aspects of financial management.
r) Ensure the keeping of correct and reconciled books of accounts, records, archives and administration processes.
s) Review land, property, assets, and health and safety with respect to physical assets and property owned or held by the Council and ensure its proper management and maintenance.
t) Consider the acquisition and disposal of land, property and real estate and make recommendations to Council.
u) Review the Council's arrangements for insurance.
v) Monitor and plan for effect discharge of the Council's role as an employer, ensuring compliance with relevant legislation and best practice.
w) Recommend to Council, implement and monitor a 5–10-year Council plan.
x) Receive proposals from committees for the establishment of a budget to recommend the annual budget and precept for Council approval.
y) Power to refer any budget request by any committee back to that Committee or to Council if it is felt that implications would be a risk to the Council.
z) Develop, review, and recommend policies and strategies for the Council.
aa) To set appropriate fees and charges in relation to all Council assets, activities and initiatives.
bb) To review or scrutinise decisions made by other committees, or other action taken, in connection with functions of the Council.

3. Culture & Social Investment Committee

Purpose: To organise cultural events, social activities and engagement within the community. To work with anchor organisations to better the lives of the people in the town.

- a) Determine the spending and use of the budget allocation for Culture & Social Investment within the terms of financial regulations and resolutions of the Council.

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b) Plan and support community events, celebrations, and festivals.
c) Develop initiatives to engage local groups, organisations, and volunteers.
d) Encourage and sponsor arts, sports, cultural, technology, heritage, youth & community development activities.
e) Work with the principal authority and other locally established bodies for the promotion and/management of arts, sports, culture, heritage, youth and community development.
f) Undertake and support activities tackling poverty and disadvantage and promote public health and community safety.
g) Nominate members or request Officer representation where appropriate to other cultural and community development associations.
h) Promote initiatives to enhance cultural awareness and inclusivity.
i) Provide support and funding to anchor organisations to enhance and better the lives of the people within the town.
j) Consider and approve grant applications in line with budget and Financial Regulations.

4. Environment Committee

Purpose: To promote environmental initiatives, maintain the local environment and public spaces.

a) Determine the spending and use of the budget allocation for Environment within the terms of financial regulations and resolutions of the Council.
b) Be responsible for the Council's Cumbria in Bloom and/or Britain in Bloom awards entries and projects.
c) Develop and implement environmental improvement projects.
d) Consider matters relating to bus shelters, footway lighting, street planting, floral displays and the street scene in general. Exercising the powers and duties of the Council in relation to the built environment.
e) Oversee the maintenance and development of nature areas, parks, sports fields, open spaces, and planted features which fall under the Council's responsibility.
f) Ensure the conservation of designated landscapes and nature reserves.
g) Exercise the Council's powers and duties under the Litter Act 1983 and the Clean Neighbourhoods and Environment Act 2005.

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h) Oversee maintenance and development of the Council's Allotment Estate.
i) Consider and approve grant applications in line with budget and Financial Regulations.
j) Jointly administer Workington Nature Partnership in association with the principal authority with the Partnership Memorandum adopted by the Councils.
k) Liaise with local stakeholders to address environmental concerns.
l) Promote environmental awareness and sustainability within the town.

WTC Schedule of Council Meetings 2026-2027

MONTH/DATE	MEETING	VENUE	TIME
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MAY 2026

Friday 22nd May	Annual Meeting and Mayor Making	Carnegie	6.30 PM
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JUNE 2026

Monday 15th	F&GP Committee Meeting	Town Hall	6:30 PM
Wednesday 24th	Full Council Meeting	Allerdale House	6:00 PM

JULY 2026

Tuesday 7th	Culture & Social Investment Committee Meeting	Town Hall	6:00 PM
Thursday 9th	Environment Committee Meeting	Town Hall	6:30 PM
Monday 20th	F&GP Committee Meeting	Town Hall	6:30 PM
Wednesday 29th	Full Council Meeting	Allerdale House	6:00 PM

AUGUST 2026

No meetings

SEPTEMBER 2026

Tuesday 15th	Culture & Social Investment Committee Meeting	Town Hall	6:00 PM
Thursday 17th	Environment Committee Meeting	Town Hall	6:30 PM
Monday 28th	F&GP Committee Meeting	Town Hall	6:30 PM

OCTOBER 2026

Wednesday 7th	Full Council Meeting	Allerdale House	6:00 PM
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NOVEMBER 2026

Tuesday 10th	Culture & Social Investment Committee Meeting	Town Hall	6:00 PM
Thursday 12th	Environment Committee Meeting	Town Hall	6:30 PM
Monday 23rd	F&GP Committee Meeting	Town Hall	6:30 PM

DECEMBER 2026

Wednesday 2nd	Full Council Meeting	Allerdale House	6:00 PM
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JANUARY 2027

Monday 18th	F&GP Committee Meeting	Town Hall	6:30 PM
Wednesday 27th	Full Council Meeting	Allerdale House	6:00 PM

FEBRUARY 2027

Tuesday 9th	Culture & Social Investment Committee Meeting	Town Hall	6:00 PM
Thursday 11th	Environment Committee Meeting	Town Hall	6:30 PM

MARCH 2027

Monday 1st	F&GP Committee Meeting	Town Hall	6:30 PM
Wednesday 10th	Full Council Meeting	Allerdale House	6:00 PM

APRIL 2027

Tuesday 20th	Culture & Social Investment Committee Meeting	Town Hall	6:00 PM
Thursday 22nd	Environment Committee Meeting	Town Hall	6:30 PM
Wednesday 28th	Annual Town meeting (electors meeting)	Allerdale House	6:30 PM

MAY 2027

Monday 3rd	F&GP Committee Meeting	Town Hall	6:30 PM
Wed 19th	Annual Meeting & Mayor Making	Energus	6:30 PM



Workington Town Council

Standing Orders

Review May 2026

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Workington Town Council

Standing Orders 2026

Table of Orders

1. Meetings generally (including attendance and participation in meetings by persons not Councillors)
2. Committees and sub-committees
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5. Rules of debate at meetings
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9. Draft minutes
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14. Code of conduct complaints
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17. Responsible Financial Officer
18. Accounts and accounting statements
19. Financial controls and procurement
20. Handling staff matters
21. Responsibilities to provide information
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24. Execution and sealing of legal deeds
25. Communicating with district and county or unitary Councillors
26. Restrictions on Councillor activities
27. Approved reasons for absence
28. Urgent Business
29. Political Group
30. Standing orders generally

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1.	MEETINGS GENERALLY
a	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
b	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
c	The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened on the request of the Chair at shorter notice.
d	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.
e	The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
f	Subject to a meeting being quorate, all decisions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.
g	The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. <i>See standing orders 3h and i for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>
h	Unless standing orders provide otherwise, voting on a decision shall be by a show of hands. At the request of a Councillor present, prior to the vote being taken, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for, against or abstained.
i	The minutes of a meeting shall include an accurate record of the following: <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of Councillors who are present and the names of Councillors who are absent; iii. interests that have been declared by Councillors and non-Councillors with voting rights; iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;

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	<ul style="list-style-type: none"> v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was public participation. vii. the resolutions made.
j	A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
k	<p>No business may be transacted at a meeting of Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than one third.</p> <p><i>See the Council's terms of reference and delegation of committees for the quorum of a committee or sub-committee meeting.</i></p>
l	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
m	A meeting shall not exceed a period of two hours.
n	<p>Questions and statements by members:</p> <ul style="list-style-type: none"> i. At a standard meeting of the Council, a member of the Council or member of a committee may ask the Chair of a meeting any question or make a request to speak on any item of a meeting submitted to the Council, whether for confirmation or for report. ii. A member of the Council may: <ul style="list-style-type: none"> a) if notice in writing, containing the exact text of the question or statement, has been given to the Proper Officer at least one clear working day before the meeting, ask the Chair of a meeting any question or make a statement on any matter in relation to which the Council or Committee has powers or duties and which affects the town. The minimum one clear working day for notice of a question or statement does not include the day on which notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. b) with the permission of the Chair or Chair of any Committee put to them any question or make a statement relating to urgent business of which such notice has not been given, but a copy in writing of the exact text of the question or statement, shall be sent to the Proper Officer not later than three o'clock in the afternoon of the day of the meeting. iii. The question or statement read at the meeting by the member will be the

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	<p>question or statement submitted to the Proper Officer. The member must be present at the meeting for the question or statement to be read.</p> <p>iv. Every question or statement, submitted to the Proper Officer, shall be put and answered without discussion but the person to whom a question has been put may decline to answer.</p> <p>v. An answer may take the form of:</p> <p>a) a direct oral answer,</p> <p>b) where the desired information is in a publication of the Council or other published work, a reference to that publication, or</p> <p>c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.</p>
o	<p>Attendance and Participation in meetings by Persons not Councillors</p> <p>i. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other commercially sensitive reasons. The public's exclusion from part or all of a meeting shall be by a resolution at that meeting which shall give reasons for the public's exclusion.</p> <p>ii. the press shall be provided with reasonable facilities for the taking of their report, for all or part of a meeting at which they are entitled to be present.</p> <p>iii. The Chair may invite any Officer of the Council or any other person who may have information relevant to any items of business to give evidence and answer questions on that matter.</p>
p	<p>Public Questions</p> <p>i. Electors who wish to ask a question at a meeting shall give notice to the Proper Officer and provide the exact text of the question/s it is intended to ask at least one clear working day before the meeting which shall not include the day on which the notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning. The question/s stated in the notice given to the Proper Officer shall be the question/s asked at the meeting. The notice given will clearly state as to which agenda item the question relates to.</p> <p>ii. The Chair may permit a questioner to ask a supplementary question which must arise from the answer given, provided that no one question shall be considered for more than a maximum of three minutes and statements, which are not questions, will not be permitted.</p> <p>iii. Electors asking question/s shall address the Chair, state their name and confirm they reside at an address in the Parish of Workington.</p> <p>iv. Answers to questions may take the form of:</p> <p>a) a direct oral response</p>

	<ul style="list-style-type: none"> b) when the desired information is contained in a publication, a reference to that publication or c) when it is more convenient to do so, a written answer after the meeting within 10 working days. v. Every question shall be put and answered without discussion. vi. Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern. vii. The Chair shall not allow any questions that is in their opinion: <ul style="list-style-type: none"> a) Defamatory, frivolous or offensive b) Requires the disclosure of exempt or confidential information c) Relates to complaints about individual Members or Officers. <p style="text-align: center;">Annual Town Meeting</p> <ul style="list-style-type: none"> viii. Electors wishing to speak at the Annual Town Meeting are not required to give notice as to the question they wish to ask. ix. All other standing orders regarding public participation in meetings should be followed. x. The Chair may interject if the topic of the question is not within the powers or control of the Council.
q	<p>Public Representations (statements)</p> <ul style="list-style-type: none"> i. Electors who wish to make a statement, in relation to an item on the agenda, at a meeting shall give notice to the Proper Officer and provide the exact text of the statement intended, at least one clear working day before the meeting; which shall not include the day on which the notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning. ii. The Chair shall report any valid notice to the meeting, which shall decide whether to permit such representation. iii. Electors making representation shall address the Chair, state their name and confirm they reside at an address in the Parish of Workington and speak for a maximum of three minutes. iv. Representations shall not be permitted that relate to the individual affairs of either the elector or any other named person but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern. v. The Chair shall not allow any representations that is in their opinion: <ul style="list-style-type: none"> a. Defamatory, frivolous or offensive b. Requires the disclosure of exempt or confidential information

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	<p>c. Relates to complaints about individual members or Officers.</p> <p>Annual Town Meeting</p> <p>vi. Electors wishing to speak at the Annual Town Meeting are not required to give notice as to the statement they wish to make.</p> <p>vii. All other standing orders regarding public participation in meetings should be followed.</p> <p>viii. The Chair may interject if the topic of the statement is not within the powers or control of the Council.</p>
r	A person who speaks shall stand and direct their comments to the Chair of the meeting. The Chair of the meeting may at any time permit a person to be seated when speaking.
s	<p>A Member or person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.</p> <p>The Chair of the meeting should be informed before the start, that the meeting is being ‘reported’ by a Member or person present, so that members of the committee may be informed prior to the meeting starting.</p> <p><u>Part two confidential items of agendas are not permitted to be reported on.</u></p>
t	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

2.	COMMITTEES and SUB-COMMITTEES
a	Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
b	The members of a committee, sub-committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.
c	Unless the Council determines otherwise, any or all members of an advisory committee and a sub-committee may be non-Councillors and SO2div, SO2dv and SO2dvi shall not apply to advisory committees and sub-committees however constituted.
d	The Council may appoint standing committees or other committees as may be

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	<p>necessary, and:</p> <ul style="list-style-type: none"> i. shall determine their terms of reference; ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council; iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings; iv. shall, subject to standing orders 2(b) and (c), appoint members, so as to reflect so far as possible proportionality as between political groups (if any), and determine the terms of office of members of such a committee; v. The notified representative of a political group will give notice to the Proper Officer, at least two days before the date of the meeting, of group nominations to committee places allocated to the group. Members who are not in a political group shall also give notice to the Proper Officer of nominations including self-nominations to committee places allocated to such members. vi. may, subject to standing orders 2(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend and shall be of the same political group as the member they are replacing; vii. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee; viii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee; ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; x. shall determine if the public may participate at a meeting of a committee; xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee; xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and xiii. may dissolve a committee or a sub-committee.
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3.	ORDINARY COUNCIL MEETINGS
a	In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
b	In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

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c	If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
d	In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
e	The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.
f	The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
g	The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
h	In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
i	In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
j	<p>Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:</p> <ul style="list-style-type: none"> i. In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair and Vice Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date; ii. Confirmation of the accuracy of the minutes of the last meeting of the Council; iii. Consideration of any questions from electors of which notice has been given; iv. Questions and Statements from Members of which notice has been given; v. Consideration of any motions of which notice has been given; vi. Receipt of the minutes of the last meeting of a committee; vii. Consideration of the recommendations made by a committee; viii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

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	<ul style="list-style-type: none"> ix. Review of the terms of reference for committees; x. Appointment of members to existing committees; xi. Appointment of any new committees in accordance with standing order 2; xii. Review and adoption of appropriate standing orders and financial regulations; xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses; xiv. Review of representation on or work with external bodies and arrangements for reporting back; xv. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future; xvi. Review of inventory of land and other assets including buildings and office equipment; xvii. Confirmation of arrangements for insurance cover in respect of all insurable risks; xviii. Review of the Council's and/or staff subscriptions to other bodies; xix. Review of the Council's complaints procedure; xx. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 12, 20 and 21</i>); xxi. Review of the Council's policy for dealing with the press/media; xxii. Review of the Council's employment policies and procedures; xxiii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence; xxiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
k	<p>At an ordinary meeting (excluding the Annual Meeting), or an extra-ordinary meeting called by The Chair, the business shall include:</p> <ul style="list-style-type: none"> i. Confirmation of the accuracy of the minutes of the last meeting of the Council; ii. Consideration of any questions from electors of which notice has been given; iii. Questions and Statements from Members of which notice has been given; iv. Consideration of any motions of which notice has been given; v. Receipt of the minutes of the last meeting of a committee; vi. Consideration of the recommendations made by a committee; vii. Receipt and consideration of reports from Outside Bodies or other arrangements in which the Council is represented which have not been delegated to a Committee for consideration.

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4.	EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES
a	The Chair of the Council may convene an extraordinary meeting of the Council at any time and public notice shall be given as for an ordinary meeting.
b	If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing via the Proper Officer to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, agenda and motions on notice for such a meeting shall be signed by the two Councillors. Periods of notice shall be as for an ordinary meeting.
c	The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time and public notice shall be given as for an ordinary meeting.
d	If the Chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested in writing via the Proper Officer to do so by two members of the committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee. The public notice giving the time, place agenda and motions on notice for such a meeting shall be signed by the two Councillors. Periods of notice shall be as for an ordinary meeting.
e	Agenda items for an extraordinary meeting called by two members of the Council, shall include only: <ul style="list-style-type: none"> i. Absences ii. Declarations of Interest iii. Exclusion of Press and Public iv. Public Participation v. Motions on Notice of which notice has been given as per standing order 7 vi. A single agenda item detailing the business, which relates to a power or duty of the council, to which the purpose of calling the meeting is for.

5.	RULES OF DEBATE AT MEETINGS
a	Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
b	A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
c	A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn. Members who have submitted motions must be present in person at the meeting in which the motion is to be addressed. Motions from members who are not present will be removed from the agenda by the Chair

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	at the start of the meeting.
d	If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
e	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion. Subject to standing order 5(i), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
f	If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
g	An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
h	A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
i	If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
j	One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
k	A Councillor may not move more than one amendment to an original or substantive motion.
l	The mover of an amendment has no right of reply at the end of debate on it.
m	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
n	Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except: <ul style="list-style-type: none"> i. to speak on an amendment moved by another Councillor; ii. to move or speak on another amendment if the motion has been amended since they last spoke; iii. to make a point of order; iv. to give a personal explanation; or v. to exercise a right of reply.
o	During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop

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	speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
p	A point of order shall be decided by the Chair of the meeting and their decision shall be final.
q	When a motion is under debate, no other motion shall be moved except: <ul style="list-style-type: none"> i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote; v. to ask a person to be no longer heard or to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; or ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
r	Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
s	Excluding motions moved under standing order 5(q), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting. Councillors wishing to speak shall raise their hand, shall speak only when called by the Chair and shall stand while speaking, provided that the Chair may permit a Councillor to sit while speaking.

6.	DISORDERLY CONDUCT AT MEETINGS
a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
b	If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
c	If a resolution made under standing order 6(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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7.	MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER
a	A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
c	The Proper Officer may, before including a motion on the agenda received in accordance with standing order 7(b), correct obvious grammatical or typographical errors in the wording of the motion.
d	If The Chair considers the wording of a motion received in accordance with standing order 7(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear working days before the meeting.
e	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected
f	The decision of The Chair as to whether or not to include the motion on the agenda shall be final.
g	Motions received shall be recorded and numbered in the order that they are received.
h	Motions rejected shall be recorded with an explanation by the Chair of the reason for rejection.
i	When a motion on notice has been considered, regardless of outcome, no similar motion on notice may be moved for a further six months unless it is necessary to enable the Council to meet a requirement of law or the chair agrees that a substantial change of circumstances requires that the matter be re-considered.

8.	MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE
a	The following motions may be moved at a meeting without written notice to the Proper Officer: <ul style="list-style-type: none"> i. to correct an inaccuracy in the draft minutes of a meeting;

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	<ul style="list-style-type: none"> ii. to move to a vote; iii. to defer consideration of a motion; iv. to refer a motion to a particular committee or sub-committee; v. to appoint a person to preside at a meeting; vi. to change the order of business on the agenda; vii. to proceed to the next business on the agenda; viii. to require a written report; ix. to appoint a committee or sub-committee and their members; x. to extend the time limits for speaking; xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; xii. to not hear further from a Councillor or a member of the public; xiii. to exclude a Councillor or member of the public for disorderly conduct; xiv. to temporarily suspend the meeting; xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements); xvi. to adjourn the meeting; or xvii. to close the meeting.
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9. DRAFT MINUTES	
a	If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 8 (ai).
c	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
d	<p>If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:</p> <p>“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”</p>
e	If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

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f	Subject to the publication of draft minutes in accordance with standing order 9(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
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10. PREVIOUS RESOLUTIONS	
a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ten Councillors to be given to the Proper Officer in accordance with standing order 7, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
b	When a motion moved pursuant to standing order 10 (a) has been disposed of, no similar motion may be moved for a further six months.

11. VOTING ON APPOINTMENTS	<i>Does not apply to committee/sub-committee appointments – see SO2.</i>
a	Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
b	A Councillor may nominate themselves at a meeting and prior to the meeting with at least two days' notice given to the Proper Officer. The Councillor nominating themselves or their seconder must be present at the meeting.

12. MANAGEMENT OF INFORMATION	See also standing order 20.
a	The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
b	The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
c	The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data

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	without legal justification.
d	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

13.	CODE OF CONDUCT AND DISPENSATIONS See also standing order 1(k).
a	All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
b	Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
c	Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
d	A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee or sub-committee for which the dispensation is required and that decision is final.
e	A dispensation request shall confirm: <ul style="list-style-type: none"> i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates; ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote; iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought.
f	Subject to standing orders 13(c) and (e), a dispensation request shall be considered at the beginning of the meeting of the Council or committee or sub-committee for which the dispensation is required.
g	A dispensation may be granted in accordance with standing order 13(f) if having regard to all relevant circumstances any of the following apply: <ul style="list-style-type: none"> i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; ii. granting the dispensation is in the interests of persons living in the Council's area; iii. or it is otherwise appropriate to grant a dispensation.

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14.	CODE OF CONDUCT COMPLAINTS
a	Upon notification by the Principal Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15.	PROPER OFFICER
a	The Proper Officer shall be either (i) the Proper Officer or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer as set out when the Proper Officer is absent.
b	<p>The Proper Officer shall:</p> <ol style="list-style-type: none"> i. at least three clear days before a meeting of the council, a committee or a sub-committee; <ul style="list-style-type: none"> • serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and • Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them). <p><i>See standing order 1(b) for the meaning of clear days for a meeting of a full council and standing order 1(c) for the meaning of clear days for a meeting of a committee;</i></p> ii. subject to standing order 8, include on the agenda all motions in the order received unless a Councillor has given written notice at least three working days before the meeting confirming their withdrawal of it; iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office; iv. facilitate inspection of the minute book by local government electors; v. receive and retain copies of byelaws made by other local authorities; vi. hold acceptance of office forms from Councillors; vii. hold a copy of every Councillor's register of interests; viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures; ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one); x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary; legal notices received shall be reported immediately to the Chair of Finance & General Purposes Committee and to the next meeting of that committee;

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	<ul style="list-style-type: none"> xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980); xii. arrange for legal deeds to be executed; (see also standing order 24); xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations; xiv. record every planning application notified to the Council and the Council's response to the local planning authority electronically for such purpose; xv. notify a planning application received by the Council to members for consideration, and if requested, to Council or the Committee with delegated responsibility for responding to planning applications. xvi. manage access to information about the Council via the publication scheme; and xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect (see also standing order 24). xviii. undertake the day to day administration and management of services, together with routine inspection and control, xix. undertake day to day supervision, control and management of all staff employed by the Council including appointment, grievance and disciplinary processes unless otherwise stated in other council policies, xx. authorise routine expenditure within the agreed budget,
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16.	MEMBER/OFFICER COMMUNICATION
a	<p>As the Council is the employer of all staff, it has a legal duty to ensure that Officers can work in a safe, respectful and well-managed environment. Councillors are expected to adhere to and make note of the following:</p> <ul style="list-style-type: none"> i. The Proper Officer is not at the disposal of the Chair or any Councillors. ii. All queries must be directed to the relevant committee chair or Chair of the Council. iii. Committee chairs will determine whether officer involvement is appropriate. iv. Individual councillors cannot insist on meetings with officers or make direct demands for officer time. v. Officers will redirect councillors to the correct channel. vi. Repeated, excessive or pressurising contact with Officers is not acceptable and will be logged by the Proper Officer and may result in further action. <p>The Council can put in place additional measures to protect staff wellbeing and ensure that communication remains proportionate and appropriate.</p>

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17.	RESPONSIBLE FINANCIAL OFFICER
a	The Council shall appoint a Responsible Financial Officer and appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18.	ACCOUNTING AND ACCOUNTING STATEMENTS
a	“Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
b	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
	The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement to summarise: <ul style="list-style-type: none"> i. the Council’s income and expenditure for each quarter; ii. the Council’s aggregate income and expenditure for the year to date; iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
c	As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide: <ul style="list-style-type: none"> i. each Councillor with a statement summarising the Council’s income and expenditure for the year to date for information; and ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
d	The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June. The Report of the External Auditor shall be considered by Council on receipt.

19.	FINANCIAL CONTROLS AND PROCUREMENT
a	The Council shall consider and approve financial regulations drawn up by the

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	<p>Responsible Financial Officer, which shall include detailed arrangements in respect of the following:</p> <ol style="list-style-type: none"> i. the keeping of accounting records and systems of internal controls; ii. the assessment and management of financial risks faced by the Council; iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually and considered by the Finance & General Purposes committee on receipt; iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
b	Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
c	<p>Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:</p> <ol style="list-style-type: none"> i. a specification for the goods, materials, services or the execution of works shall be drawn up; ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process; iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or via email to office@workingtontowncouncil.gov.uk; iv. tenders shall be opened by the Proper Officer in the presence of at least one Councillor or Officer after the deadline for submission of tenders has passed; v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
d	Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
e	Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the

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	contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.
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20.	HANDLING STAFF MATTERS
a	A matter personal to a member of staff that is being considered by a meeting of the Finance & General Purposes committee or a subcommittee is subject to standing order 12.
b	Subject to the Council's policy regarding absences from work, the Proper Officer shall notify the Chair of the Finance & General Purposes committee or, if they are not available, the Vice-Chair of any long-term absence that they may be aware of.
c	The Chair of the Finance & General Purposes committee or in their absence the Vice-Chair, shall conduct a review of the performance and annual appraisal of the work of the Proper Officer. The Finance and General Purposes Committee will be informed that the performance review and appraisal have been carried out and documentation is available upon request.
d	Grievance and disciplinary matters will be dealt with in accordance with the Council's adopted policies.
e	Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
f	In accordance with standing order 12(b) and if deemed appropriate by the Proper Officer, persons with line management responsibilities may have access to staff records referred to in standing order 20.

21.	RESPONSIBILITIES TO PROVIDE INFORMATION
a	In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
b	The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22.	RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION <i>See also standing order 12. (Below is not an exclusive list)</i>
a	The Council may appoint a Data Protection Officer.

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b	The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
c	The Council shall have a written policy in place for responding to and managing a personal data breach.
d	The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
e	The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
f	The Council shall maintain a written record of its processing activities.

23. RELATIONS WITH THE PRESS/MEDIA

a	Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
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24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b	Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a	An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Principal Council representing the area of the Council.
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26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a	Unless duly authorised, no Councillor shall: <ul style="list-style-type: none"> i. inspect any land and/or premises which the Council has a right or duty to inspect; or issue orders, instructions, or directions.
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27.	APPROVED REASONS FOR ABSENCE
a	<p>Where a member intends not to be present at a meeting for exceptional reasons, they may give notice to the Proper Officer, as a Motion on Notice to a meeting of Council, stating those reasons and proposing that the reasons be approved.</p> <p>The proposition will be placed on the agenda of the next meeting of Council, which will determine by vote whether the reasons are or are not approved.</p> <p>Reasons for absence cannot be approved by Council for any absence prior to that Council meeting. Council may decide to consider the proposal in the absence of press and public and to class the reasons offered as confidential.</p>

28.	URGENT MATTERS
a	In the event of any matter arising which requires an urgent decision, the Proper Officer shall consult the Chair of the Council and along with the Chair and Vice Chair of the relevant committee, shall have delegated power to implement the special delegation procedure on behalf of the Council.
b	Approval of the special delegation required must be received via email or in writing by the Proper Officer before any action is taken. At least two of the three Councillors consulted must confirm approval for the action to be agreed.
c	Before exercising the delegated powers granted by paragraph 27a and b above, the Proper Officer and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
d	Any action taken under this Scheme of Delegation procedure must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of Full Council.

29.	POLITICAL GROUPS
a	Members shall as soon as possible after being elected notify the Proper Officer as to which Political Group, if any, they belong.
b	The Political Groups will notify the Proper Officer of those members appointed as Leader, Deputy Leader or Representative of each Group.

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c	Formal communication from the Political Groups relating to the conduct of the Council's business will be undertaken by the Leader/Deputy Leader/Representative of each Political Group.
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30.	STANDING ORDERS GENERALLY
a	All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
b	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 7.
c	The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
d	The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



Workington Town Council Financial Regulations

May 2026

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Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



Website: www.workingtontowncouncil.gov.uk

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These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Proper Officer has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources;
 - and

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- produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £10,000; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Proper Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Proper Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, the Finance and General Purposes Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the Proper Officer/RFO. The Chair of the F & GP committee shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.



- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the Proper Officer/RFO and the Finance and General Purposes Committee in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and



- has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Proper Officer and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than November each year, the Proper Officer/RFO and Chair of Finance and General Purposes Committee shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent committed spend and grants received for uncompleted projects may be carried forward into a new financial year (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposals to the Proper Officer/RFO for their review and that of the Finance & General Purposes Committee not later than the end of November each year.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the relevant committee but requires approval from full council before these amendments to the budget can be actioned.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 6.11) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Proper Officer shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Proper Officer shall seek at least 3 fixed-price quotes;

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- 5.9. Where the value is between **£1,000** and £3,000 excluding VAT, the Proper Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. The Council may choose to enter into long term contracts with suppliers, following the required procurement process, and can do so, but should follow the same rules stated above for the approval process, based on the total amount awarded to the supplier at the end of the contract i.e. a contract awarded for £2,500 for 3 years equals £7,500 therefore can be approved by the relevant committee. A contract for £5,000 for 3 years equals £15,000 and therefore requires approval of the full council.
- 5.11. For smaller purchases (**below £1,000**), Proper Officer/RFO shall seek to achieve value for money and, if available, is authorised to use a supplier on the Council's preferred suppliers list.
- 5.12. **Contracts must not be split to avoid compliance with these rules.**
- 5.13. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.15. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Proper Officer, under delegated authority, for any items below **£1,000** excluding VAT.
 - the Proper Officer, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
 - in respect of grants/commissions/funding, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council. A completed conditions of funding form is required for payment to be made. Approval required before the next available meeting of the committee may be approved by the Chair and Vice Chair up to the value of £500 and be reported to the next available committee meeting.



- the council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.17. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.19. In cases of serious risk to the delivery of council services or to public safety on council premises, the Proper Officer may authorise expenditure of up to £1,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Proper Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. An official purchase order, letter or email shall be issued for all work, goods and services above £700 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.22. Any ordering system can be misused and access to them shall be controlled by the Proper Officer/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Proper Officer/RFO, and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC for its main current account, using this for all day-to-day council transactions and for managing The Mayor's fundraising activities. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Proper Officer/RFO. Where the certification of invoices is done as a batch; the signature of the Proper Officer/RFO



is confirmation that all invoices listed have been 'examined, verified and certified' by the Proper Officer/RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, cheque or direct debit, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance & General Purposes Committee for information only.
- 6.9. Mayor's Fundraising Activities: the Proper Officer/DPO shall ensure that all transactions relating to The Mayor's fundraising will be recorded and a reconciliation reported to The Mayor monthly. The Mayor and the Chair of the F & GP committee shall sign and date the reconciliation and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.
- 6.10. Mayor's Fundraising Activities: the Proper Officer/DPO shall ensure an annual report is presented to council outlining the transactions within this account.
- 6.11. The Proper Officer shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to **£1,000** excluding VAT, within an agreed budget.
 - ii. payments of up to £1,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Proper Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.

7. Electronic payments

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 7.1. Where internet banking arrangements are made with any bank, the Proper Officer/RFO shall be appointed as the Service Administrator but can appoint an appropriate Officer of the council (i.e., Finance Officer) to make approved payments on behalf of the Proper Officer/RFO. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any approval process. The Proper Officer/RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. Two authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.4. Evidence shall be retained showing which members approved the payments and a digital record of the transaction confirming that the payment has been made shall be stored for audit purposes.
- 7.5. A full list of all payments made in a month shall be provided to the next council and Finance & General Purposes committee meeting.
- 7.6. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members and the Proper Officer/RFO, evidence of this is retained and any payments are reported to the Finance and General Purposes Committee as part of the budget monitoring reports. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Proper Officer/RFO and the Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



7.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised bank signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Proper Officer and will also be restricted to a single transaction maximum value of £700 unless authorised by council or Finance & General Purposes committee in writing before any order is placed.
- 9.2. A trade card account opened by the council will be restricted to use by appropriate Workington Town Council Officers and any other business partner approved by the Proper Officer/RFO. Accounts will allow the Council to be invoiced accordingly for spend, which will be approved as part of the standard payment approval process.
- 9.3. Personal credit or debit cards of members or staff may be used if the Council's debit card is not available, with a maximum amount of £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- a) The council will not maintain any form of cash float.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. Changes may be made to any employee's gross pay, emoluments, or terms and conditions of employment by the Proper Officer/RFO granted that the changes fit within the Council's agreed budget and are in line with NJC guidance.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & General Purposes committee to ensure that the correct payments have been made.
- 11.7. Any termination payments can be authorised by the Proper Officer/RFO, along with the Chair of the Council and Chair of the Finance and General Purposes Committee. A report will be supplied with regards to this spend at the next available Finance and General Purposes committee meeting.
- 11.8. Before employing interim staff, a report prepared by the Proper Officer/RFO should be considered by the Finance and General Purposes Committee.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Proper Officer/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Proper Officer/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Proper Officer/RFO. The Proper Officer/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Proper Officer/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Proper Officer/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Proper Officer/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.
- 13.7. Mayor's Fundraising Activities: where significant sums of cash are regularly received by the council, the Proper Officer/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income received from external bodies for grants or funding to the council for specific projects and events shall be accounted for within the relevant committee's income budget line and spent against the relevant budget line allocated to the said project or event. Income received and grant/funding spend will be included in all budget monitoring reports.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Proper Officer/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Proper Officer/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. An appropriately appointed Officer shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Proper Officer/RFO or appropriately appointed Officer shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Proper Officer shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.



- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Proper Officer/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Proper Officer/RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances to the relevant committee.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Proper Officer.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Proper Officer or RFO. The Proper Officer shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been



presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Proper Officer in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Proper Officer in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order, to be inserted once SOs are approved] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Workington Town Council

Councillor Code of Conduct 2026

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by

the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is

publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)—

	<p>(a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - i. exercising functions of a public nature
 - ii. directed to charitable purposes or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible

on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

WORKINGTON TOWN COUNCIL

SCHEDULE OF ASSETS

FIXED ASSETS 1,003,630.28

LONG TERM INVESTMENTS 151,750.00

1,155,380.28

CATALOGUE ASSETS 38,397.02

1,193,777.30

WORKINGTON TOWN COUNCIL ASSET REGISTER

The Council's asset register lists all items owned by the Council over the value of £700 or that hold historic importance to the town or Council.

Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST001	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST002	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST003	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST004	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST005	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST006	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00		964.00	0.00	Robes returned to WTC and there was only 5 robes (inc Clerk robe)	Y
AST007	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00		964.00	0.00	Robes returned to WTC and there was only 5 robes (inc Clerk robe)	Y
AST008	Clerk Robe and Trousers		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST009	Workington Town Council Mace		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	94,500.00			94,500.00	Historic importance	Y
AST010	Allerdale Borough Council Deputy Mayor's cartouche		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	4,550.00			4,550.00	Historic importance	Y
AST011	Allerdale Borough Council Deputy Mayor's Consort cartouche		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	4,500.00			4,500.00	Historic importance	Y
AST012	Allotments	LR Title CU259421	Soapery	Environment	Land & Property	2011	1.00			1.00		N
AST013	Allotments	LR Title CU132607	Newlands Lane Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST014	Allotments	LR Title CU133557	Park Lane Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST015	Allotments	LR Title CU134365	Annie Pit & Feenans Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST016	Allotments	LR Title CU134472	Rosehill Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST017	Allotments	LR Title CU145260	Cranbourne Street Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST018	Allotments	LR Title CU145263	Wesley Street Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST019	Allotments	LR Title CU290211	Siddick Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST020	Beacon (Duffield)		Vulcan Park	Finance & General Purposes	Monuments	14-Jun-05	Unknown			0.00	Historic importance	N
AST021	Bench		Harrington	Environment	Seating	2019	785.00			785.00		N
AST022	Bus Shelter		Moss Bay Road	Environment	Bus Shelter	2021	5,535.00			5,535.00		N
AST023	Cenotaph		Vulcan Park	Finance & General Purposes	Monuments	1928	Unknown			0.00	Historic importance	N
AST024	Ceremonial Key		Helena Thompson Museum	Finance & General Purposes	Civic	1982	1,363.00			1,363.00	Historic importance	Y
AST025	Chains - Deputy Mayor		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	29,974.00			29,974.00	Historic importance	Y

WORKINGTON TOWN COUNCIL ASSET REGISTER

The Council's asset register lists all items owned by the Council over the value of £700 or that hold historic importance to the town or Council.

Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST026	Chains - Mayor		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	63,900.00			63,900.00	Historic importance	Y
AST027	Chains - Mayor's consort		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	27,500.00			27,500.00	Historic importance	Y
AST028	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29		714.29	0.00	Irreparable condition	Y
AST029	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29		714.29	0.00	Irreparable condition	Y
AST030	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST031	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST032	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST033	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST034	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST035	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST036	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST037	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST038	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST039	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST040	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST041	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST042	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST043	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST044	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST045	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST046	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST047	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST048	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST049	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST050	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST051	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y

WORKINGTON TOWN COUNCIL ASSET REGISTER

The Council's asset register lists all items owned by the Council over the value of £700 or that hold historic importance to the town or Council.

Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST052	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST053	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST054	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	2024	560.00			560.00		Y
AST055	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST056	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST057	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST058	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST059	Clerk Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29		714.29	0.00	Irreparable condition	Y
AST060	Clerk Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST061	Close Circuit Television Cameras (CCTV)		Vulcan Park	Environment	Land & Property	01/04/2023 5/4/23	15,341.00	1,418.00		16,759.00		N
AST062	Community Garden	LR Title CU131422	Wastwater Avenue	Environment	Land & Property	2015	1.00			1.00		N
AST063	Community Garden	LR Title CU213339	Salterbeck Community Garden	Environment	Land & Property	2015	1.00		1.00	0.00	WTC not registerd landowner	N
AST064	Defibrillator		Briery, Stainburn	Environment	Equipment	2022	1,240.00			1,240.00		N
AST065	Defibrillator		Gallopang Horse	Environment	Equipment	2022	1,390.00			1,390.00		N
AST066	Defibrillator		Harrington Fishing & Sailing Club	Environment	Equipment	2022	1,390.00			1,390.00		N
AST067	Defibrillator		Northside	Environment	Equipment	2024	1,370.00			1,370.00		N
AST068	Defibrillator		Princess Street Community Centre	Environment	Equipment	2022	1,240.00			1,240.00		N
AST069	Defibrillator		St Mary's Church, Westfield	Environment	Equipment	2024	1,500.00			1,500.00		N
AST070	Display photographs of all mayors of Workington		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST071	Edging Machine (Bush Ranger Edger E35)		Vulcan Park	Environment	Estates Equipment	24-Apr-19	1,249.00		1,249.00	0.00		N
AST072	Finger posts Town Centre		Coastline	Environment	Signage	2014	Unknown			0.00		N
AST073	Finger posts Town Centre		Outside 02	Environment	Signage	2014	1.00			1.00		N
AST074	Finger posts Town Centre		Outside HSBC	Environment	Signage	2014	Unknown			0.00		N
AST075	Finger posts Town Centre		Outside Natwest	Environment	Signage	2014	Unknown			0.00		N
AST076	Finger posts Town Centre		Pow St/Murray Road	Environment	Signage	2014	Unknown			0.00		N
AST077	Football Posts		Harrington Marina Play Area	Environment	Play Areas	2021	932.00			932.00		N
AST078	Football Posts		Vulcan Park	Environment	Play Areas	2021	932.00			932.00		N
AST079	Football Posts		Bankfield	Environment	Play Areas	TBC	Unknown			0.00		N
AST080	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST081	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST082	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST083	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST084	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N

WORKINGTON TOWN COUNCIL ASSET REGISTER

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Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST085	Furniture of Mayoral Reception room		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST086	Green Hub		Vulcan Park	Finance & General Purposes	Land & Property	2018	1.00			1.00		N
AST087	Harrington Marina	LR Title CU310295	Harrington Marina Play Area	Environment	Land & Property	01-Jul-18	1.00			1.00		N
AST088	Henchman platform		Vulcan Park	Environment	Estates Equipment	2017	958.00			958.00		N
AST089	Land - Vulcan Park	LR Title CU336186	Vulcan Park	Environment	Land & Property	27-Jul-18	1.00			1.00		N
AST090	Land at Brewery House	LR Title CU131251	Brewery House	Environment	Land & Property	26-Jul-22	1.00			1.00		N
AST091	Land at Newlands Lane	LR Title CU282073 / CU310290	Newlands Lane	Environment	Land & Property		1.00			1.00		N
AST092	Land at Oxford Street (Lamont Pridmore)	LR Title CU104558	Oxford Street	Finance & General Purposes	Land & Property	1993	16,000.00			16,000.00		N
AST093	Land at Siddick	LR Title CU286010	Siddick	Environment	Land & Property					0.00		N
AST094	Land on the West Side of Moss Bay Road	LR Title CU304476	The Ranch	Environment	Land & Property	31-Mar-23	150,000.00			150,000.00		N
AST095	Lawn Mower (Toro Turfmaster)		Vulcan Park	Environment	Estates Equipment	21-Jul-23	1,680.00			1,680.00		N
AST096	Masport Box Mower		Princess Street	Environment	Equipment	29-Jun-20	1,090.00			1,090.00		
AST097	Leaf Blower / Vacumn (Little Wonder ProVac)		Vulcan Park	Environment	Estates Equipment	24-Apr-19	2,549.00		2,549.00	0.00		N
AST098	Lodge Garage		Vulcan Park	Finance & General Purposes	Land & Property	2018				0.00		N
AST099	Memorial plaque - James Smith VC		Workington Train Station	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance	N
AST100	Mini Tennis Net		Vulcan Park	Environment	Play Areas	30-Mar-23	1,609.00			1,609.00		N
AST101	Minute books & records of Improvement Trust & Board of the Local Government District of Workington (1840 - 1888)		Cumberland Council	Finance & General Purposes	Civic		1.00			1.00	Historic importance	Y
AST102	Minute books & records of the Charter Trustees (1974-1982)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST103	Minute books & records of the Corporation (1884-1974)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST104	Minute books & records of Vestry of the Parish of Workington (1819-1894)		Cumberland Council	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST105	Monument (Dr Peet)		Portland Square	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance	N
AST106	Noticeboard - Digital image colour screen		Ivision Lane	Culture & Community	Displays	2019	5,371.00			5,371.00		N
AST107	Noticeboard - Digital text		Central Way	Culture & Community	Displays	2017	2,745.00			2,745.00		N
AST108	Noticeboard - Digital text		Washington Street	Culture & Community	Displays	2017	2,310.00			2,310.00		N

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Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST109	Oil painting and frame	1st Lady Mayor of Workington (Cllr E G Cain)	Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST110	Oil painting and frame	1st Mayor of Workington (Henry Curwen)	Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST111	Oil painting and frame	Alderman James Duffield	Princess Street Community Centre	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST112	Oil painting and frame	Alderman William Leitch	Princess Street Community Centre	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST113	Oil painting and frame	Alderman P Walls	Princess Street Community Centre	Finance & General Purposes	Civic	1982	1.00			1.00	Historic importance	Y
AST114	Old Park Café		Vulcan Park	Finance & General Purposes	Land & Property	2018	2,780.00			2,780.00		N
AST115	Mayoral Thorne Chair		Princess Street Community Centre	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST116	Panna Court		Garnet Crescent	Environment	Play Areas	2015	1,176.00			1,176.00		N
AST117	Panna Court		Moorbanks active zone	Environment	Play Areas	2015	1,176.00	330.00		1,506.00		N
AST118	Panna Court		Vulcan Park	Environment	Play Areas	2015	1,176.00			1,176.00		N
AST119	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00		N
AST120	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00		N
AST121	Picnic table		Walker Road Play Area	Environment	Seating	2015	779.00			779.00		N
AST122	Picnic Table (Forest Saver Mobility)		Northside	Environment	Seating	10-Jul-23	768.00			768.00		N
AST123	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST124	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST125	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST126	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST127	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST128	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST129	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST130	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST131	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST132	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST133	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST134	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST135	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST136	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST137	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST138	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST139	Play area equipment		Brewery House Play Area	Environment	Play Areas	2014	1.00	330.00		331.00		N
AST140	Play area equipment		Garnet Crescent	Environment	Play Areas	2019	14,400.00	330.00		14,730.00		N
AST141	Play area equipment		Harrington Marina Play Area	Environment	Play Areas	01/07/2018 27/10/2023 30 Nov 2023	1.00	15,990.40		15,991.40		N
AST142	Play area equipment		Moorclose Park	Environment	Play Areas	2016 & 2024	24,000.00	21,007.27		45,007.27		N
AST143	Play area equipment		Newlands Lane Play Area	Environment	Play Areas	2014	1.00	330.00		331.00		N
AST144	Play area equipment		Siddick Play Area	Environment	Play Areas	2015	1.00	330.00		331.00		N
AST145	Play area equipment		Vulcan Park	Environment	Play Areas	30-Mar-23	102,529.00	1,117.50		103,646.50		N

WORKINGTON TOWN COUNCIL ASSET REGISTER

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Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST146	Play area equipment		Walker Road	Environment	Play Areas	2015	20,000.00			20,000.00		N
AST147	Play area equipment		Wordsworth View	Environment	Play Areas	2016	23,372.00	660.00		24,032.00		N
AST148	Play area equipment		Springfield Park	Environment	Play areas	01-Aug-24	46,076.24	330.00		46,406.24		N
AST149	Play area equipment - youth zone		Moss Bay Road	Environment	Play Areas	2022	28,027.35			28,027.35		N
AST150	Princess Street Land & Building	LR Title CU210334	Princess Street Community Centre	Finance & General Purposes	Land & Property	2021	50,000.00			50,000.00		N
AST151	Records of the Manor of Workington		Town Hall, Oxford Street	Finance & General Purposes	Civic	Unknown	1.00			1.00	Historic importance	Y
AST152	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00			718.00		N
AST153	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00			718.00		N
AST154	Ride-On Mower (Kubota F391)		Vulcan Park	Environment	Estates Equipment	15-Aug-23	26,750.00			26,750.00		N
AST155	Road sign (metal)		Harrington	Environment	Signage	2020	2,511.60			2,511.60		N
AST156	Road sign (metal)		Schoose Farm	Environment	Signage	2020	2,511.60			2,511.60		N
AST157	Road sign (metal)		Seaton	Environment	Signage	2020	2,511.60			2,511.60		N
AST158	Road sign (metal)		Siddick	Environment	Signage	2020	2,511.60			2,511.60		N
AST159	Road sign (metal)		Stainburn	Environment	Signage	2020	2,511.60			2,511.60		N
AST160	Royal Charter of the Borough		Cumberland Council	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST161	Seal Machine Borough of Workington		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST162	Slide		Garnet Crescent	Environment	Play Areas	2019	14,400.00			14,400.00		N
AST163	Statue Solider		Vulcan Park	Environment	Monuments	2021	10,000.00			10,000.00		N
AST164	Statue (Coelacanth)		Navvies Bridge	Finance & General Purposes	Monuments	2012	4,000.00			4,000.00		N
AST165	Statue of Mandelion		Vulcan's Lane	Finance & General Purposes	Monuments	2012	9,558.00			9,558.00		N
AST166	Storage Container		Vulcan Park	Environment	Land & Property	2021	7,000.00			7,000.00		N
AST167	Tables (beech foldable)		Princess Street Community Centre	Finance & General Purposes	Equipment	2021	954.00			954.00		N
AST168	Tannoy and Lighting system		Vulcan Park	Finance & General Purposes	Lighting	2013	7,800.00			7,800.00		N
AST169	Trailer (Apache 8x5 with cage and rear ramp)		Vulcan Park	Environment	Estates Equipment	12-Oct-23	1,533.00			1,533.00		N
AST170	Trim Trail		Siddick	Environment	Play Areas	05-Aug-22	2,113.00			2,113.00		N
AST171	Trim Trail		Vulcan Park	Environment	Play Areas	15-Nov-22	11,370.00	665.00		12,035.00		N
AST172	Workington Bowl		Helena Thompson Museum	Finance & General Purposes	Civic	2007	3,548.00			3,548.00	Historic importance	Y
AST173	Heartsine Samaritan Defibrilator & Cabinet		Northside Community Centre	Environment	Equipment	31/08/2024	1,370.00			1,370.00		N
AST174	Heartsine Samaritan Defibrilator & Cabinet		St Marys Church, Westfield	Environment	Equipment	09/10/2024	1,500.00			1,500.00		N
AST175	Play area equipment		Cusack Crescent	Environment	Play Areas	28/11/2024	1.00	1,091.00		1,092.00		N
AST176	Heartsine 360P Defibrilator & Solar/Wind Cabinet		Barepot	Environment	Equipment	13/02/2025	4,000.00			4,000.00		N
AST177	Husqvarna LB553IV Mower	20240200041	Princess Street Community Centre	Environment	Estates Equipment	14/03/2025	990.00			990.00		N
AST178	Wheelchair Accessible Picnic Table		Vulcan Park	Environment	Seating	30/06/2025	730.00			730.00		N
AST179	Wheelchair Accessible Picnic Table		Vulcan Park	Environment	Seating	30/06/2025	730.00			730.00		N

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AST180	Inclusive Swing		Harrington Marina Play Area	Environment	Play Areas	30/06/2025	1,232.40			1,232.40		N
AST181	Defibrilator for Siddick		Siddick	Environment	Equipment	12/11/2025	4,200.00			4,200.00		N
AST182	Conference Room Camera/Mic		Town Hall, Oxford Street	Finance & General Purposes	Equipment	12/11/2025	1,051.97			1,051.97		N
AST183	Inclusive Swing		Cusack Crescent	Environment	Play Areas	31/12/2025	1,390.40			1,390.40		N
AST184	Inclusive Swing		Moorclose Park	Environment	Play Areas	31/12/2025	1,399.20			1,399.20		N
AST185	Hedgehog Springy		Newlands Lane Play Area	Environment	Play Areas	28/01/2026	731.00			731.00		N
AST186	Vulcan Park Goal Posts		Vulcan Park	Environment	Play Areas	28/02/2026	1,525.83			1,525.83		N
AST187	Heavy Duty Premium Swing Gate		Siddick	Environment	Equipment	30/03/2026	721.43			721.43		N
										0.00		N

967,570.98	43,929.17	7,869.87	1,003,630.28
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Long Term Assets

Ref	Description	Identification	Date Acquired	Value	Insurance value for leased item	Custodian	Disposal/discharge		Insured by WTC		Date added	Notes
1	LAMIT investment 50,297 units	Ref No. 85193 Account 612105801	2015	£151,750	n/a	Clerk			N	Purchase value	31-Aug-15	

Total value of long term assets	£151,750
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To Whom It May Concern

Name of Insured: Workington Town Council

This is to confirm that Workington Town Council have in force with this Company until the policy expiry on 30th March 2027 insurance incorporating the following essential features:

Policy Number: YLL-122003-5443

Renewal Date: 31st March 2027

Limits of Indemnity:

Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Official's Indemnity:	As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Mrs Emma Chapman
Workington Town Council
The Town Hall
Oxford Street
Workington
Cumbria
CA14 2RS

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-122003-5443
Insured	Workington Town Council
Business	Parish / Town Council
Period of Insurance	
From	31 st March 2026
To	30 th March 2027

and any other period for which cover has been agreed.

Adjustment Premium	£ -96.63
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	167488775
Long term agreement active until	31 st March 2027
Preparation Date	04 th March 2026
Prepared by	Mr Alex Kirby
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Park End Shelter, Address, Vulcan Park, Workington, Cumbria, CA14 2QA	£255,261.53	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Queen's Hut, Address, Vulcan Park, Workington, Cumbria, CA14 2QA	£58,254.93	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Store, Address, Vulcan park, Workington, Cumbria, CA14 2QA	£63,815.38	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Bowling Club Bower, Address, Vulcan Park, Workington, Cumbria, CA14 2QA	£278,473.48	£1,120.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Address, Princess Street Day Centre, Princess Street, Workington, Cumbria, CA14 2QG	£292,000.58	N/A	£65,965.59	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1, 2, 3, 4 & 5

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Vulcan Park, Workington, Cumbria, CA14 2QA	N/A		N/A		N/A	
Princess Street Day Centre, Princess Street, Workington, Cumbria, CA14 2QG	£7,000	24	N/A		N/A	

For Premises: 1, 2, 3, 4, 5

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (a)	The Town Hall, Oxford Street, Workington, Cumbria, CA14 2RS	£22,050.00	£100

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Mayoral Benches	£3,659.06	£100
Paintings and Throne Armchair	£25,725.57	£100
Statue of Mandelion	£14,637.89	£100
Christmas Lights, Consumable Stock & Other Miscellaneous Items	£32,496.17	£100
Metal Road Signs	£20,911.07	£100
Photocopier leased from BNP Paribas c/o Acquis, Integra House, Vaughan Court, Celtic Springs, Newport, NP10 8BD under agreement 946331/001	£4,062.03	£100
Play Equipment at Moorclose Park, Brewery House, Cusack Crescent, Garnet Crescent, Harrington Marina, Newlands Lane, Moorbanks, Siddick, Springfield Park, Vulcan Park, Walker Road, Wordsworth View	£381,134.00	£100
Civic Regalia & Mayoral Robes anywhere in Europe	£258,598.20	£100
Coelacanth Statue	£2,067.21	£100
PA and Lighting System	£11,148.75	£100
Mangers and Brackets for Hanging Baskets	£19,300.00	£100
Gardening Equipment/ Tools	£21,984.43	£100
Office and Computer Equipment including Laptops	£12,053.86	£100
Hired In Plant	£41,218.72	£100
Cenotaph	£137,395.72	£100
Various items of plant from WM Plant	£15,290.95	£100
Storage Container at Princess Street Day Centre	£9,155.58	£100
CCTV	£12,207.44	£100
25x Samsung tablets for Councillors	£5,172.00	£100
2x wind and solar powered defibs	£8,000.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	5.00 times annual earnings	£35,000.00	£35,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	5.00 times annual earnings	£35,000.00	£35,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	5.00 times annual earnings	£35,000.00	£35,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	5.00 times annual earnings	£35,000.00	£35,000.00	£Nil

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000 if 1 is £50,000 or more, otherwise £Nil	£Nil	£Nil	£Nil
7. Quadriplegia	£125,000 if 1 is £50,000 or more, otherwise £Nil	£Nil	£Nil	£Nil
8. Temporary Total Disablement	1.00 times weekly earnings	£100.00 per week	£100.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

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Certificate of Employers' Liability Insurance (a)

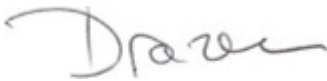
(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations) as amended by the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008, a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy number	YLL-122003-5443
1. Name of policyholder	Workington Town Council
2. Date of commencement of insurance policy	31/03/2026
3. Date of expiry of insurance policy	30/03/2027

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**.
2. (a) The minimum amount of cover provided by this policy is no less than £5 million **(c)**.

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).

A handwritten signature in blue ink that reads 'Drazen'.

Drazen Jaksic
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

Notes

- (a)** Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b)** Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c)** See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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Risk Management Policy

Introduction

Risk Management is an essential feature of the Town Council's corporate governance arrangements. Risk Management applies to all areas of the Council's work and this policy outlines the overarching approach to Risk Management. This policy is supported by other approved policies, protocols and procedures.

Definition

Risk Management is the way that the Council responds to uncertainty in both the internal and external environment. Having a policy for risk management allows the Council to:

- Identify risks in the context of corporate objectives.
- Assess risks to determine and develop actions and controls to manage risks.
- Communicate with all stakeholders its process for identifying and managing risk.

Policy statement

Workington Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management policy to protect the Council.

The Town Council recognises that risk management is an essential part of effective corporate governance and that the Council has a statutory duty to have in place arrangements for managing risk as stated in the Account and Audit Regulations.

Assessing risk

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. Risk management is part of the review and when completing The Annual Governance Statement for the external auditor, the Council is confirming the following assertion:

"Assertion 5: Risk Management

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."

To warrant a positive response to this assertion, the Council needs to have the following arrangements in place:

- 1) Identifying and assessing risks. The Council needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 2) Addressing risks. Having identified, assessed and recorded the risks, the Council needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk which will include the use of internal controls and insurance cover.

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Risk assessment

Risk Assessment forms a key element as to how the Council assesses risk. The Council on an annual basis will review the following corporate risk assessments:

- Business Continuity
- Finance
- Fire
- Governance
- Information Technology and Website
- Lone Working
- Services and Assets

Furthermore, the Council reviews annually several of its key policies and procedures to identify and manage risk. These include:

- The annual review of the corporate health and safety policy.
- The annual review of corporate risk assessments.
- The annual review of the procurement policy.
- The annual review of the internal control policy.
- The annual review of the corporate financial regulations.
- The Council maintains a documented Governance and Finance Schedule that it monitors and manages across the year.

Reviewing our risk

The risk assessment template used to prepare the corporate risk assessments is the Health and Safety Executive corporate template.

Risk Assessments are a continual process and whilst they are reviewed annually, they are live documents which form an essential part of service delivery.

Reporting of risks

The risk assessments and supporting policies are reviewed annually by the Finance and General Purposes Committee.

Persons responsible for the delivery and monitoring of this policy

Risk management is embedded in the everyday culture of the Council. The roles and responsibilities are set out below and are designed to ensure that risk is managed effectively:

- **Elected Members**
 - Risk management is a key part of the members' role, where they lead on the monitoring, approval, review of the Risk Management Policy, Risk Assessments and associated policies.
- **Chief Officer/RFO**
 - Is responsible for the oversight and management of the Council employees and the implementation of agreed policies. The Chief Officer/RFO will communicate with and provide advice to Elected Members on matters relating to risk management.
- **Services and Contracts Manager (for WTC this is the Chief Officer/RFO)**
 - Is responsible for the Health and Safety Policy and the preparation and ongoing monitoring of the corporate risk assessments. This includes the inspection and monitoring of assets, the health and safety responsibilities

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for third party contractors and addressing the actions arising from the risk assessments.

- **Responsible Finance Officer (for WTC this is the Chief Officer/RFO)**
 - Is responsible for Section 151 of the Local Government Act 1972, the RFO manages the financial affairs of the Council, including reviewing the system of internal control and ensuring that the Council is adequately insured.
- **Employees**
 - All employees have a duty responsibility to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. Employees are required to report risk factors to managers and elected members as appropriate.
- **Internal Audit**
 - Provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary management systems are in place and that business risks are being managed effectively.
- **External Services**
 - The Council has a range of external providers including external IT and support who manage, monitor and advise on risks as required. The Council will submit its accounts annually to an external auditor.

WORKINGTON TOWN COUNCIL RISK REGISTER

A risk register is an essential document for any council to ensure that risks are managed effectively. It provides a structured way to identify, assess, manage, and mitigate risks that might affect the council's activities, finances, legal responsibilities, and reputation.

Approved at a meeting of the Full Council on XXX (Min XXX)

FINANCIAL RISKS					
Topic	Risk	Likelihood	Impact	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept Precept request not submitted to Cumberland Council	L	H	The Council receives budget monitoring reports at every Full Council meeting which includes reserves, actual spend and projected year-end indicative figures. Budget monitoring reports are also taken to each committee meeting to allow a regular review of the Council's finances and available budget. Following the Full Council meeting in January the Chief Officer submits the precept request to Cumberland Council. If the Chief Officer is unavailable the Deputy Proper Officer will submit the request. Cumberland Council would inform WTC if they had not received their precept request before bills were issued to taxpayers.	Existing procedures adequate
Financial Records	Inadequate records Financial irregularities	L	M	The Council has adopted Financial Regulations which set out the requirements for reporting financial information to the Council. This includes procedures that are designed to prevent fraud and irregularities. The Council is putting together an internal controls policy which it follows for the signing off all payments. The Council's appointed internal auditor carries out audits twice a year and once a year the Council is audited by an external auditor.	Put in place an internal controls policy. Review the Financial Regulations at least yearly. Carry out a review of auditor feedback and suggested improvements
Bank and Banking	Inadequate checks Bank mistakes	L	M	The Council has Financial Regulations which set out the requirements for banking and reconciliation of accounts and reports are taken to every meeting of the Finance and General Purposes Committee and Full Council. The Finance Officer/Chief Officer reconciles the bank accounts monthly to ensure transactions are correctly reflected in the financial information presented to the Council. A weekly payment run is checked and signed off by two Councillors and the Chief Officer before any payments can be made. The Chief Officer periodically checks bank transactions for accuracy.	Existing procedures adequate. Review Financial Regulations annually. Review bank signatory list at the annual meeting and after an election. Statements monthly and present to F & GP and Full Council at each meeting.

Cash	Loss through theft or dishonesty	L	L	<p>The Council has Financial Regulations which set out the requirements for the handling of cash.</p> <p>The Mayor signs off a report to confirm receipt of funds at fundraising events and this is reported to F & GP and Full Council at each meeting.</p> <p>The Council does not hold petty cash. The only cash income that is received by the Council is from the Mayor's fundraising efforts.</p> <p>Financial regs determine how this is handled by staff and paid into the Council's current account.</p>	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Provision of monitoring information. Compliance	L	M	<p>A budget monitoring report is produced for every committee meeting.</p> <p>The Council has an internal audit twice a year.</p> <p>Council can review actual spend, projected spend to the end of the financial year, breakdown of receipts and payments balanced against the bank statements.</p> <p>A full report of all Council finances is produced for all Finance and General Purposes committee and Full Council meetings.</p>	Existing reporting procedures are adequate. Council annually to appoint an Internal Auditor
Supplier Procurement	Council procurement policy not followed Supplier not reputable	L	M	<p>Due diligence completed during the procurement of contracts process.</p> <p>Insurance and liability is included in the procurement process.</p>	Existing procedure adequate
Direct costs Orders and invoices Debts	Goods billed but not supplied Unpaid invoices Incorrect invoicing	L	L	<p>The Council has Financial Regulations which set out the underlying requirements.</p> <p>The Council does not carry any stock.</p> <p>The Council is provided with details of payments and receipts for the preceding month at every council meeting for consideration and approval.</p> <p>Unpaid invoices are pursued by the Chief Officer and action taken via small claims court if necessary.</p>	Existing procedures adequate. Review the Financial Regulations annually.
Grants payable	Is there a power to pay Is authorisation properly recorded	L	L	<p>All such expenditure is considered by relevant committees or Full Council depending on the value of the request, as stated in the Financial Regs. All approvals or rejections are minuted accordingly.</p> <p>If payment is made using the S137 power, this is recorded specifically</p>	Existing procedure adequate. A report on expenditure under S137 is taken to the annual meeting.
Grants - receivable	Receipts of Grant	L	L	<p>The Council does not routinely receive any regular grants.</p> <p>One off grants would be dealt with within the specifically defined terms and conditions and would be itemised for all F & GP and Full Council meetings.</p> <p>The relevant committee is informed if Officers are applying for funding if not previously requested as a resolution.</p>	Receipt of one-off grants would be recorded through the council meeting minutes and financial management systems for approval
Charges – rentals receivable	Payments of charges, leases, rentals	L	L	<p>The Council receives payment for allotments rents, garages and a car park.</p> <p>These transactions are shown as income in the budget monitoring reports which go to relevant committees, F & GP committee and Full Council meetings.</p>	Existing procedure adequate.

OPERATIONAL RISKS					
Topic	Risk	Likelihood	Impact	Management/control of risk	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	M	Loss of Chief Officer or loss of Council papers / electronic records A business continuity plan holding simple key information will be created and put in place. A copy is held by the Chief Officer, Mayor and Chair of Finance and General Purposes committee. The Council has an appointed Deputy Proper Officer who can act in the absence of the Chief Officer.	Appropriate back-up arrangements in place. Put in place a business continuity plan.
Value for Money Accountability	Work awarded incorrectly Overspend on services	M	M	Financial Regulations specify the procedures for procuring goods and services. If problems are encountered with a contract or a service, the Chief Officer would investigate, check the relevant circumstances and report to Council.	Existing procedures, contained within Financial Regulations, are adequate.
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L	M	The Council authorises the appointment level of remuneration of all employees. Rates of pay are linked to national terms and conditions. Payslips are generated automatically through Cumberland Council's software. Cumberland Council manages the payment of staff wages plus NI, tax and Pension contributions. The Chief Officer/Finance Officer receive a breakdown of costs per staff prior to wages paid to ensure the information is correct. All staff submit log hours on a timesheet. All staff have a contract of employment and job description.	Existing systems include adequate controls.
Councillor allowances	Councillors over-paid Income tax deduction	L	L	The Mayor receives a monthly allowance (10 months) which is paid as part of the Council's staff wages and managed by Cumberland Council. Payments are stopped when a new Mayor is elected and details of the new Mayor are sent to Cumberland Council.	Existing procedure adequate
Election costs	Financial risk to the council of an election.	M	M	Risk is higher in an election year. The Council sets a budget for by-elections each year. An earmarked financial reserve is held to cater for an election if this becomes necessary.	Existing procedure adequate Introduce ear marked reserves for elections
VAT	Re-claiming/charging	L	L	The Council has Financial Regulations which set out the required processes and an accounting software programme which calculates & records VAT input and output	Existing procedure adequate
Annual Audit Return	Submit within time limits.	L	H	Annual Audit Return is completed and approved by the Council, documents subject to internal audit prior to being forwarded to the External Auditor within required time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	H	All activity and payments within the powers of the Council to be resolved and minuted at Full Council	All powers appropriately considered and minuted.

Minutes/Agendas/Notices/ Statutory Documents	Accuracy and legality Business conduct	L	M	Minutes and agendas are produced in the prescribed form by the Chief Officer and adhere to legal requirements. Business conducted at Council meetings is managed lawfully by the Chair in accordance with Standing Orders and with the advice and guidance of a qualified Chief Officer. Minutes are approved and signed at the next committee/Council meeting. Minutes and agendas are accessible to the public in compliance with the legal requirements.	Existing procedure adequate. Guidance/training is available to the Chair and Chief Officer. Members to adhere to Code of Conduct.
Members interests	Conflict of interest Register of Members interests	L	M	The declaration of interests by members at meetings is a standing item to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members take responsibility to update the register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	H	An annual review is undertaken (at time of policy renewal) of all insurance arrangements. Employers and Employee liability insurance is a necessity. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy	L	L	The Council is registered with the Information Commissioner.	Ensure annual review of registration Policy is reviewed annually by Full Council
Freedom of Information Act	Policy and publication	L	L	The Council has a FOI policy and a model publication scheme for Local Councils in place. Ensure the Chief Officer is aware that if a substantial request arrives then this may require many hours of additional work. Where possible, WTC will not charge requesters a fee for complying with requests however it reserves the right to do so. If WTC determines that a fee will be charged for complying with the request, a fee notice will be issued to the applicant in accordance with section 9 of the FOIA. The Council reserves the right to refuse to respond to a request for information if it exceeds the value of £450 to process in terms of staff time and disbursements. The £450 is calculated to be 18 hours of staff time based on an hourly rate of £25 per hour, which is provided for by Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.	Monitor and report any impacts of requests made under the F of I Act. FOI requests are to be reported to the next available Finance and General Purposes Committee meeting.

REPUTATIONAL RISK					
Topic	Risk	Likelihood	Impact	Management/control of risk	Review/Assess/Revise
Poor consultation & representation	Poor two-way consultation, resulting in loss of reputation, goodwill, understanding etc.	L	M	Ensure all consultation from other organisations, bodies, agencies and individuals is properly scheduled for consideration and due dates are met Ensure all consultations from Town Council are objective Minutes/agendas and associated reports to be available online. Periodic press releases Use of Town Council noticeboard Timely responses to all correspondence, consultations etc. Respecting electors rights by encouraging attendance at meetings and other appropriate occasions Production of Annual report for Town Assembly	Existing procedure adequate
Elections : Failure to properly induct councillors following election	Reputational damage. Disqualification of councillors; Challenge to validity of Council decisions	L	M	Chief officer to ensure all induction procedures (especially Declarations) are commenced within 2 working days of election	Existing procedure adequate
Libel and Slander	Reputational damage to council			Relevant insurance cover in place if needed Chief Officer is responsible for communications	Existing procedure adequate
Capability of councillors	Poor policy-making and decision-making	M	H	Councillors must be actively encouraged to undertake training: it may be compulsory for some functions Regular training bullets from CALC are circulated and offered to Cllrs.	Existing procedure adequate

PHYSICAL EQUIPMENT OR ASSETS					
Topic	Risk	Likelihood	Impact	Management/control of risk	Review/Assess/Revise
Assets	Loss or damage/risk Damage to third parties/property	L	M	An annual review of assets is undertaken for insurance provision, storage and maintenance purposes. Appropriate insurances in place. Appropriate procedures in place for the acquisition and disposal of Council assets (such as buildings).	Existing procedure adequate. Keep under review during year.
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L	M	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the procedures agreed by the Council. Where necessary annual maintenance plans are put in place, e.g. computer & CCTV equipment. All public amenity land is inspected regularly by Officers.	Existing procedure adequate. Ensure timely inspections carried out.
Notice boards	Risk/damage/injury to third parties	L	M	Council has 6 notice boards, two digital text screens and a digital colour screen. Appropriate insurance cover is in place. Regular inspections are carried out repaired/maintained as required.	Existing procedure adequate.
Play areas	Risk/damage/injury to third parties	M	H	Council staff carry out weekly inspections of play area surroundings and equipment and action any concerns. Annual inspections by a third party are carried out.	Existing procedure adequate.

Street furniture	Risk/damage/injury to third parties	L	M	The Council is responsible for a number of planters and benches around the town. Appropriate insurance cover is in place. Regular inspections are carried out repaired/maintained as required.	Existing procedure adequate.
Green spaces	Risk/damage/injury to third parties	M	M	The Council carries out regular tree surveys. A call out policy is in place for staff how are required to attend sites (i.e falln tree)	Existing procedure adequate.
Christmas Lights	Risk/damage/injury to third parties	M	M	The Council's Christmas lights are installed by a reputable contractor, a call out fee and procedure it included as part of the contract. The Council is able to call on the assistance of the principal authority if required.	Existing procedure adequate.
Meeting locations	Adequacy Health & Safety	L	L	The Council meetings are held at appropriate venues to allow for public and disabled access.	Existing procedure adequate.
Allotments	Health and safety Non cultivation Non payment General issues: fly tipping, burglary Self management failure River bank erosion	M	M	Regular meetings held with allotment holders Process for non cultivation letters and eviction in place General issues reported to Estates team and logged Regular contact with self management associations River bank owner aware, regular checks and concerns escalated by Estates team	Existing procedure adequate.
Council records – paper	Loss through: theft, fire and damage	L	M	The Council's current records are stored at premises belonging to the Council. Adequate storage facilities required in the event of a fire or flood damage.	Damage (apart from fire) and theft is unlikely and so provision adequate. Council to investigate fire and water proof storage for historic and valuable items. Deeds/leases are copied and stored off-site.
Council records - electronic	Loss through: theft, fire, damage, computer virus	M	H	The Council's electronic records are password controlled and are secure as part of the Cumberland Council network. Back up happens regularly, this includes the Council's CCTV recordings. Annual computer maintenance is carried out. Officer IT equipment is hired allowing renewal every 3-5 years. Access to CCTV images and recordings is password protected and accessed only with the approval of and in the presence of the Chief Officer.	Computer records are backed up weekly. Council is secured by the principal authorities network and back up system

EMPLOYEES					
Topic	Risk	Likelihood	Impact	Management/control of risk	Review/Assess/Revise
Provision of a safe and fulfilling working environment for staff	Unsafe or unhealthy working environment will have an impact on staff and their ability to work constructively and positively	L	M	H & S risk assessment and policy to keep safe. H and S briefings annually. Covid risk assessment in place and updated with changes. Code of conduct in place for staff and councillors and regular team meetings and appraisals. Staff can work flexibly and from home in consultation with their line manager. Weekly team meetings in place. One staff member is trained in Mental Health in the workplace.	H & S policy updated annually. Appraisals completed annually.
Employees contravene H & S regs	Resulting in an accident, affecting staff and services	L	M	Employers Liability insurance Employee training and awareness Health and safety policy reviewed annually	Insurance and policies updated annually.
Potential legal proceedings	Accidents and reputational damage.	L	H	As above	Insurance and policies updated annually.
Staff retention issues	Impact on staff mental health and on delivery of projects, services and running of the council.	L	M	Staff training Regular staff meetings. Staff receive informal regular positive feedback and also formal appraisals. Staff are supported by Chief Officer, The Mayor and Chair of Finance and General Purposes. Commitment to staff wellbeing – Chief Officer ensures an open approach to discussing any issues that arise and solving them. Staff have been encouraged to purchase equipment they need to effectively work from home.	Existing procedure adequate.
Insufficient staff or other resources to deliver the service needs	Slower completion of tasks and hold up in projects and services	L	M	Staff have good awareness of other team members' essential tasks and can provide cover when required. Team meets weekly to keep each other updated. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Personnel Committee.	Existing procedure adequate.
Compensation claim from employee for contractual employment defects	Reputational damage for Council	L	H	Contract of employment in place (modelled on NALC contract). Matters relating to staff discussed in confidence and in part two of committee meetings where press and public are excluded. Chief Officer to keep up to date with employment law and seek HR advice where appropriate.	Existing procedure adequate.
Loss of services of employee	Impact on delivery of services and projects and smooth running of the council	M	M	Chief Officer ensures knowledge across roles is shared, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. Robust recruitment process in place.	Existing procedure adequate.

Risk matrix

IMPACT	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High

LIKELIHOOD

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WORKINGTON TOWN COUNCIL **COMPLAINTS POLICY AND PROCEDURE**

Introduction

Workington Town Council is committed to providing high quality services to its customers and community, but in any organisation things sometimes go wrong. Where people contact us to say we have not provided a satisfactory service, we treat this as a complaint and take it very seriously.

1. Complaints Procedure

Our aim is to swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the Council.

- a. All formal complaints about the council must be communicated in writing.
- b. **Complainants may use the standard form provided but are not obliged to do so.**
- c. A complaint will be treated in confidence, and the complainant's personal data shall be protected under the Data Protection Act 1998.
- d. A complaint about the council, or its officers, will be acknowledged in writing within 14 days.

2. What is a Complaint?

- 2.1 The complaints procedure does not cover initial reports to the Council about problems or defects (such as damage to play equipment) but if you are not satisfied with the response, you can use the Complaints procedure.
- 2.2 Neither is it an appeals system against Council decisions which were properly taken, or as a means of arbitration. It exists to check that everything is done properly, and that correct procedures and policies were followed.
- 2.3 A complaint is an expression of dissatisfaction about the standard of service provided by the Council or its staff. The following procedure is intended to cover those situations which are not simply requests for services but where things have gone wrong. It does not normally apply where a complaint could be pursued through the Courts or there is a formal right of appeal.

3. How to make a Complaint

- 3.1 The following procedure is for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred to the Full Council, or relevant Committee, as appropriate, for consideration.
- 3.2 This procedure does not cover complaints about the conduct of a Member of the Town Council. All complaints concerning Councillors are dealt with through the Cumberland Council Monitoring Officer and the Chief Officer will provide any complainant with the details of how that type of complaint is managed.
- 3.3 If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Chief Officer, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
- 3.4 The complainant will be asked to put the complaint in writing (letter/e-mail/standard form) to the Chief Officer. The complaint will be dealt with within 14 working days of receipt.
- 3.5 Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing. The Council will not generally deal with anonymous complaints, but you can be assured of confidentiality where this is appropriate or requested.
- 3.6 If the complainant prefers not to put the complaint to the Chief Officer (because the matter relates to the Chief Officer, for example,) they are advised to write to The Mayor.

4. Managing a Complaint

- 4.1 On receipt of a written complaint:
 - a. The Chief Officer (except where the complainant is about their own actions) or The Mayor (if the complaint relates to the Chief Officer), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her the opportunity to comment. Efforts should be made to resolve the complaint at this stage.
 - b. Where the Chief Officer or a Councillor receives a written complaint about the Chief Officer's own actions, they shall refer the complaint to the Mayor. The Chief Officer will be formally advised of the matter and given an opportunity to comment. Efforts should be made to resolve the complaint at this stage.

- 4.2 The Chief Officer (or Mayor) will report any complaint dealt with by direct action with the complainant to the next meeting of the Full Council or other relevant Committee, where appropriate.
- 4.3 Any complaint that has not been resolved directly with the complainant by the Chief Officer (or Mayor) will be included as an agenda item for the next meeting of the Full Council or other relevant Committee, where appropriate.

The Chief Officer will notify the complainant of the date on which the complaint will be considered, and the complainant will be offered an opportunity to explain the complaint to the meeting orally.

- 4.4 Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
- 4.5 The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the relevant Council meeting in public, where appropriate.
- 4.6 The Council may consider in the circumstances of any complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
- 4.7 As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing to confirm whether or not the complaint was upheld. Reasons for the decision together with details of any action to be taken by the council will be given as appropriate.
- 4.8 The Council may defer dealing with any complaint if it is of the opinion that further advice is necessary. The advice will be considered, and the complaint dealt with at the next meeting after the advice has been received.
- 4.9 Following the closure of a complaint, all relevant documents will be held in line with the council's retention policy.
- 4.10 Please note, the council's decision is final. The Local Government and Social Care Ombudsman (LGO) has no jurisdiction in respect of parish or town councils unless they are working jointly with a principal authority or they are exercising the functions of a principal authority. Further details can be found on the LGO website at www.lgo.org.uk/how-to-complain

5. Contact Details

Chief Officer
Workington Town Council
Town Hall
Oxford Street
Workington
CA14 2RS
01900 702986
emma.chapman@workingtontowncouncil.gov.uk

The Mayor of Workington
Contact details for the current mayor can be found at
www.workingtontowncouncil.gov.uk/themayor

Workington Town Council

Complaints Form (CF1)



Complainant's Name	
Address	
Telephone Number	
E-mail Address	
Nature of Complaint (please supply as much information as possible, continuing on additional pages if necessary)	
Signature	
Date	

	Office use only	
	Date	Initials
Complaint received		
Complaint acknowledged in writing		
Complaint to be heard at next meeting of (delete as appropriate)		
<ul style="list-style-type: none"> • Culture & Social Investment Committee • Environment Committee • Finance & General Purposes Committee • Full Council 	To be held on	
Invitation made to the complainant to appear		
Considered at meeting		
Complainant notified of outcome		
Complaint process concluded		

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Communications Policy

Introduction

Workington Town Council is accountable to the local community for its actions, which can only be achieved through effective communications. The Town Council recognises that to increase public awareness of services and facilities, a constructive and positive relationship with the media is essential. The purpose of this policy is to define the roles and responsibilities within Workington Town Council for working with the media and a procedure on how to deal with issues that may arise when dealing with the media. 'Media' is defined in this policy as the press, radio, TV broadcasting, and internet publications.

1. Legal Responsibility

- 1.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.
- 1.2 The Town Council's adopted Standing Orders should be adhered to.

2. Contacting the Council

- 2.1 Between meetings the point of contact for the Town Council is the Chief Officer/RFO, and it is to the Chief Officer/RFO that all correspondence, in whatever format, should be addressed. Email is the preferred method of contact.
- 2.2 Correspondents with the Council should be aware that any communication received by the Council may, at its discretion, be placed in the public domain.
- 2.3 Anonymous communications will either be passed to the Police if they contain accusations of a criminal nature, or they will be destroyed by the recipient without further circulation.

3. Council Documents

- 3.1 The agenda for council meetings will contain enough information to provide an understanding by the public of the topics to be discussed and any decisions to be taken.
- 3.2 The agenda will be published 3 clear working days prior to the meeting.
- 3.3 Minutes of the meeting will be published in draft as soon as possible after the meeting and within a maximum of 28 days. Minutes will record all decisions made.
- 3.4 Requests for documents under the Freedom of Information Act will be charged according to current legislation and guidance.
- 3.5 For all other requests the Council will make a charge of 25p per page for supplying copies of documents plus postage. Council may levy an hourly charge for the Chief

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Officer/RFO's time in researching, retrieving and redacting documents. Such charge will reflect the Chief Officer/RFO's hourly rate.

- 3.6 Documents considered at a meeting will be uploaded onto the Council's website for at least a year following the meeting and the signed minutes will be kept by the Chief Officer/RFO in a folder in accordance with the Local Government Act 1972 Sch. 12 para 41.
- 3.7 Requests for documents not available on the website should be made to the Chief Officer/RFO. Such requests will be responded to if and as soon as, resources allow.

3. Contact with the Media

- 3.1 The Chief Officer/RFO, employees and Members should always have due regard for the long-term reputation of the Town Council in all their dealing with the media. Councillors who are asked for comment by other agencies, the press or members of the public, should make it clear that it is their personal view being given unless it has been agreed that that Member has been specifically tasked with reporting the view of WTC.
- 3.2 Copies of any correspondence between Councillors and other parties should be sent to the Chief Officer/RFO as soon as possible.
- 3.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from Workington Town Council's solicitor before any response is made.
- 3.4 In accordance with Data Protection and Freedom of Information legislation, instances that may involve the release of personal information or sensitive information must be dealt with by the Chief Officer/RFO.
- 3.5 When responding to approaches from the media, statements made by the Chief Officer/RFO, employees and Members should reflect the Council's opinion as resolved at committee meetings.
- 3.6 There are occasions when it is appropriate for the Town Council to submit a letter to the media in response to an issue, to explain policies etc. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 3.7 Should a member wish to submit a letter to the press on any subject they should not use the term 'Town Council' or give the impression, directly or implied, that they are writing on behalf of the Council.

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- 3.8 Any doubt about information that can or cannot be provided to the media can be clarified in Workington Town Council's Data Protection Policy and Freedom of Information Procedures or with the Chief Officer/RFO.
- 3.9 Any complaints received by Councillors or the Chief Officer/RFO should be handled under the Council's complaints procedure.
- 3.10 Confidential documents, exempt minutes, reports, papers and private correspondence should not be provided to the media. If such instances do occur, an investigation will take place.

4. Council Meetings

- 4.1 The main method of communication by WTC with residents and the public is committee meetings, Full Council meetings and social media. These meetings are supported by information posted on its website and noticeboards some of which is required by the government's transparency code (see [Local government transparency code 2015 - GOV.UK](#))
- 4.2 An up-to-date schedule of council meetings will be published monthly in advance.
- 4.3 Members of the public and press have the right to attend all meetings of WTC as observers. Participation by members of the public, at meetings, is permitted only in accordance with the agenda and at the discretion of the Chair of the meeting.
- 4.4 The media are encouraged to attend Council meetings, seating and workspace will be made available if required.
- 4.5 Any filming, taping or broadcasting of Council or Committee proceedings by the media must comply with current transparency guidelines. No prior permission is required; however, the Chair must be informed (at the beginning of the meeting) by any person who wishes to record or broadcast the proceedings and the Chair must inform those present if a recording is being made by the council.
- 4.6 If a meeting is filmed, the members of the media filming must ensure that:
 - a) The activity does not disrupt the meeting and is contained to areas designated to the public.
 - b) Disruptive behaviour is any action or activity which disrupts the conduct of the meetings or impedes other members of the public (including but not exclusive to moving outside of the public area, excessive noise or setting (& resetting) equipment during the proceedings.
 - c) The Chair can suspend the meeting if any person is acting in a disruptive manner.

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d) The rights of those being filmed or broadcast are respected – those who do not wish to be recorded will be provided with a space where they are not recorded – recording of the public must be kept to a minimum with focus on the proceedings.

e) Any person or organisation choosing to record or broadcast any meeting of this council is liable for any claims or other liabilities resulting.

f) Any editing does not open to misinterpretation of the proceedings, or disrepute's the core values of the Council.

4.7 Meetings or part of meetings from which the press and public are excluded may not be recorded or broadcast.

4.8 Confidential sections of meetings are not covered by transparency regulations and may not be recorded or broadcast if doing so breaches the confidentiality of the session.

4.9 The Local Government Act 1972 requires the agendas, reports and minutes are sent to the media on request.

5. Press Releases

5.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Town Council's position on a particular issue. It is the responsibility of the Chief Officer/RFO, employees and Members to look for opportunities where the issuing of a press release may be beneficial.

6. Elections

The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity during elections.

6.1 The Town Council will not use resources to publicise individual Members unless it is relevant to the position they hold in the Council.

6.2 The Council will not quote any Member in a news release or involve them in proactive publicity events during the election period, regardless of whether they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

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7. Notices & Social Media

- 7.1 The Town Council's website will be used for the advertising of agenda, minutes and other council information.
- 7.2 The Town Council will use its notice boards to publicise local events and public information. Workington Town Council will authorise all publications prior to displaying it on any of the notice boards.
- 7.3 The Town Council's Matrix Boards will be used to advertise relevant non-profit events in Workington. Details on how the Matrix boards are used can be found in the Matrix Board Scheduling Policy.
- 7.4 The Council's website and Social Media platforms will be used to convey information on matters of interest and latest news.
- 7.5 Social media sites are in the public domain and it is important that Members and employees ensure that they are confident of the nature of the information they publish.
- 7.6 In their use of social media, Members and employees must always observe the principles stated in this policy. This includes content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages that may bring the Council into disrepute.

8. Communication with Members of Principal Councils and Parliament

All correspondence received from Members of Principal Councils and Parliament or their offices on matters which are the business of the Town Council or relate to the policies or functions of the Council or the implementation of such policies or functions is the corporate business of the Council and, if received by an individual member, is to be forwarded to the Chief Officer/RFO for consideration and response in accordance with the procedures of the Council. Members of Council may not represent the views of the Council to members of principal councils or parliament unless they have been specifically delegated to do so.

(Members may enter into correspondence if they wish, provided it is made clear that they speak as individuals and not as corporate representatives of the Council).

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Freedom of Information

1. Introduction

The Freedom of Information Act 2000 (“FOIA”) is an Act of Parliament that sets out a public “right to know” in relation to public bodies, including Non-Departmental Public Bodies (“NDPBs”). The FOIA also sets out certain exemptions to those rights.

The purpose of the Freedom of Information Policy (hereinafter referred to as “Policy”) is to outline Workington Town Council’s (“WTC”) approach to its FOIA obligations to create a climate of openness and dialogue with its stakeholders and customers.

This policy is applicable to all WTC staff (including all permanent, temporary and contract workers employed or engaged by WTC or any 3rd party organisations while at work or engaged on WTC business) and any members of the public who request information under the FOIA.

2. Managing requests

WTC is required to respond to requests for information. Information is defined in the FOIA as meaning “information recorded in any form”. This is interpreted as including paper records, e-mails, information stored on computer, voicemail messages, handwritten notes or any other form of recorded information. Information, which is known to staff, however not recorded, is not covered by the FOIA.

All official information which is recorded is covered by the FOIA, irrespective of classification or format.

The Chief Officer/RFO is responsible for the processing and monitoring of FOI requests.

The dedicated routes for FOI requests are:

- by email to: office@workingtontowncouncil.gov.uk; or
- by post to: Workington Town Council, Town Hall, Oxford Street, Workington, CA14 2RS.

WTC staff who receive written requests for information under the FOIA (including any requests which do not specifically mention the FOIA) must forward these immediately to the Chief Officer/RFO emma.chapman@workingtontowncouncil.gov.uk or to Workington Town Council, Town Hall, Oxford Street, Workington, CA14 2RS.

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Where an oral request is made, the requester should be advised to put their request in writing.

The FOIA imposes strict time limits for dealing with a request for information. The Chief Officer/RFO will issue a response within 20 working days from the date upon which the written request is received by WTC unless clarification of the request has been sought from the requester or an extension to the statutory timescales is sought by WTC under section 10(3) of the FOIA.

3. Other regimes

The FOIA covers rights of access to and requests for non-personal data. Data protection legislation (including the General Data Protection Regulation) covers the rights individuals have in respect of their personal data, including rights of access. Personal information is exempt under section 40 of the FOIA and the processing of personal data will continue to be regulated by applicable data protection legislation. Any application for access to personal information of which the requester is the subject will be classed as a request under data protection legislation and treated accordingly. The requester will be advised to this effect.

The Environmental Information Regulations (“EIRs”) deal specifically with information relating to any decisions, activities and policy formulation that may have an impact on the environment. Environmental information is exempt information under section 39 of the FOIA. Requests for environmental information will be handled in an analogous manner to requests for information made under the FOIA. However, it should be noted that the EIRs do not specify that requests must be in writing. This means that telephone requests on environmental matters will also be valid (although in practice it is advisable to make a written record of any verbal requests received).

4. WTC FOI Publication Scheme

Under the FOIA, all public authorities are obliged to adopt and maintain a Publication Scheme specifying:

- the classes of information that they publish or intend to publish; and
- how the information is or will be published.

WTC’s FOI Publication Scheme can be found on www.workingtontowncouncil.gov.uk or alternatively, a copy can be requested by contacting WTC by either the email or postal address stated at paragraph 2.5 above.

WTC will periodically review the FOI Publication Scheme and make amendments and updates where appropriate.

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5. Fees

Where possible, WTC will not charge requesters a fee for complying with requests however it reserves the right to do so. If WTC determines that a fee will be charged for complying with the request, a fee notice will be issued to the applicant in accordance with section 9 of the FOIA.

6. Provision of information

WTC will seek to provide the requested information, subject to the application of any statutory exemption under the FOIA.

In responding to requests for information, WTC will have regard to any preferences expressed by the requester as to the form of communication. Where it is not reasonably practicable to comply with any preference expressed, WTC will notify the requester of the reasons for this determination.

7. Advice and assistance

WTC has a duty, so far as it is reasonable to do so, to give advice and assistance to anyone who has made a request or is considering making one.

8. Procedure for making a request

Requesters are required to put a request in writing – in the form of a letter or email, supplying their name and address and an address for correspondence and describing the specific information they are seeking. Requests need not refer to/quote FOI legislation (but it may be helpful to do so). Requesters should address their requests to the Chief Officer/RFO.

The Chief Officer/RFO may contact the requester to clarify the terms/scope of the request and to give advice and assistance as needed.

9. Exemptions

Where information is held by WTC, the information will not be withheld unless:

- an exemption to disclosure under Part II of the FOIA applies.
- it would cost too much to comply with the request.
- the request is considered vexatious; and/ or
- the request is repeated.

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The exemptions to disclosure set out in the FOIA include non-disclosure in matters of a sensitive commercial nature or where disclosure would prejudice the effective conduct of public affairs.

Some of the FOIA exemptions are absolute exemptions, for example, if the information is personal data. If an absolute exemption applies, then WTC does not need to release the information. The remaining exemptions are qualified exemptions that require WTC to apply the public interest test in deciding whether to release the information. In considering the public interest, WTC will consider:

- whether the public interest in maintaining the exclusion of the duty to confirm or deny that information is held outweighs the public interest in disclosing whether WTC holds the information; and/or
- whether the public interest in withholding information outweighs the public interest in releasing it.

Where the public interest test is relevant, WTC will apply it separately to each piece of potentially exempt information.

Where a document cannot be released in its entirety, WTC will endeavour to release what it is able to, in as intelligible a format as possible.

Where information is not held, WTC will seek to provide appropriate advice and assistance to the requester.

10. Consultation with Third Parties

WTC may consult with a third party if:

- the views of that third party may assist WTC to determine whether an exemption under the FOIA applies to the information requested; and/or
- where the views of the third party may assist WTC to determine where the public interest lies under section 2 of the FOIA.

11. Refusal of requests

Where WTC refuses a request, it will give the requester a notice setting out the reasons for the refusal.

When any written request is refused, WTC will notify the requester of the internal review process and their right under section 50 of the FOIA to apply to the Information Commissioner for a Decision Notice.

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WTC reserves the right to refuse to respond to a request for information if it exceeds the value of £450 to process in terms of staff time and disbursements. The £450 is calculated to be 18 hours of staff time based on an hourly rate of £25 per hour, which is provided for by Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

12. Internal review process

If a requester is unhappy with:

- the way in which their request has been handled.
- is dissatisfied with the decision made regarding disclosure or non-disclosure of information; and/or
- is of the opinion that WTC is not compliant with its Publication Scheme,

they can request an internal review. All responses issued by WTC will provide the requester with details on how to request such an internal review.

The Chief Officer/RFO has overall responsibility for the internal review procedure. The Chair of the Finance and General Purposes Committee will be responsible for any internal review, using third parties where necessary.

The internal reviewer will review the way the request was dealt with and is empowered to either uphold or overturn the original decision.

WTC will only consider requests for an internal review which are made within 2 months of the date of the response to the requester.

The requester will be notified as to the outcome within a reasonable timescale. WTC aims to deal with internal reviews within 20 working days of receipt thereof. If it becomes clear at any stage of the internal review that WTC will not be able to meet this target, the requester will be notified.

13. The Information Commissioner

The Information Commissioner's Office ("ICO") is the UK's independent authority set up to promote access to official information. If the requester remains dissatisfied with the decision made as a result of the internal review procedure, they can, under section 50 of the FOIA, complain to the Information Commissioner by writing to the ICO at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF (www.ico.org.uk) to apply for a decision as to whether the request has been dealt with in accordance with the requirements of Part 1 of the FOIA.

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A Decision Notice will be served if the Information Commissioner decides that WTC has failed to:

- communicate information.
- confirm or deny where required to do so by section 1(1) of the FOIA;
- comply with requirements of section 11 of the FOIA (which refers to the manner of communication in response to a request for information); or
- comply with any of the requirements of section 17 of the FOIA (which refers to the refusal of a request for information).

The Decision Notice will specify the steps, which must be taken by WTC to comply with the FOIA and the timescale for compliance.

The Information Commissioner can serve an Information Notice on WTC requiring the provision of specified information to them (unless legal professional privilege applies).

If the Information Commissioner is satisfied that WTC has failed to comply with any of the requirements under Part 1 of the FOIA, they may serve an Enforcement Notice on WTC, requiring WTC to take steps within a specified time to comply with those requirements.

All public authorities may appeal to the First-Tier Tribunal (Information Rights) against Decision Notices and Information and Enforcement Notices.

Service of an Information Notice, Decision Notice or an Enforcement Notice by the Information Commissioner on the Council will be immediately reported to the Mayor and to the Chair of the F & GP Committee who shall urgently call a meeting of that committee to consider the notice(s).

14. Reasonable adjustments and alternative formats

WTC is committed to equal opportunities and our aim is to make this policy easy to use and accessible to all. We will take reasonable steps to accommodate any reasonable adjustments required to:

- enable access to this policy;
- provide responses to requests in other formats; or
- provide such assistance as may reasonably be required.

Should a copy of this policy be required in an alternative format, such as Braille, audio CD or large print, please get in touch using the contact details set out in section 2 above.

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15. Review

This policy is subject to review annually, or in response to any relevant changes.

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Publication scheme

Freedom of Information Act

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

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How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website information can be requested via letter to Workington Town Council, Town Hall, Oxford Street, Workington, CA14 2RS, email office@workingtontowncoil.gov.uk or phone 01900 702986.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details are as above. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

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- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
List of Council members and their responsibilities as well a list of Council Committees	Website and Hard Copy
Details of any representation on outside bodies	Website and Hard Copy
Postal and email address	Website and Hard Copy
Contact details for Chief Officer/RFO and Council members	Website and Hard Copy
Location of main Council office and accessibility details	Website and Hard Copy
Staffing structure	Website and Hard Copy
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual Governance & Accountability Return and internal audit report	Website and Hard Copy
Financial Standing Orders and Regulations	Website and Hard Copy
Finalised budget	Website and Hard Copy
Precept	Website and Hard Copy
Borrowing Approval letter	Hard Copy if applicable
All items of expenditure above £500	Website and Hard Copy
Grants to voluntary, community and social enterprise organisations	Website and Hard Copy
List of contracts awarded and value of contract	Website and Hard Copy
Members' allowances and expenses	Hard Copy only

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual governance statement	Website and Hard Copy
Parish Plan	N/a
Annual Report to Town Meeting	Website and Hard Copy
Quality status	N/a
Local charters drawn up in accordance with DLUHC's guidelines	N/a
Impact assessments (in full or summary format), as appropriate and relevant	Website and Hard Copy

Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and Hard Copy
Agendas of meetings (as above)	Website and Hard Copy
Minutes of meetings (as above), excluding material that is properly considered to be exempt from disclosure	Website and Hard Copy
Reports presented to council meetings, excluding material that is properly considered to be exempt from disclosure	Website and Hard Copy
Responses to consultation papers	Hard Copy only
Responses to planning applications	Cumberland Council Website
Bye-laws	N/a

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of Council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website and Hard Copy Website and Hard Copy Website and Hard Copy Website and Hard Copy Website and Hard Copy
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and Hard Copy Website and Hard Copy Website and Hard Copy Website and Hard Copy Website and Hard Copy Website and Hard Copy
Records management and retention policies	Website and Hard Copy
Data Protection policies, including data sharing and CCTV usage	Website and Hard Copy

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Class 6 – Lists and Registers (Currently maintained lists and registers only)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/a
Asset register	Website and Hard Copy
Disclosure log, indicating the information provided in response to FOIA and EIR requests	Website and Hard Copy
Register of members' interests	Website and Hard Copy
Register of gifts and hospitality	Hard Copy only

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Website and Hard Copy
Community centres and village halls	Website and Hard Copy
Parks, playing fields and recreational facilities	Website and Hard Copy
Seating, litter bins, clocks, memorials and lighting	Hard Copy only
Bus shelters	Hard Copy only
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy only

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Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

Hard copies of any available document, standard A4 sized pages (A3 or larger will incur additional costs)	20p per page (B&W) 40p per page (colour)
Postage will be charged at the standard 2nd class rate (or equivalent) for the most appropriate postal method	At cost
An additional administration charge may be made if the cost to the Town Council for retrieval and collation is unreasonable (e.g. a large number of documents in a single request)	Variable

CONTACT DETAILS

Chief Officer of the Council: Emma Chapman

Postal Address: Workington Town Council, Town Hall, Oxford Street, Workington, CA14 2RS

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Data Protection Policy

1. Introduction

The Town Council holds and processes information about employees, councillors, residents and customers, and other data subjects for administrative and commercial purposes. Workington Town Council regards the lawful and correct treatment of personal information as vital to successful operation. All employees and councillors will comply with Workington Town Council's Data Protection Policy when processing or using information. This policy has been written in accordance with the Data Protection principles as set out in the Data Protection Act 1998 (the Act).

2. Definitions

"Employees, councillors, residents and customers, and other data subjects" may include past, present and potential members of those groups.

"Other data subjects" and "third parties" may include contractors, suppliers, contacts, referees, friends or family members.

"Processing" refers to any action involving personal information, including obtaining, viewing, copying, amending, adding, deleting, extracting, storing, disclosing or destroying information.

"Data Controller" is a 'person' who determines the purposes for which and the way any personal data are, or are to be, processed. A 'person' as recognised in law may be an individual, organisation or body of persons.

"Data Protection Officer" is an individual working on behalf of the Data Controller with responsibility for the data protection within that organisation.

"Personal Data" is information about an identifiable, living individual such as addresses, phone numbers.

"Sensitive Data" is personal data consisting of information relating to racial or ethnic origin, political opinion, religious or other beliefs, trade union membership, physical or mental health or condition, sexual orientation or criminal proceedings or convictions.

3. Data Protection Principles

3.1 There are eight principles set out in the Act, in summary these state that data shall:

- a) be processed fairly and lawfully;
- b) be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose;

- c) be adequate, relevant and not excessive for the purpose;
- d) be accurate and up to date;
- e) not be kept for longer than necessary for the purpose;
- f) be processed in accordance with the Data Subject's rights;
- g) be kept safe from unauthorised processing, and accidental loss, damage or destruction;
- h) not be transferred to a country outside the European Economic Area, unless that country has the equivalent levels of protection for personal data, except in specified circumstances.

4. Responsibilities

4.1 Workington Town Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.

4.2 The Data Protection Officer is the Chief Officer/RFO, who acts on behalf of the Council, and is responsible for:

- a) fully observing conditions regarding the fair collection and use of information;
- b) meeting the Council's legal obligations to specify the purposes for which information is used;
- c) collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements;
- d) ensuring the quality of information used;
- e) applying strict checks to determine the length of time that information is held;
- f) ensuring that the rights of the people whom information is held can be fully exercised under the Act;
- g) taking appropriate technical and organisational security measures to safeguard personal information;
- h) ensuring that personal information is not transferred abroad without suitable safeguards;
- i) ensuring that everyone managing and handling personal information;
 - i. fully understands that they are contractually responsible for following good practice in terms of protection;
 - ii. is adequately trained to do so;
 - iii. are appropriately supervised.

5. Unlawful disclosure of personal information

5.1 Under the Data Protection Act it is a criminal offence to disclose personal information 'knowingly or recklessly' to anyone who is not authorised to receive it.

5.2 Staff shall ensure that

- a) all personal data is kept securely;
- b) personal data is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party. Unauthorised disclosure may be a disciplinary matter.

5.3 Staff supervising Councillors, residents and customers doing work which involves the processing of personal information, must ensure that those individuals are aware of the Data Protection Principles.

5.4 When discussing issues, over the telephone, which require the disclosure of personal data the identity of the person must be established. All Town Council employees will ensure that authentication takes place prior to the disclosure of data.

5.5 There are several instances where exemptions to Data Protection may arise. In such instances the Chief Officer/RFO will review any request on a case-by-case basis and evaluate whether the data can be lawfully released.

6. Storage, Retention and disposal

6.1 All personal and sensitive data will be kept in paper-based systems or electronically on a password protected computer.

6.2 To prevent unauthorised access to paper information, all personal and sensitive data will be kept in lockable storage facilities.

6.3 Different types of information will be kept for differing lengths of time, depending on legal and operational requirements.

6.4 All documentation that contains personal and sensitive data will be disposed of using shredding facilities. This includes any details written on scrap pieces of paper.

6.5 Care and consideration will be taken when sending e-mails to employees, councillors, residents, customers and other data subjects. Employees must ensure that emails contain no personal or sensitive information that the recipients should not have access to.

7. Access to Information

7.1 Any employees, councillors, residents, customers and other data subjects have a right to:

- a) ask what personal information the Council holds;
- b) ask what this information is used for;
- c) be provided with a copy of the information;
- d) be given details of the purposes for which the Council uses the information and any other person's organisations to whom it is disclosed;
- e) ask that any incorrect data held is corrected.

7.2 Any requests for data must be made in writing.

7.3 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended. The Council must advise the individual within 21 days whether the amendment has been made.

8. Online Information

8.1 Workington Town Council collects personal information from online sources including, but not limited to, Workington Town Council affiliated websites, social media and newsletters. This will include data such as name, age and address and, on occasion, profiling information such as your preferences or product choices.

8.2 Data information from these sources may be processed in a different manner; such as improving the services that the Town Council delivers, sending marketing and communications or to define what content you may be interested in (full list can be found in Workington Town Council's Privacy Policy).

8.3 All information gathered online will be obtained, stored, used and destroyed in accordance with the points set out in this policy.

8.4 In the same manner to other forms of data, employees, councillors, residents, customers and other data subjects have a right to access online information held according to item 7.

9. Breach of Policy

9.1 Compliance with the Act is the responsibility of all councillors and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.

9.2 Any individual who believes that the Council has breached any of the requirements of the Data Protection Act 1998 should raise this with the Chief Officer/RFO or Mayor.

10. Review

10.1 Methods of handling personal information will be regularly assessed and evaluated. This policy will be built upon with further guidance and new procedures as the systems we have that hold personal information change. Everyone managing and handling personal information will be appropriately trained in these methods and will be supervised where necessary.

11. Additional Notes on Handling Data from the Disclosure and Barring Service

11.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Workington Town Council complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

11.2 Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

11.3 Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been

revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection.

Once the inspection has taken place the certificate should be destroyed in accordance with the [code of practice](#).

11.4 **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

11.5 **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will consider the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

11.6 **Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

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Workington Town Council

Grievance Policy

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date

- any changes to specified time limits must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Cumberland Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. (For the purposes of this policy, the Clerk's manager is the Chair of Staffing Committee). Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex or is raised by the Clerk), it may appoint an independent investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy

- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be

a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

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Workington Town Council

Disciplinary Policy

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory,

disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or

allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
 - unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules

Examples of gross misconduct

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
 - bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information

Suspension

6. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be

on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
8. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9. The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
 - inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills

The Procedure

10. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct. For the purposes of this policy, the manager of the Clerk is the chair of Finance and General Purposes Committee.
11. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
13. If a formal disciplinary investigation is required, the Council's Finance and General Purposes Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Finance and General

Purposes Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), or because the subject of the investigation is the clerk, it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Finance and General Purposes Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed
14. The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
 15. The Finance and General Purposes Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
 16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
 17. If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
 18. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Finance and General Purposes Committee whether or not disciplinary action should be considered under the policy.
 19. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure

- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure
20. The Investigator will submit the report to the Finance and General Purposes Committee which will decide whether further action will be taken.
21. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

22. If the Finance and General Purposes Committee decides that there is a case to answer, it will appoint a Disciplinary Panel of three councillors, to formally hear the allegations. The Disciplinary Panel will appoint a Chairman from one of its members. The Investigator shall not sit on the Disciplinary Panel.
23. No councillor with direct involvement in the matter shall be appointed to the Disciplinary Panel. The employee will be invited, in writing, to attend a disciplinary meeting. The Disciplinary Panel's letter will confirm the following:
- the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the Disciplinary Panel which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official
24. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
- the Chairman will introduce the members of the Disciplinary Panel to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account

- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the Disciplinary Panel and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up
25. The Chairman will provide the employee with the Disciplinary Panel's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
26. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the Disciplinary Panel.

Disciplinary action

27. If the Disciplinary Panel decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months)

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months)

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force

28. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the Disciplinary Panel decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

29. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
30. The grounds for appeal include:
- a failure by the Council to follow its disciplinary policy
 - the Disciplinary Panel's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting
31. Where possible, the appeal will be heard by a panel of three members of the Finance and General Purposes Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Finance and General Purposes Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
32. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
33. At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision

- explain the action that the appeal panel may take
34. The employee (or companion) will be asked to explain the grounds for appeal.
 35. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
 36. The appeal panel may decide to uphold the disciplinary decision of the Finance and General Purposes Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
 37. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
 38. The appeal panel's decision is final.

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WORKINGTON TOWN COUNCIL

SICKNESS AND ABSENCE POLICY

Introduction

Workington Town Council aims to be a good employer; this is reflected in its approach to sickness management. The Council is fully committed to a healthy and safe environment that leads to the achievement and maintenance of high attendance levels. The aim of this policy is to reduce sickness absence, manage sickness absence effectively and help employees return to work when they are absent.

1 Legal Responsibility

In accordance with following legal requirements, the Town Council will consider all absences and act according to the following legislation.

- Disability Discrimination Act (DDA) 2010– to make reasonable adjustments to disabled employees' working arrangements or conditions so they are not treated less favourable.
- Health and Safety at Work Act (HSWA) 1974 – to protect employees, after they return to work, if they are more vulnerable to risk due to illness, injury or disability.
- Employment Rights Act 1996 and Employment Act 2002 (Dispute Regulations) 2004 – when conducting procedures dismissal, disciplinary and grievance.
- Data Protection Act 1998 – for the processing and storage of sensitive data relating to medical information.

There can be a number of reasons for sickness absence and the Council's approach to dealing with sickness absence will recognise this.

When an illness or injury prevents you from carrying out your job, it is reasonable for you to remain absent from work until you are better. However, absence can cause serious issues within the workplace when:

- It is intentional or may be deemed as self-inflicted.

- Frequent or prolonged
- Without good reason

It is sometimes necessary to take action against regular absenteeism. In appropriate cases, medical opinion is sought where there are doubts about someone's ability to continue in their role. This will follow a formal warnings procedure set out within this policy.

2 Managing Regular or Long Term Sickness Absence

Reporting sickness and absence as soon as possible is important, it will allow the Council to make adjustments that benefit the employee and the Council as a whole.

Line Managers are expected to monitor and manage the attendance at work of those employees under their supervision.

Line Managers are responsible for the day-to-day welfare of staff.

Employees who become unwell or take sickness absence must be treated fairly, properly and consistently.

Employees will be informed if their attendance record is causing concern.

Employees will be given adequate opportunity and assistance to improve their attendance record with a view to ensuring their full return to normal working, modified working or their possible redeployment to alternative work.

The Council will provide employees with advice and direct them to services where necessary, such as Occupational Health advice.

Employees will be given the opportunity for a home visit to take place to discuss their general welfare and ease any anxiety about returning to work.

Employees will be made aware of a 'return to work' meeting that will be carried out after periods of absence and be informed of when self-certification and medical certificates are appropriate in accordance with the procedure for reporting sickness.

Employees should work in partnership with their trade union and employee representatives to help those off sick return to work.

3 Sickness and Absence Notification Procedure

First Day of Absence

If an employee is unable to attend work through illness or injury, they must notify their Line Manager before they are due to begin work.

If the Line Manager has not received sufficient notice of an employee's absence and they are concerned that the employee has not arrived to start work at their normal time, the supervisor can contact the employee to check on their welfare.

When notifying absence, the employee must give the reasons for their absence and the likely duration of that absence.

Where this is not possible then the employee should arrange for someone to do it on their behalf which must include reasons for their absence and the likely duration of that absence.

The employee must notify their supervisor, prior to their return to work, their likely duration of absence to allow for:

- a Return-to-work discussion to be arranged.
- investigations of any welfare or work-related issues that may be required by the employee.
- the employer to correctly designate the correct resources for the day's workload.

If an employee fails to follow these reporting requirements, then they may be classed as absent from work, rather than sick, and may not be paid.

Eighth Day

If an employee has been absent for seven calendar days, and does not return to work on the eighth day, then they must obtain as soon as possible after the eighth day a Fitness for Work (fit note) signed by a doctor which covers sickness absence from the eighth day of sickness onwards and this must be forwarded to the Chief Officer.

If a fit note is not received promptly, this may result in a loss of pay for these or any subsequent days of sickness absence.

On the fit note your GP may advise one of two options:

- Not fit for work – this means that you have a health condition that prevents you from attending work for a stated period.
- May be fit for work taking account of the following advice - this means that your health condition does not necessarily stop you from attending work.

Your GP may suggest that you could continue to work, but may not be able to complete all of your normal duties and may suggest ways in which you could attend, such as:

- A phased return
- Altered hours
- Amended duties
- Workplace adaptations

Should you receive a fit note making suggestions from your GP regarding attending work with some changes, your Line Manager will consider any suggestions made

and discuss them with you to determine whether they can be supported in the workplace and how they can be implemented. However, if this is not possible then your Statement of Fitness for Work will be used as if the doctor had advised 'not fit for work'.

4 Maintaining contact with the absent employee

It is important that both the Line Manager and the absent employee maintain regular contact. This might involve telephone contact, visiting the employee at home, at the workplace, or when appropriate, meetings at some other neutral and acceptable venue.

The purpose of the meetings is to obtain information regarding an employee's medical condition prognosis, any support the Council can offer, the expected return to work date, etc.

As an employee, whilst absent due to sickness you should be available to be contacted and be available for any possible meeting planned for normal working days or times. Unless the employee is on leave which has been authorised by their Line Manager.

5 Statutory Sick Pay

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 qualifying days absence from work. The qualifying days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

6 Council's Sick Pay (Occupational Sick Pay)

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence as stated below.

- During 1st year of service 1 months' full pay, and (after 4 months' service) 2 months half pay
- During 2nd year of service 2 months full pay, 2 months half pay
- During 3rd year of service 4 months full pay, 4 months half pay
- During 4th & 5th year 5 months full pay, 5 months half pay
- After 5 years' service 6 months full pay, 6 months half pay

This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is, however, conditional upon you complying with the Council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return

to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with the Council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the Council on request;
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the Council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

7 Continuing Sickness Absence

You must continue to submit Statements of Fitness for Work (fit notes) to your Line Manager for any further day's absence.

During any period of absence, you must keep in regular contact with your supervisor with telephone calls and/or meetings. Your supervisor will also keep in touch with you to keep updated on your absence and plan for your return to work.

8 Returning to work

Where a Statement of Fitness for Work (fit note) covers the period of absence and your GP has stated that they 'will need to assess your fitness for work again at the end of this period', before returning to work you must obtain a final statement showing your fitness to return, from your doctor and submit it to your Line Manager immediately prior to your return to work.

Where a Statement for Fitness for Work (fit note) shows a period of time, but the GP has stated that they 'will not need to assess your fitness for work again at the end of this period', then you will be able to return to your normal duties at the end of the stated period, or before, should you feel able to do so.

For periods of seven days or less (including non-workdays) the employee may self-certify for the period of absence unless following previous periods there has been an alternative agreement.

9 Returning to Work Interviews

When you return to work your Line Manager will arrange a return-to-work meeting to discuss your absence with you informally. They will try to assist you if you have any particular difficulties arising from your absence.

If you have had several recent absences (and especially if they were un-certificated/self-certificated) your supervisor will want to know more about the circumstances, and you should be prepared to discuss the situation openly.

It is widely recognised that the return-to-work discussion can have many positive effects. Such discussions will be carried out sympathetically and in private, by your Line Manager. Return to work meetings are also an opportunity for employees to discuss any health issues or other concerns which may affect their work.

A record of the discussion and the nature of the sickness will be made on the Return-to-Work Interview Form. Where actions are required, a copy of this form can be given to the employee upon request.

If there is no improvement in an employee's sickness record and every effort has been made by the Line Manager to help an employee regarding their unsatisfactory sickness absence record, then the employee will be informed that the matter will proceed to a Sickness Absence Review Interview.

Although you are not ordinarily required to submit a doctor's Fitness for Work (fit note) until you have been sick for more than seven days, where your record shows repeated short-term absences you may be asked to visit your doctor on the first day of any subsequent absence following a Sickness Absence Review Meeting

10 Sickness during Holidays

If you fall sick whilst you are on annual leave, you must obtain a Statement of Fitness to Work (fit note) from your GP/Hospital for the days in question and forward it to your Line Manager.

You will be regarded as being on sick leave for the dates/duration shown on the medical certificate. This means that your absence will not then be deducted from your annual leave entitlement.

Regular periods of sickness absence before, during and following annual leave will be monitored by your Line Manager.

If you wish to have a holiday during a period of sickness absence, your Line Manager must be informed prior to taking the holiday.

11 Sickness control procedure

The sickness control procedure is detailed on table below. The months stated are a rolling month and are calculated from the first date of the current sickness reported.

Occasions of absence	Outcome
Each occasion of absence	Return to work interview
3 occasions of absence in a 6-month period	Sickness Absence Review Interview
3 occasions of absence within 6 months of Sickness Absence Review Interview	1 st formal warning
Continued absence within 3 months of receiving 1 st formal warning	2 nd formal warning
Continued absence within 3 months of receiving 2 nd formal warning	Disciplinary action/dismissal

12 Improvement

If your sickness absence record improves to a satisfactory level, you will be advised of this by letter. Improvement must be maintained over a twelve-month period from the date of the letter confirming/giving the warning, after which time the warning will cease to be valid. However, your attendance will still be monitored and if it deteriorates again, you will revert back to the first stage of the procedure, the Informal Meeting.

13 Long Term Sickness Absences

If you are absent for a prolonged period and/or have a long-term illness the following action will be taken. With regard to the Equality Act 2010, the Council takes consideration to the needs of all long-term conditions and will endeavour to make reasonable adjustments for employees who become disabled or whose disability worsens.

You may be visited at home, or some other neutral and acceptable venue, after 3 to 4 weeks absence, and will be interviewed periodically, with the involvement of an accredited trade union representative if you so wish, and in turn you should maintain contact with your supervisor. Your supervisor will write to you informing you of their wish to visit. This may be followed up by a telephone call to check the date/time is convenient for you.

Often when an employee has been absent for a substantial length of time, an initial period of rehabilitation is beneficial when they return to work. There may be occasions where a phased return to work, or a return to partial duties in the short term, can be accommodated.

At a welfare meeting prior to their return, the question of whether a rehabilitation period would be of benefit, and if so, what assistance and support will be afforded to the employee should be discussed.

The return to work under the rehabilitation programme should be approved by the GP (i.e. a sentence on the employee's signing off note) and/or from advice from an Occupational Health Advisor.

When a rehabilitation programme has been agreed, the details of the programme, its length and review date should be confirmed in writing to the employee.

A rehabilitation period of three to four weeks is usually sufficient to ease the employee gradually back into the full duties/hours of their post. This often involves working reduced hours or days per week. During this period, the employee will be paid their normal pay. Monitoring and regular discussion will identify an employee's progress and the areas which require further improvement/support/training. At the end of the phased return period, or sooner, as appropriate, a review should take place to assess their progress and to identify if they are able to work the full duties/hours of their job.

Some employees may require a longer period to build up to a full work routine, if this is the case, an employee will then be paid for the actual hours they work, and a review period will be arranged to assess their progress and to consider working arrangements for the future. The use of annual leave or lieu time may also extend the period of reduced days/hours. Annual leave/lieu time can be used to allow for fewer days of work per week or fewer hours. This is a beneficial way of maintaining an employee's pay while reducing their working week.

If an employee has a medical condition which will affect them at work on a longer term, or even permanent basis, greater consideration will need to be given to work organisation and adjustments to the workplace. If it is not possible to accommodate the adjustments required, or if the illness/absence is such that the employee cannot return to their own job, then consideration will be given to any suitable alternative employment available at the Council.

14 Employment at Risk

If you cannot return to your own job and no suitable alternative employment is available, the following action will normally be taken:

- You will be advised that your employment is at risk, and this will be confirmed in writing to you.
- Where your job can no longer be kept open and no suitable alternative work is available or acceptable to you, you will be interviewed and informed of the likelihood of your dismissal.
- Where dismissal action is to be taken, then it will be on the grounds of incapability due to ill health and the same process will be applied as detailed above.

15 Appeals Process

At each stage of the Formal Procedure an employee will have the right of appeal. Such an appeal must be made in writing within 5 working days of the date of the warning or the letter confirming a dismissal. In the event of an appeal being lodged against a warning the procedure will still continue.

16 The Equality Act 2010

Reasonable adjustments in the form of provision of aids or equipment, adjustment to duties or even redeployment may allow an employee with a disability to remain in employment.

An employee's sickness records should differentiate between disability related and non-disability related absences. The Chief Officer will look at disability related absences separately when making decisions on what action is or isn't appropriate.

17 Monitoring procedures

The Sickness Absence Policy and associated procedures will be regularly monitored and reviewed, to ensure they are clear, objective and consistently applied.

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Health and Safety Policy

Health & Safety Policy Statement

Workington Town Council considers the Health and Safety of its employees at work to be of the greatest importance and is committed to continual improvements in safety performance and compliance with all legal obligations.

Hazard identification, risk assessments and adoption of adequate and appropriate control measures are central to our management of safety.

Written procedures and instructions form the basis of our safe working practice.

Training is given to all employees to impart an adequate understanding of the council rules, operating procedures and instructions, and codes of practice and to ensure that the required levels of competence are achieved.

Employees are required to work safely, to comply with their training, and to wear personal protective equipment wherever stipulated.

The effectiveness of the overall policy is regularly reviewed, and steps are taken to ensure any necessary corrective action is put in place.

_____ **Date:** _____

Chief Officer/RFO

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1. Introduction

Workington Town Council has designed this Health and Safety Policy to protect all employees, members, visitors, contractors, facility users and attendees of events. This document provides the policy and systems within the Town Council to ensure compliance with safe working practices.

The promotion of health, safety and welfare at work is an integral function and responsibility of the Town Council. Help and advice will be available, from supervisors and the Chief Officer/RFO to assist in health and safety queries. Where it is deemed necessary, guidance from external bodies and organisations will be sought.

Ultimately, the Chief Officer/RFO is responsible for upholding Health and Safety within the Council this includes:

- The provision and maintenance of safe and healthy working conditions.
- Ensuring that suitable Risk Assessments are undertaken from which are developed safe and efficient work methods.
- Providing information, instruction, training and supervision where necessary to ensure the competence of individuals.
- Making available all necessary safety devices and protective equipment.
- Providing and maintaining equipment and materials that are safe and without risk to the health of our employees or others who may be affected by our business activities.
- Maintaining a constant interest of the Health and Safety Executive and keeping up to date in changes to regulations that may affect the activities of Workington Town Council.

Employees will be regularly consulted on this policy to maintain good practice in respect of health, safety and welfare.

2. General Responsibilities

This policy is set out into the specific areas of Health and Safety that require consideration. While the individual requirements and legal obligations of these sections must be met, the general responsibilities of the Town Council and its employees are detailed here.

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Employees of all positions have a responsibility to ensure that any work undertaken does not adversely affect the health and safety of anyone else including other members of staff, visitors, contractors, and the general public.

In accordance with the Health and Safety (Information for Employees) Regulations 1989, Health and Safety information is displayed in all Town Council premises informing employees on what they need to know about health and safety.

Workington Town Council encourages employees to make suggestions to any alternative methods of work that will reduce hazards, make the workplace a safer environment and benefit the welfare of its employees.

As standard working practice, the Council will actively review and provide any relevant information and training to employees in respect of Health and Safety, to ensure that all employees are working in a safe environment and are competent to undertake their duties in a safe manner.

If any employee feels that they require additional training they must raise these concerns with their supervisor or the Chief Officer/RFO as soon as possible.

In accordance with the Management of Health and Safety at Work Regulations (1999) and Health and Safety Executive's (HSE) Approved Code of Practice (ACOP), it is the policy of Workington Town Council to carry out a suitable and sufficient assessment of the risks to health and safety of their employees, in order to identify the measures and minimise risks. A programme of risk assessments will be carried out across all Town Council functions by the appropriate Officers, and risk assessments will be reviewed as necessary.

Risk assessments should identify significant hazards arising from work activity under their control. The assessment should identify all persons who could be harmed, including staff, workers, members of the public and contractors. Extra consideration should be made to identify vulnerable individuals or groups.

In conjunction with this policy, other Town Council policies must be adhered to with regard to Health and Safety. In particular, this includes Lone Working, Home Working and Safeguarding Policies.

3. Use of Equipment

Employees of Workington Town Council use a variety of different types of equipment. This can include office equipment, computer, cables, trolleys, vehicles, manual equipment or plant hire.

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All equipment can pose a risk if not used in accordance with instructions or if a fault is not rectified.

All staff must use equipment in a responsible manner that does not put themselves or anyone else at risk.

It is the responsibility of the driver of fleet vehicles to ensure that the vehicle is in a road worthy state and driven in compliance of The Road Vehicles (Construction and Use) Regulations 1986.

Any concerns with the condition of Workington Town Council vehicles must be reported to the Estate Team Leader or Chief Officer/RFO immediately. Full information on Workington Town Council Fleet can be found in the Vehicle Policy

Certain items of plant hire require statutory inspections on a frequency determined by relevant legislation.

A suitable risk assessment for items of plant/equipment must be carried out by the procurer of the item prior to it being used. The assessment should also specify if pre-use checks are appropriate and these should be itemised where appropriate. If hazards are noted the risk assessment should be shared with relevant staff members.

Users of plant hire and equipment are responsible for carrying out any pre use checks.

Any fault or hazard found with plant hire or equipment must be reported before use.

4. Disclosure and Barring Service (DBS) Checks

The nature of the role of Workington Town Council, to the community of Workington, means that employees and members may have contact with vulnerable individuals and children from time to time.

In order to safeguard these individuals and children, Workington Town Council requires all employees to complete DBS checks.

Any employee who has a concern about the safety or welfare of a vulnerable adult or child must report this directly to the Safeguarding Officer.

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Please refer to the safeguarding policy for further information.

5. Accidents and First Aid

The Health and Safety (First Aid) Regulations 1981 place a general duty on employees to make or ensure that there is an adequate First Aid provision for their employees if they are injured or become ill at work.

The Town Council will ensure, as is reasonably possible, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority.

All accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrences.

All accidents, near misses, cases of work-related ill health and dangerous occurrences are to be reported to supervisors or the Chief Officer/RFO.

Details of the incident will be recorded in the accident book, which is located in the Council's offices. The Chief Officer/RFO is responsible for periodically checking the accident book.

In accordance with the requirements of the First Aid Approved Code of Practice, Workington Town Council has identified the requirement of employees that should be First Aid trained. Workington Town Council currently has 7 employees who are first aid trained; covering all premises, ensuring that adequate First Aid cover is always maintained and available.

An appointed person is someone authorised to take charge of the situation if there is an injury or illness (and generally would have received Emergency First Aid training).

The names of all such persons are displayed at strategic points and also on or beside any First Aid Box.

The Chief Officer/RFO is responsible for undertaking investigations following accidents, dangerous occurrences and work-related ill health absence.

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The Chief Officer/RFO is responsible for acting on investigation findings to prevent a recurrence.

The Chief Officer/RFO is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

First aid kits are located in the front and back offices at the Council's Offices and in Town Council vehicles. Mobile First Aid kits are also available to take off site when required.

The Chief Officer/RFO or appointed Officer is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

6. Fire Procedure and Instructions

All properties occupied by Workington Town Council have a fire evacuation procedure and have received a fire risk assessment by either the property owner or Workington Town Council.

Officers are responsible for carrying out risk assessments on buildings owned by WTC. Where offices are occupied by WTC Officers, but not owned by the Council, the owner of the property is responsible for carrying out fire risk assessments.

It is the responsibility of the Chief Officer/RFO to ensure fire evacuation procedures are available in buildings occupied by WTC staff and that staff are aware of the evacuation procedures.

Fire exit signs are located around Town Council occupied buildings to direct members of staff to their nearest exit.

Fire extinguishers are located around Town Council occupied buildings. These are annually checked by specialised engineers.

Each building has designated and trained fire marshals.

If you discover a fire:

- Raise the alarm from the nearest call point
- Ensure all person under your control evacuate

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- Do not tackle a fire, in any instance, if it is not safe to do so. Only use a fire extinguisher if it is likely to be effective. Alert the building of a fire and raise the alarm before trying to tackle any fire.
 - Report the location of the fire to the person in charge at the assembly point.
- Action of hearing the fire alarm:
- Evacuate the building using the nearest available exit, ensuring all persons under your control leave with you;
 - Do not collect personal belongings (e.g. coats and bags);
 - Move swiftly but calmly, do not run or panic
 - If you are the last person to leave the room close the door behind you;
 - Proceed to the designated assembly point;
 - Do not re-enter or allow other persons to enter the building until told to do so by a person in authority.

Alarms on Council owned or controlled premises will be tested weekly according to risk assessments and the Regulatory Reform (Fire Safety) Order 2005.

Any concerns about fire hazards or escape routes should be directed to designated fire marshals or the Chief Officer immediately.

Fire evacuation procedures will be rehearsed at least twice per year. Fire evacuation procedures will be given to visitors and temporary or new employers during inductions.

All staff and visitors must sign in and out of Town Council occupied premises to enable fire marshals can carry out building checks effectively.

7. Control of Substances Hazardous to Health (COSHH)

Workington town Council uses, and has access to, a number of substances that fall into the category "Hazardous to Health" e.g. cleaning materials; weed killer, solvents, adhesives, toner etc. In line with the Classification, Labelling and Packaging of substances and Mixtures Regulation (CLP Regulation 2009), these products use the UN Globally Harmonised system of pictograms. Pictograms are on these products are identified with a red diamond frame and white background; within the frame a black hazard symbol indicates the specific hazard of e.g. corrosive, environmental.

Under COSHH guidelines Workington Town Council will assess the risk to health arising from any substance and the precautions needed to store and use such substance and ensure:

- To introduce appropriate measures to prevent or control any risk

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- Ensure that control measures are used and that equipment that uses hazardous substances is properly maintained.
- Those employees are instructed and trained about the risks and the precautions to be taken when using such substances.

In order to establish the extent of risk, assessment will include:

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used?
- What harmful substances are given off as a by-product of use?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?

All relevant information on substances used at work must be obtained from suppliers. This information, along with assessment findings, will be formulated onto a hazard data sheet. Hazard data sheets show the safe system of use and all the necessary protective measures to ensure safe use of the substance.

This data must be made available to all employees likely to use or come into contact with the substance.

8. Electricity

Workington Town Council uses and operates equipment with electricity in a number of locations. In accordance with the Electricity at Work Regulations (1989) it is the Town Council's responsibility to ensure that systems that use electricity are used and maintained to prevent danger.

Most portable electrical equipment, such as computers, printers, power tools etc., are plugged into a fixed electrical installation.

When a fixed electrical system is first installed, the electrical supply authority requires a "Certificate of Compliance" before it can be connected to the mains supply. This is a Certificate issued by a qualified electrician, stating that certain tests have been carried out, and that the system is in a fit state to be connected.

A copy of this Certificate should be available for all of the buildings which the Council uses.

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After this initial Certification the fixed wiring should need re-testing at least every 5 years, unless any assessments show otherwise.

When an appliance is purchased, it should be PAT tested (portable appliance testing) every 1- 4 years as recommended.

A register of portable electrical appliances will be kept. All such equipment should be regularly checked and a record of such checks should be kept.

Electrical equipment which has not been checked and recorded should not be connected to the Council's electrical supply circuitry.

Contractors and/or performing artists should provide, for inspection, up to date documentary proof of the electrical integrity of their electrical equipment.

Employee's personal electrical equipment should not be connected to the Council's electrical supply without express permission having first been given and the equipment tested and recorded as it would have been had it been the Council's property.

9. Display Screen Equipment (DSE)

The Display Screen Equipment Regulations apply to all individuals who use a computer/laptop, monitors etc. as part of their day-to-day role. In accordance with these regulations, a suitable assessment of workstations will be provided to all new or temporary employees in order to identify and health and safety risks that individual employee may be exposed to in consequence of using DSE equipment.

Assessments will be reviewed if either the employee or supervisor feels that they are no longer valid, or there has been a significant change to the location or set up of the environment that employee works in.

All employee workstations and assessments of workstations will meet the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992 – regulation 3, which states the minimum requirements for the condition of workstation equipment, chairs, keyboards, display screens, office environment (including noise, heat, space and lighting).

Employees, who regularly use DSE equipment, are advised to have regular eye examinations.

Where an employee has experienced visual difficulties, which may reasonably be considered to be caused by work on display screen equipment, Workington Town

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Council will ensure that the employee is provided with a suitable eye examination, covering that cost.

Following any eye examination, in accordance with HSE guidelines, employees that require 'Normal' corrective appliances are to be paid from the employees own expense. Any employee that requires prescribed eyewear/contact lenses, for display screen work, will be provided with the cost of the basic corrective appliance, i.e. of a type and quality adequate for the user's work. Where bifocal or varifocal spectacles are prescribed as special corrective appliances the employer is required to meet the costs associated with providing a basic frame and the prescribed lenses.

If users wish to choose a corrective appliance that exceeds basic costs (for example with designer frames, or lenses with optional treatments not necessary for the work), the employer is not obliged to pay for these. In these circumstances employers may either provide a basic appliance as above or may opt to contribute a portion of the total cost of the additional expenses equal to the cost of a basic appliance.

10. Personal Protective Equipment (PPE)

Workington Town Council will supply suitable Personal Protective Equipment to all employees where a risk to health and safety has been identified.

Wherever possible, systems of work shall be selected which avoid the use of Personal Protective Equipment, PPE shall be regarded as the last resort to protect against risks to health and safety.

When PPE is required, it shall be supplied free of charge.

Where PEE is supplied the employee will be provided with the information, instruction and training required to use the equipment appropriately, this will include:

- the risk or risks which the personal protective equipment will avoid or limit
- the purpose for which and the manner in which personal protective equipment is to be used
- any action to be taken by the employee to ensure that the personal protective equipment remains in an efficient state, in efficient working order and in good repair

Supervisors will periodically monitor the condition of PPE equipment to ensure that it is being maintained, cleaned and in an effective condition.

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Any defects found in PPE equipment must be reported to supervisors or the Chief Officer/RFO immediately. No PPE equipment should be used if it is believed to be in disrepair.

11. Working at Height

Workington Town Council recognises the significant risk posed from working at height and seeks to manage risks in accordance with the requirements of the Work at Height Regulations 2005 (as amended).

When working at height, supervisors must ensure that:

- All work at height is appropriately planned and organised and includes arrangements for dealing with emergencies and potential rescue.
- Suitable and sufficient risk assessments are completed, to identify the best equipment for the job and, adequately control the risk of falls from height.
- The most appropriate access equipment for the job is identified and selected.
- Employees are appropriately trained in the selection, use and storage of access equipment.
- Only competent persons are allowed to use access equipment or are adequately supervised.
- Periodic inspection and maintenance of all access equipment are carried out to meet the requirements of this policy.
- The work is carried out only when the weather conditions do not jeopardise the health or safety of persons involved.

When working at height, employees must be alert and ensure that:

- Anything provided for health and safety is used appropriately
- The controls measures identified in all relevant hazard management arrangements are complied with.
- Any hazardous situation, including non-compliant ladders, must be reported to supervisors immediately as in accordance with this policy.
- Ladders have been inspected within the preceding 6 months and are in compliance with this policy and associated procedures.

12. Manual Handling Operations Regulations

- 12.1 Workington Town Council recognises its responsibilities to comply with the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992) as well as other related legislation in regard to the manual handling of loads for all employees of the Council.

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- 12.2 The Council recognises that also musculoskeletal disorders (MSD) pose a significant risk of injury to employees and the responsibility to ensure all measures are taken to provide and maintain working conditions that are safe, healthy and comply with Statutory requirements and Approved Codes of Practice (ACOP).
- 12.3 Risk assessments are essential in motioning safe systems of work/handling plans that involve, where appropriate and so far, as is reasonably practicable, the use of appropriate mechanical or automated equipment, in accordance with the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER).
- 12.4 The Council will ensure that:
- a) Suitable and sufficient assessments are completed of any hazardous manual handling operations that cannot be avoided and taking account of all factors: task, load, individual capacity, environment and equipment.
 - b) Reduce the risk of injury from these operations as far as is reasonably practicable and using an ergonomic approach.
 - c) Ensure systems are in place to identify all staff involved in manual handling activities and ensure that they receive adequate training (including temporary and relief staff).
 - d) Where equipment has been identified as required to reduce manual handling risks to acceptable levels this shall be provided, recorded and appropriately maintained as per the regulations.
 - e) Ensure that written risk assessments are kept and updated to identify appropriate control measures to minimise manual handling risks as far as is reasonably practicable.
- 12.5 Employees have responsibility to
- a) Co-operate with safe systems of work and follow Health and Safety instructions
 - b) Participate in training and to report defects.
 - c) Utilise appropriate equipment, where provided, in order to reduce the risks associated with a manual handling operation. The equipment should be used for its intended purpose and in line with any information and instruction the employee has received.
 - d) Inform their immediate supervisor of any condition from which they are suffering that could affect the ability to comply with the requirements of this policy or carry out their duties safely.
 - e) Identify and alert managers or any new activity, equipment or change in circumstances that may require a risk assessment.

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12.6 Legislation requires that all manual handling operations that may present a risk of injury must be the subject of a risk assessment.

12.7 The purpose of a risk assessment is to:

- a) Identify all hazardous moving and handling tasks carried out at work and determine the likelihood and severity of any injury or harm arising from these tasks and to whom
- b) Identify control measures that will reduce the risk of injury to acceptable levels
- c) Identify all employees who may be at risk of injury from moving and handling tasks in the performance of their duties

13 New and Expectant Mothers

13.1 Workington Town Council recognises the potential risks that can be posed to expect and new mothers. In line with The Management of Health and Safety at Work Regulations 1999, risk assessments will be carried out on all expectant and new mothers, which is relevant and applicable to their role in the council.

13.2 If the risks cannot be avoided, the Town Council will make changes to the working conditions or hours of a new or expectant mother; offer her suitable alternative work, or if that is not possible suspend her for as long as is necessary to protect her health and safety and that of her baby. This includes any recommendations made by the mother or expectant mothers GP or midwife.

13.3 In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the Town Council will provide a suitable facility for new and expectant mothers to rest or breast feed.

14 Contractors

14.1 The Council expects all contractors to meet, as a minimum, the standards of health, safety and welfare laid out in this policy.

14.2 The Council will employ only competent contractors who must supply on request copies of their:

- a) Health and Safety Policy;
- b) details of the organisation and arrangements for meeting the objectives of the policy;
- c) risk assessments;
- d) method statements;
- e) records of any health and safety incidents;
- f) evidence of public liability insurance.

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- 14.3 If there is any doubt about the competence or commitment to health and safety of any particular contractor, the contractor will not be used.
- 14.4 Before starting work on any site, contractors and sub-contractors will be given clear guidance by their sponsors on the working arrangements to be followed, to include but not limited to:
- a) emergency procedures;
 - b) accident reporting.
- 14.5 Relevant officers will monitor work conditions to ensure safety standards are being maintained and will check completed work.
- 14.6 If the conduct of a contractor or sub-contractor's employee endangers their own safety, or the safety of their fellow employees, council staff or visitors, that person may be refused permission to work on any further contracts or council premises.
- 14.7 Where appropriate, building work undertaken will meet the requirements of the Construction (Design and Management) Regulations 2007.

15 Young Persons at Work

- 15.1 Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.
- 15.2 A 'young person' is defined as one who is below the age of 18 years. To ensure the safety of young persons' Workington Town Council will:
- a) carry out risk assessments to cover the activities of young persons
 - b) implement the actions determined by the risk assessment process
 - c) inform the young persons of any risks associated with their work and the control measures taken to protect them
 - d) provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
 - e) provide additional appropriate information

16 Visitors

- 16.1 In the interest of safety and security, The Council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

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- 16.2 Employees hosting visitors must ensure that:
- they are authorised to enter the premises or are accompanied
 - they adhere to applicable health and safety instructions and rules during their visit
 - adequate information is passed to ensure their safety including emergency information
 - any protective clothing required is provided and worn
 - any accidents / incidents involving visitors are reported through the accident reporting arrangements
- 16.3 Employees aware of people on the premises who may be unauthorised should report these to their supervisor immediately.
- 16.4 In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.
- 17 Violence and Aggression**
- 17.1 The Council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.
- 17.2 Violence and aggression can be defined as:
- actual or threatened physical assaults on staff
 - psychological abuse of staff
 - verbal abuse which includes shouting, swearing and gestures
 - threats against employees
- 17.3 In order to prevent violent and aggressive behaviour towards staff, the Town Council will:
- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
 - ensure that premises are kept secure
 - not tolerate violence or challenging behaviour towards our employees
 - train employees who may be exposed to violence or challenging behaviour situations
 - support the employees involved in any incident
 - support their decisions regarding the pressing of criminal charges
 - provide any counselling or post-incident assistance required by the employees
 - keep records of all incidents of violence and aggression

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18 Stress

- 18.1 The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- 18.2 Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues.
- 18.3 Workington Town Council will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- 18.4 Risk assessments will be regularly reviewed
- 18.5 Where necessary, the Council will provide access to confidential counselling for employees affected by stress caused either by work or external factors and provide training for all managers and supervisory staff in good management practices
- 18.6 Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their supervisor or through the Council’s grievance procedure.
- 18.7 Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable. This will be coordinated in conjunction with the Sickness and Absence Policy.

19 Smoking

- 19.1 Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.
- 19.2 It is the policy of Workington Town Council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.
- 19.3 Smoking is prohibited throughout the entire workplace with no exceptions. This includes Council vehicles. This policy applies to all employees, councillors and visitors.
- 19.4 All staff are obliged to adhere to and facilitate the implementation of the policy.

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The Council will ensure that all employees and contractors are aware of the policy on smoking.

20 Noise

- 20.1 The Council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.
- 20.2 The Council will carry out regular noise exposure assessments of noisy areas, processes and/or equipment as appropriate.
- 20.3 Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.
- 20.4 The Council will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection, as a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.
- 20.5 All employees who are subject to high levels of noise will be provided with:
- information, instruction and training about the harmful effects of noise
 - information and training on what they must do in order to protect themselves and meet the requirements of the law
 - Where a problem arises as a result of noise in the workplace, the employee must inform their supervisor or Chief Officer/RFO immediately.

21 Infection Control

- 21.1 For some work activities staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:
- contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV)
 - injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)
 - contact with animals or animal faeces/urine (e.g. Weils disease)
- 21.2 The Council aims to prevent the spread of infection through work-based activities by adopting suitable control measures. This includes:
- assessments to identify tasks or situations that may expose individuals or groups to potential infection
 - identify, plan and implement controls and safe systems of work to prevent transmission of infection

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- c) providing information, instruction and training to those identified at risk
- d) where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- e) organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- f) arrange for safe disposal of any infected materials
- g) adopt good hygiene practices

21.3 The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus. Where this is identified, vaccinations shall be offered to individuals without charge.

21.4 It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, such as skin infections, severe respiratory infection (e.g. pneumonia, TB), COVID, severe diarrhoea, Hepatitis Chicken Pox, Measles, Mumps, Rubella etc.

21.5 Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

21.6 Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR. Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

22 Drugs and Alcohol

22.1 Alcohol

- a) Employees must not drink alcohol on the Council's premises or the premises of its customers or clients without express permission from the Chief Officer/RFO and The Mayor or Deputy Mayor.
- b) Any employee who is found consuming alcohol on the Council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will face disciplinary action on the grounds of gross misconduct under the council's disciplinary procedure.

22.2 Drugs and medication

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- a) The possession, use or distribution of drugs for non-medical purposes on the Council's premises is strictly forbidden and is a gross misconduct offence.
- b) Any employee who is prescribed medication, that may affect their ability to perform their work, should advise their supervisor immediately.
- c) If the Council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Council reserves the right to conduct appropriate investigations and pursue the disciplinary process.

23 Asbestos

- 23.1 The Council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.
- 23.2 The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
- 23.3 The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- 23.4 Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- 23.5 The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

24 Hard Hats

- 24.1 Hard hats must be worn whenever employees are exposed to the hazards of falling or flying objects, electrical shock or burn. The purpose of this is to minimise the frequency and severity of head injuries incurred by employees by establishing a policy for wearing hard hats.

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- 24.2 The policy applies to all employees who are exposed to the hazards of falling or flying objects, electrical shock or burn, or moving vehicles while working on or adjacent to roads and highways.
- 24.3 Specific areas where hard hats must be used include, but are not limited to:
- a) Construction areas designated as "Hard Hat Areas;"
 - b) Areas where any crane, hoist, or other overhead lifting device is in operation;
 - c) Areas where there is a possibility of falling objects;
 - d) Areas on or adjacent to roads or highways where construction or maintenance activity is being performed;
- 24.4 Hard hats need not be worn when the hazard created by wearing them offsets the benefits of protection created by their use. Determinations under such circumstances will be left up to the supervisor's discretion, not the involved employee(s).
- 24.5 It is the employee's responsibility to wear a hard hat as determined in this policy. Although a hard hat may not be required at a particular job site, it is the employee's responsibility to maintain one at the site (in a vehicle, etc.), so that it will be readily available should it be needed.
- 24.6 It is the supervisor's responsibility to see that employees have been issued and wear hard hats when required. Disciplinary action may be taken against employees who fail to wear hard hats when required.
- 24.7 If hard hats are damaged during use or sustain a blow, they should be discarded and a new one obtained. The shell or suspension of the hard hat should not be altered or modified.

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Member–Officer Communication and Wellbeing Protocol

1. Purpose

This protocol establishes clear expectations for communication between Councillors and Officers. Its aims are to:

- Support effective and lawful governance
- Protect Officer wellbeing
- Ensure clarity of roles
- Provide a consistent communication structure for all Councillors

2. Roles and Responsibilities

Mayor/Chairs of Committees

- First point of contact in relation to queries within the remit of the committee

Councillors

- Set policy, represent the community, and make decisions collectively
- Must not interfere with operational matters or staff management
- Must not instruct staff or request work directly

Proper Officer

- Manages staff and oversees all operational activity
- Ensures lawful decision-making and implementation of council resolutions
- Is not at the disposal of the Chair or Councillors

Officers

- Provide impartial, professional advice
- Are accountable to the Proper Officer, not to individual Councillors

3. Communication Principles

- Contact must be respectful, proportionate, and related to council business
- Officers may decline inappropriate or excessive contact
- Councillors must avoid repeated or pressurising communication
- All Councillors are treated equally under this protocol

4. Single Point of Contact (SPOC) System

To ensure efficient communication and protect Officer workload:

4.1 Queries

- All queries must be directed to the relevant committee chair
- Chairs will determine whether Officer input is required
- Only chairs may contact the Proper Officer regarding matters within the remit of their committee

4.2 Governance or Statutory Matters

Councillors may contact the Proper Officer directly for:

- Agenda items
- Statutory notices
- Legal or governance queries

4.3 Staff Contact

- Councillors must not request meetings with staff
- Councillors must not ask staff to undertake work or provide information directly
- Staff must redirect Councillors to the SPOC system

5. Staff Protection and Wellbeing

The Council is committed to providing a safe and supportive working environment.

- Any behaviour that is persistent, excessive, or causes distress will be logged by the Proper Officer and may result in further action
- The Council will take reasonable steps to protect Officers from stress, harassment, or unreasonable demands

6. Breaches of the Protocol

Breaches may constitute:

- Misuse of position
- Bullying or harassment
- Failure to treat others with respect
- Bringing the council into disrepute

Serious or repeated breaches may be referred to the Monitoring Officer under the Code of Conduct.