



Stone

Town Council

Town Clerk
Les Trigg

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Stone
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4 November 2019

Dear Councillor,

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 12 NOVEMBER 2019** at 7:10pm, or on the rising of the Estates Sub-Committee, if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: J. Davies (Chair), I. Fordham (Vice Chairman), K. Argyle, Mrs A. Burgess,
Mrs L. Davies and T. Kelt

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation

4. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Management Sub-Committee held on 24 September 2019, Minute No's MAN20/008 – MAN20/014 (attached).

5. **Safeguarding Policy**

To consider the attached draft Safeguarding Policy.

6. **Members Motions Under Standing Order 4**

Councillor Mark Green

'Last year the War Memorial at Sandon was refurbished and looks really good.

The Stone War Memorial is looking tired and would benefit from similar refurbishment. I believe that both Sandon and our Memorials were created by the same sculptor.

The Sub-Committee is asked to support an investigation into the costs of a professional clean'.

7. **Updates:**

- a. Plan HEADSTONE
- b. Website
- c. Service Continuity Plan
- d. Data Protection Act 2018
- e. Review of the Grant Aid Application Process

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting

Members of the public are welcome to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and are also available from the Town Council.

Stone Town Council – Management Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 24 September 2019

PRESENT: Councillor J. Davies in the Chair and
Councillors: K. Argyle, Mrs L. Davies, I. Fordham and R. Kenney

By Chairman's invitation: Councillors: A. Best, Mrs J. Hood, P. Leason and
R. Townsend

ABSENT: Mrs A. Burgess, M. Green and T. Kelt

MAN20/008 Apologies

Councillors: Mrs A. Burgess, M. Green and T. Kelt

MAN20/009 Declarations of Interest and Requests for Dispensations

None received

MAN20/010 Representations from Members of the Public

None received

MAN20/011 Minutes

That the Minutes of the Management Sub-Committee Meeting held on the 16 July 2019 (Minute No's MAN20/001 – MAN20/007), be approved as a correct record, subject to adding Councillor R. Kenney to the list of Councillors present at the meeting.

MAN20/012 Grant Aid Process

The Sub-Committee considered the Town Council's grant aid process and whether the qualifying criteria make clear the limits on the grants that are available. The Chairman said that the grant aid system works satisfactorily but he believed prospective applicants could be assisted further (with additional criteria and definitions) to make sure their applications are compliant.

The Chairman suggested that some clarification could be considered to make clear the grant aid process and minimise potential risks to the Town Council.

The Town Clerk advised the Sub-Committee that grants are awarded only to

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

organisations and not directly to events, eliminating any risk of Town Council liability or responsibility issues.

The Sub-Committee considered the need for a straightforward system which does not (due to any unnecessary complexity) discourage organisations and community groups from making a grant aid application. It was acknowledged that the Town Clerk filters the applications to ensure compliance before the Town Council is asked to determine their outcome.

RECOMMENDED: That the Chairman in consultation with the Town Clerk make slight revisions to the grant application and guidance notes to ensure they make clear the terms of engagement. The proposed revisions will then be submitted to the General Purposes Committee for consideration.

MAN20/013 IT Support

The Sub-Committee considered the performance of the IT Support contractor which has now been providing its services to the Town Council for a period of two years.

The Town Clerk advised the Sub-Committee that he no longer had to spend as much time on IT although the service could be more successful. He said on balance the contract was advantageous to the Town Council even though it did not provide the level of benefits he had originally hoped for. He said the reasons for this can be attributed to the complexity of the system they had installed, and that IT support can present a greater challenge when operating remotely, away from the office environment.

RECOMMENDED: That the Town Council continue with the contract and the Chairman works with the Town Clerk to identify potential improvements in preparation for a further review in one year's time.

MAN20/014 Updates

The Sub-Committee received updates on the following:

a. Plan HEADSTONE

The Town Clerk advised the Sub-Committee that the final touches to the death of the Queen and other members of the Royal Family protocol are currently being made. A revised version of the Headstone Protocol would be submitted to the General Purposes Committee for consideration as soon as it is completed.

b. Website

The Town Clerk advised the Sub-Committee that he was meeting with

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the County Council the following day with the Assistant Town Clerk (Democratic) to assess the offer of websites for town and parish councils. It was noted that interviews for the Marketing & Events Assistant post will take place in two weeks and the new postholder will be involved in improving the website's content.

c. Service Continuity Plan

The Town Clerk advised that although preparations for a Service Continuity Plan had not been documented, the Town Council was continuing to improve its preparedness. Electronic documentation is well advanced but paper record keeping requires careful management.

d. Data Protection Act 2018

The Town Clerk advised the Sub-Committee that the Town Council had already complied with the necessary key requirements (as advised by NALC) by the deadline of 25 May 2018 and other items were being dealt with as they arise. From 1 October 2019 Town Councillor email addresses will be used for Council business (in favour of personal addresses). All agendas will be issued electronically from this date although paper copies will be available to the Chairman of the committees and sub-committees and Councillors who have requested them in preference to being issued with iPads.

Chairman

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Safeguarding Policy

November 2019

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1 POLICY STATEMENT

- 1.1 Everyone has a duty to safeguard children, young people and those adults with care and support needs who are or may be at risk of abuse or neglect (referred to in this policy as 'adults at risk').
- 1.2 Stone Town Council is committed to ensuring that children and adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

2 POLICY OBJECTIVE

- 2.1 To protect and promote the welfare of children and adults at risk using or receiving services provided by or commissioned by Stone Town Council and to be able to respond where appropriate as a local government organisation.

3 DEFINITIONS

Safeguarding:	Protecting children and adults at risk from ill-treatment and harm.
Abuse:	Forms of ill treatment, including neglect. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm. The most common types of abuse are physical, emotional, sexual and neglect
Children & Young People:	Anyone under the age of 18 years.
Adults at Risk:	Anyone aged 18 or over who: Has needs for care and support (whether or not the local authority is meeting any of those needs), Is experiencing, or is at risk of, abuse or neglect, and, As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
Employees, Town Councillors and Contractors:	Anyone working for, or on behalf of Stone Town Council, whether paid or voluntary.

4 TAKING RESPONSIBILITY FOR SAFEGUARDING

- 4.1 Town Councillors, employees and volunteers may notice something which causes them concern when out and about in the town. It is not the Council's role to investigate any signs of abuse, however we do have a responsibility to act if we have any concerns and alert those who can look into those issues.
- 4.2 To take responsibility for safeguarding, Stone Town Council will:
- a. Identify someone within the Town Council who will take lead responsibility for Safeguarding, ensuring that town councillors and employees understand what safeguarding means, what to look out for and how to pass on any concerns.
 - b. Follow safe recruitment practices, including application forms, references and induction.
 - c. Identify and meet training needs for those Councillors and employees who come into contact with children and adults at risk.
 - d. Ensure that Town Councillors and employees who come into regular unsupervised contact with children and adults at risk during the course of their duties to undergo appropriate Disclosure & Barring Service (DBS) checks.
 - e. Require external organisations working with or on behalf of the Council who have contact with children and adults at risk to have a Safeguarding Policy.
 - f. Ensure that where Stone Town Council hires facilities to external groups for use with children or adults at risk and parents/carers are not present, the group will have their own Safeguarding policies or agree to work to those of the Council.
- 4.3 Should Councillors, employees or volunteers be concerned by any behaviour, action or inaction which harms a child or adult at risk they should make a referral using the contact details set out in Appendix A. If they are unsure whether this needs to be reported as a safeguarding concern they should seek the advice of the person within the Town Council with lead responsibility.

APPENDIX A: CONTACT INFORMATION

During Office Hours*:	
Child Protection	For all child protection issues contact Staffordshire County Council's First Response Team based at the MASH on 0800 1313 126 www.staffordshire.gov.uk/health/childrenandfamilycare/homepage
Adult Protection	To make an adult protection referral advice should be sought from the Adult Protection Contact Centre 0345 604 2719
Outside Office Hours*:	
All Referrals	Any concerns relating to a child or adult at risk of abuse and neglect should be directed to Staffordshire County Council Emergency Duty Service on 0345 604 2886. Alternatively contact Staffordshire Police Central Referral Unit on 101 Or dial 999 in an emergency.

* Office hours are currently between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday