

**Chesham Town Hall**  
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Tuesday 16<sup>th</sup> July 2024

Dear Councillor,

You are hereby summoned to a **Meeting of the CORPORATE SERVICES COMMITTEE** to be held in the Council Chamber, Town Hall, Chesham, on **Monday 22<sup>nd</sup> July, 2024 at 7.30pm:**

**Agenda**

**1. Apologies for absence**

To receive apologies for absence.

**2. Declarations of interests**

To note any declarations of Interest.

**3. Minutes of the previous Corporate Services meeting 10<sup>th</sup> June 2024**

To approve the minutes of the previous meeting and authorise the Chair to sign the same.

**4. Action Tracker**

To note the Committee's Action Tracker.

**5. Caplor Energy**

To receive a report on the administration of Caplor Energy.

**6. Moor Access Road**

To provide an update on the condition of the access road surface adjacent to the Moor.

**7. Mower**

To approve a new HP agreement for the Parks & Premises Department.

**8. Worknest Employment Law & HR Support Contract Renewal**

To approve the Worknest Contract Renewal.

## **9. Human Resources Policies**

To review and adopt the following new polices:

9.1 Safeguarding

9.2 Flexible Working

9.3 Stress Management

9.4 Carers Leave

## **10. Tapestry**

To consider allocating £1,000 towards the conservation of the Chesham Tapestry.


## **11. Exclusion of the Press and Public**

*The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.*

## **12. CEO Probation**

To approve the probation of the CEO & Town Clerk and associated remuneration.

Yours sincerely,



Louise Hayday

CEO/ Town Clerk

Cllr Alan Bacon	Cllr Justine Fulford
Cllr Joseph Baum (Chair)	Cllr Francis Holly
Cllr Simon Booth	Cllr Chasey Hood
Cllr Majid Ditta	Cllr Rachael Matthews
Cllr Mohammad Fayyaz	

**The agenda will be circulated to all members of the Council**  
**THE MEETING IS OPEN TO THE PUBLIC**

**CHESHAM TOWN COUNCIL**  
**MINUTES of the meeting of the CORPORATE SERVICES COMMITTEE**

**held on 10<sup>th</sup> June 2024**

**Councillors:**

Councillor Alan Bacon	Councillor Majid Ditta (arrived 7.55pm)
Councillor Mohammad Fayyaz	Councillor Justine Fulford
Councillor Simon Booth	Councillor Francis Holly
Councillor Rachael Matthews	

**In attendance:**

Louise Hayday	CEO/Town Clerk
Ashley Myers	Head of Corporate Services

**74. ELECTION OF CHAIR**

Nominations were received for Cllr Baum and Cllr Fulford.  
Councillor Baum was voted as Chair of the Committee for the 2024-25 municipal year.

**75. ELECTION OF VICE-CHAIR**

Nominations were received for Cllr Fulford and Cllr Booth.  
Councillor Booth was voted as Vice-Chair of the Committee for the 2024-25 municipal year.

**76. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Baum. No apologies were received from Cllr Hood and she was considered absent.

**77. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**78. MINUTES OF PREVIOUS MEETINGS**

The minutes of the Corporate Services Committee held on 2<sup>nd</sup> April 2024 were approved as a correct record and signed by the chair. Cllr Booth echoed Cllr Fulford's requested that a summary of the administration of the solar panel company was presented at the next meeting.

**79. ACTION TRACKER**

The CEO explained the current status of the enquiry regarding Friedrichsdorf corner. This remainder of the report was noted by members.

**80. PENSIONS DISCRETION REPORT**

The Committee **RESOLVED** to approve the Pensions Discretion Report.

## **81. GRIEVANCE POLICY**

The Committee **RESOLVED** to approve the Grievance Policy.  
It was also noted that the handbook needed to be updated and this would be done in due course, in conjunction with Work Nest.

## **82. RESERVES**

After a brief discussion the Committee **RESOLVED** to approve the recommendations from the report and open a new Ear Marked Reserve for Repairs and Renewals, closing and utilising the funds from the Staff Sickness, Codmore Pavilion and Green Flag EMRs.

## **83. CEO PROBATION**

The Committee **RESOVLED** to appoint Cllr Baum and Cllr Booth, as the Chair and Vice-Chair of the Corporate Services Committee, to carry out the probation review of the CEO.

## **84. EXCLUSION OF THE PUBLIC & PRESS**

*It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the remaining items of business on the grounds that publicity would be prejudicial to the public interest.*

## **85. STAFF REMUNERATIONS FOLLOWING PERFORMANCE REVIEWS**

The Committee expressed thanks to all Council staff for their hard work, professionalism and dedication.

The Committee **RESOLVED** to approve the remuneration recommendations and noted the contents of the report.

The meeting closed at 8.05pm

## AGENDA ITEM: 4

### Corporate Services Committee

#### ACTION TRACKER FROM MEETINGS OF THIS COMMITTEE

Key to colour is status column

BLUE = ACTION COMPLETE

GREEN = ACTION ON TRACK

AMBER = ACTION DELAYED

RED = ACTION SEVERELY DELAYED

Minute No.	Resolution	Responsible Officer	Status	Update
<b>Monday 11<sup>th</sup> September, 2023</b>				
33i	Cemetery: To update the Committee on consecrated space at the cemetery at a later date	Cemeteries, Allotments & Open Spaces Manager	GREEN	
<b>Monday 13<sup>th</sup> November, 2023</b>				
42 iii	Moor Hard Standing consider longer-term solution	Head of Operational Services/ CEEM	GREEN	Quotes for surfacing being sourced so that a grant application can be progressed.
48	<b>Review following polices:</b> Collective Grievance Policy Grievance Policy & procedure Whistleblowing policy & procedure	Head of Corporate Services in conjunction with staff Worknest & NALC	GREEN	Grievance Policy approved by Corp Service Comm. Other polices to be introduced and updated for meeting on 22/7 – Flexible Working, Safeguarding, Stress Management, Carers.
<b>Monday 15<sup>th</sup> January 2024</b>				
53 ii	Councillor Simon Booth to be removed from the bank mandate once the new member names have been added. Cllr Baum to be set up for payment authorisation.	Head of Corporate Services	GREEN	Bank Mandate submitted – awaiting confirmation from Lloyds as to when the changes have been actioned. Simon Booth to be removed once bank confirms mandates changes have been implemented. Joe Baum to be registered for online banking for payment approval.
<b>Tuesday 2<sup>nd</sup> April 2024</b>				
63ii	To proceed with changes to the financial operating system, moving away from Opera to Rialtas Omega.	CEO	BLUE	Installed and training has taken place.
63iii	To implement the facilities booking system	CEO	BLUE	Live

	in tandem to cut paper processes and increase efficiency.			
63iv	To review the structure and system after 6 months	CEO		
67i	<b>Freidrichsdorf Corner</b> CEO to write to the residents to understand their intentions for the land.	CEO		No response to date
67iii	To confirm if there are any TPO's on the land	CEO		
67v	A valuation by the district valuer to be obtained for the land and the intended purchaser to pay for this valuation.	CEO		£1,500 to have valued. Resident aware.
67vi	HOP to review the condition of the Freidrichsdorf mosaic	Head of Operational Services		
67vii	An update report to be presented with all information to hand, for members to make an informed decision at the next meeting	CEO		Awaiting resident feedback
71	<b>Elgiva Heating:</b> Wait until the PSDS opens in the autumn with a view to applying for funding for a new system and possibly other decarbonisation measures.	CEEM		On track – waiting for fund to open
72i	<b>Temperance Hall</b> To consider, at a later date, the installation of a café in the rear of the building to serve Lowndes Park and to review access safety.	Head of Operational Services		To be progressed by the new Elgiva manager
72iii	To consider a business plan for the period of 6/12/18 months	CEO		To be passed to the new theatre manager
<b>Monday 10<sup>th</sup> June 20204</b>				
81	Grievance Policy handbook to be updated			

Report of the Officers to a meeting of the Corporate Services Committee on 22<sup>nd</sup> July

**AGENDA ITEM NO 5: Administration of Caplor Energy Limited.**

**Reporting Officer:**

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: [louise.hayday@chesham.gov.uk](mailto:louise.hayday@chesham.gov.uk)

**Purpose of Report**

1. To expand on the solar panel report presented to the Full Council on 15<sup>th</sup> April detailing the administration of Caplor Energy Limited

**Background Information**

2. A 25% deposit was paid to Caplor Energy Limited on 22<sup>nd</sup> December 2023 for an amount of £16,221.88 + vat.
3. Caplor, went into administration on the 11 January 2024. On 2<sup>nd</sup> February 2024 officers submitted a Creditor Proof of Debt form to the administrators for the £19,466.26 deposit.

**Findings**

4. The administrator, Begbies Taylor, has stated that they believe the company has insufficient property to enable a distribution to the unsecured creditors.

**Implications**

5. Financial: With it seeming unlikely that any money will be recovered from Caplor Energy Limited, the Council has suffered a loss of £19,466.26.
6. Strategic: We will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.
7. Environmental: None pertaining to this report
8. Equality Act: none pertaining to this report.

**Recommendation:**

- i) **The Council notes the contents of this report.**

Report of the Officers to a meeting of the Corporate Services Committee on July 22nd 2024

## **AGENDA ITEM NO 6: Access Road Chesham Moor**

### **Reporting Officer:**

Name Danny Essex

Title Head of Operational Services

Contact No:01494 774842

Email: [danny.essex@chesham.gov.uk](mailto:danny.essex@chesham.gov.uk)

### **Purpose of Report**

1. To provide an update on the condition of the access road surface adjacent to the Moor.

### **Background Information**

2. There is an access road consisting of permeable material leading to two commercial businesses adjacent to the Moor.  
This access road is owned, managed and maintained by Chesham Town Council.

### **Findings**

3. The road surface has failed and as a result, water has entered both properties causing damage.

### **Implications**

4. Financial: A quotation has been received for £3100.00 excl VAT to rectify the surface and I would advise that works be commenced at the earliest possible opportunity to avoid future flooding to both properties.
5. Strategic: SA6 – To ensure that the money entrusted to us by the residents of Chesham is properly managed and spent efficiently and effectively on achieving the strategic aims of the Council
6. Environmental: None pertaining to this report.
7. Equality Act: None pertaining to this report.

### **Recommendation:**

8. **The following recommendations are made:**
  - i) **That members authorise expenditure to the amount of £3100.00 excl VAT from the Repairs and Renewals earmarked reserve.  
Current balance of that reserve £17,176.00.**





**Road Surface:** 1A Bois Moor Road, Chesham, HP5 1SH

30/05/2024

Dear Danny,

The road outside my workshop, addressed as above is becoming a problem, water is now running off the road and coming into my workshop walls are now showing signs of dampness and this will lead to mold.

The damage to my property is due to the water running off the moor and directly into my property.

If we step back about 8-9 years ago the road was resurfaced. This was after a lot of decisions about what can and can't be done to the road.

After getting help from the then Mayor Peter Hudson we had meetings with the town council and it was agreed that the road would be sorted out; the very large potholes would be scratched back; the area leveled out; speed humps put in to deter the cars from speeding up and down the road and then the same surface finish as the car park by the gym.

When the work started, I was going away so didn't see all that was done until I came back.

The finish was not what we had been told. The surface had not been scraped back and had not been properly prepared.

2 different sizes of MOT were used and, in some places, you could kick the surface finish apart with your foot. The surface was not even a week old.

All that they had done was raise the surface of the road and change the direction of the water runoff. Now it was running towards the buildings as before it had been running away from the buildings running down a gully between the road and where the grass from the moor came together.

They put 2-speed humps in, one at the beginning of the road and the second halfway up.

As they had only put more MOT on top of the existing road surface this created a hump at the start of the road and then a speed hump just after. It was absolutely ridiculous!

The first speed hump was then moved to just outside my workshop entrance.

As they had increased the height of the road surface it was now at the same height as the damp-proof course on the building next to mine.

The road surface used to be 150mm below the damp-proof course, and there was a grass edge to the building before. This indicates how much they had increased the height of the road.

A site meeting with myself, the owner of the then Jo Jingles the contractor, the grounds work manager for the council and a member of the council was arranged to go through the problems.

I questioned the finish and said that we were led to believe we were getting the same as across the road. Why has the surface already started to break down and why have they built the levels up so much?

The contractor, SLN Aylesbury, stated he had done what was agreed in the quote and that there was nothing wrong with the finish and it is what had been agreed. At that point, I had to walk away as I couldn't listen to the lies any more.

I later found out it had been agreed that the contractor would come back and put the gully along the side of the building to allow for drainage.

This looked like it would do the job but was not connected to any drain or at a level that allowed the water to run away. This is now causing damp problems in that building.

When the contractor came to do the work, I spoke with him again and asked about the finish.

I asked again why hadn't we got the same finish as across the road from the gym. I asked why I haven't got the tarmac chippings, and why I haven't got the coating that we were told we would get. All this information about the surface

finish was given to me by the then-mayor Peter Hudson before the work had even begun.

The contractor then told me, (I know this will be my word against his) "that we were told to put that in the quote to make it look like the other one they had in but to make it cheaper, we were only ever told to put MOT down".

I brought this up with the council at the time but nothing happened.

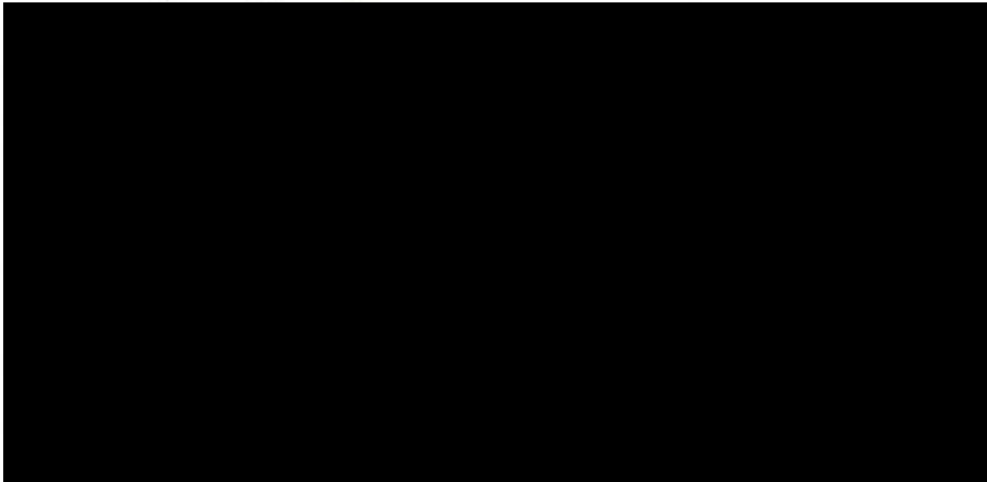
After many years of trying to get this road sorted it has now got to the point that it is damaging my building. It needs to be put right.

After recent events, it has now been brought to my attention that to correct the problem a quote of £3000.00 has been spoken about and also that myself and the new owners of the now-named Kiddy Cove would pay for the work.

There is no way I or next door are going to pay to put right what I told the council was done wrong 8-9 years ago. 8-9 years ago, the council had the opportunity to do the job correctly but decided to do it on the cheap. Now it is causing damage to the buildings, if the damage continues, I will have no choice but to put a claim in with you, the council, for repairs to the damage to my building brought on by mismanagement of maintenance to the road leading to my workshop.

I look forward to hearing your response to this matter.

Kjnd Regards,



Report of the Officers to a meeting of the Corporate Services Committee on 22<sup>nd</sup> July 2024

## **AGENDA ITEM NO 7: Trimax HP Agreement**

### **Reporting Officer:**

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: [louise.hayday@chesham.gov.uk](mailto:louise.hayday@chesham.gov.uk)

### **Purpose of Report**

1. To give an update on Council owned and leased vehicles.

### **Background Information**

2. Ford transit Tipper has now been purchased. The next vehicle where the lease is due to end is the Fiat van Sept 24th which will be returned at end of lease to save on cost and is surplus to requirement with the level of staffing at this moment in time.

### **Findings**

3. Trimax stealth s3 is due to end the lease on 03/08/2024 which will be returned at end of lease.

Quote for new Trimax stealth S3 (attached). The cost of this will be offset by the return of the van's monthly payments already budgeted for and the return of the lease of the Trimax again a surplus monthly payment.

### **Implications**

4. Financial: The return of both leased vehicles which have already been budgeted for accumulate to £302.45 per month. The quotation for the new Trimax stealth has payment options of 24 months at £397.12 or 36 months at £276.61 which we will then own at the end of the term. We intend to choose the 36-month option keeping within budget.
5. Strategic: We will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.
6. Environmental: None pertaining to this report
7. Equality Act: none pertaining to this report.

### **Recommendation:**

- i) **To agree the new HP agreement for 36 months on a new Trimax Stealth.**

**AGENDA ITEM NO 8: Worknest Employment Law & HR Support contract renewal**

**Reporting Officer:**

Ashley Myers

Head of Corporate Services

01494 774 842 ex 118

[ashley.myers@chesham.gov.uk](mailto:ashley.myers@chesham.gov.uk)

**Purpose of Report:**

1. The current three-year contract expires and renewal is required on 22<sup>nd</sup> August 2024.

**Background Information:**

2. Ellis Whittam held the initial contract for Employment Law and HR support commencing in 2021. Worknest took over Ellis Whittam and therefore the existing contract subsequently the Council has continued to utilise Worknest's HR support service. The current contract also includes legal expenses insurance for employment law. Worknest provide templates for the Council's employment contracts, the staff handbook and some policies and risk assessment templates. The council also has a three-year contract with Worknest for Health and Safety support under a separate three-year contract, which expires in January 2025.

**Findings:**

4. Worknest has been consulted regularly for HR support for the term of the contract and have continued to provide a good service. The Council has several employee cases open with Worknest

**Implications:**

5. Financial: The cost for renewal is £3,150.00 per annum + VAT based on a three-year contract, plus Legal expenses administration fee of £95.00 (excluding VAT, not subject to IPT). The renewal cost has increased by £202.00 per annum. Optional legal expenses insurance which is charged separately at £16.25 for employment law per employee per annum. The existing 2023-24 contract has insurance for 70 employees and for 2024-25 there are 31 permanent employees and approx. 50 zero hours staff. Therefore, a cost of £1,316.25 for the first year of the contract.
6. Strategic: the report accords with the following strategic aims;
  - SA6 - To ensure that the money entrusted to us by the residents of Chesham is properly managed and spent efficiently and effectively on achieving the strategic aims of the Council.
7. Environmental: there are no implications in this report.
8. Equality Act: there are no implications in this report.

**Recommendations:**

**9. The following recommendation is made:**

- i) The committee approve the renewal of a three-year contract with Worknest for Employment Law, HR support and legal expenses insurance.**

## **AGENDA ITEM NO 9: Human Resources policies**

### **Reporting Officer:**

Ashley Myers

Head of Corporate Services

01494 774 842 ex 118

[ashley.myers@chesham.gov.uk](mailto:ashley.myers@chesham.gov.uk)

### **Purpose of Report:**

1. To review the following new policies:
  - Safeguarding
  - Flexible Working
  - Stress Management
  - Carers Leave

### **Background Information:**

2. Flexible Working and Carers Leave policies have been introduced as have not been in place previously. Additionally, legislative adjustments were introduced and took effect from 6<sup>th</sup> April 2024.

Stress Management policy has been introduced as recommended from a recent WorkNest Health and Safety inspection.

Safeguarding policy has been introduced as the Council's insurance policy for 2024-25 includes a Statement of Fact for safeguarding to be in place if services or activities are provided to children. The Elgiva currently run a youth theatre and a summer youth project.

### **Findings:**

4. The above policies have been created and are presented as **Appendix** . These will be reviewed every 2 years or when legislative adjustments are required.

### **Implications:**

5. Financial: there are no financial implications of this report.
6. Strategic: the report accords with the following strategic aims;
  - SA6 - To ensure that the money entrusted to us by the residents of Chesham is properly managed and spent efficiently and effectively on achieving the strategic aims of the Council.
7. Environmental: there are no implications in this report.
8. Equality Act: there are no implications in this report.

### **Recommendations:**

**9. The following recommendation is made:**

**i) That four new policies, as detailed above for 2024-26 are adopted.**

**Appendix**

10. The following is appended to this report:

Appendix , Safeguarding Policy  
Appendix , Flexible Working  
Appendix , Stress Management Policy  
Appendix , Carers Leave Policy



## **SAFEGUARDING**

Created on the 22nd July 2024

Next review by 22nd July 2026

Adopted on:

### **1. INTRODUCTION**

Chesham Town Council is committed to making sure that everyone living in the Council is safe and protected and that our specific statutory responsibilities to safeguard children and adults at risk are effectively met.

### **2. TYPES OF ABUSE**

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

### **3. DEFINITIONS**

Child “Anyone who has not yet reached their 18th birthday”. Children Act 1989.

Adults at Risk are an individual who “Have needs for care and support, is experiencing, or at risk of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect”. Care Act 2014.

### **4. SAFEGUARDING CHILDREN AND ADULTS FROM ABUSE IS EVERYBODY’S BUSINESS.**

We all share a responsibility to ensure that every person in society is treated with dignity and respect and protected from others who may abuse them. All council employees, elected members and contractors who come into contact with children or adults at risk in the course of their work have a duty of care to safeguard and promote their welfare and to work to prevent, detect and report neglect and abuse.

### **5. WHAT IS SAFEGUARDING?**

“**Protecting children from maltreatment**; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.” *Working Together to Safeguard Children - HM Government 2018 Appendix A - Glossary*).

“**Child protection** is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm” (*Working Together to Safeguard Children - HM Government 2018 Appendix A - Glossary*).

**Safeguarding Adults** “means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. (*Care and Support Statutory Guidance – HM Government Section 14.7*)

**Adult safeguarding enquiries.** Local authorities must make enquiries, or cause others to do so, if they reasonably suspect an adult:

- “has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect”

*(Care Act 2014 – HM Government Section 42)*

## **6. THE RESPONSIBILITIES OF CHESHAM TOWN COUNCIL**

The Council has a duty to safeguard and promote the welfare of children and adults who may be at risk of harm. The Council endeavours to ensure that everyone working with, or on behalf of, children and/or adults is competent, confident and safe to do so.

The Council promotes safer recruitment policy and practices. Disclosure and Barring (DBS) checks are undertaken for employees in accordance with statutory and regulatory requirements (Protection of Freedoms Act 2012). Safeguarding responsibilities for all employees must be included in recruitment materials, including job descriptions, and routinely discussed as part of management and supervision processes. There must be clear and well understood lines of accountability and support regarding safeguarding in each service area throughout the Council. These must be clearly understood and supported by relevant staff guidance, the code of conduct and disciplinary procedures.

The Council has a range of policies and guidance that encourage and support staff to raise concerns about the safety and welfare of children or adults towards whom we have safeguarding responsibilities. These include the ‘Whistle Blowing Policy’, which provides guidance for staff and the public to report concerns about other employees/contractors or about the way the Council operates.

The Council endeavours to ensure that, through procurement processes, services commissioned and contracted on its behalf have safeguarding responsibilities built into contracts and that appropriate policies and staff training are in place. This includes an expectation that any person or organisation using the Council premises or resources adheres to the Council’s safeguarding standards.

Training is available through the Council’s intranet, either as e-learning or through its induction materials and training brochures provided. More specialist single and inter-agency training opportunities are available for those who work routinely with children and/or adults at a level appropriate to their role and responsibilities.

Elected members have a responsibility to be aware of, and support, the Council’s safeguarding responsibilities and to scrutinise how these are carried out in the planning and delivery of services.

## **7. SAFEGUARDING RESPONSIBILITIES OF EMPLOYEES OF CHESHAM TOWN COUNCIL**

The Council expects **all employees** to take all reasonable steps to ensure the safety of any child or adult involved in any activity or interaction for which they are responsible. Any person responsible for or working with children or adults in any capacity, whether paid or unpaid, is considered, both legally and morally, to owe them a duty of care. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others. All employees also have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call in to question their suitability to work with children or vulnerable adults.

All members of the Council's workforce should:

- **be alert** to the possibility of abuse and neglect;
- **participate** in relevant safeguarding training and multi-agency partnership working to safeguard children and adults;
- **be familiar with** local procedures and protocols for safeguarding children and adults and follow the employer's and any other relevant professional codes of conduct;
- **report** any concerns about the safety or welfare of a child or adult.

The Council make it clear that failure to adhere to this policy and report on a safeguarding matter may result in disciplinary proceedings.

If the safeguarding concern is an emergency then this should be reported to the police on 999.

## **8. SAFEGUARDING ADVICE AND RAISING A CONCERN**

- Use the adult at risk/child's words where possible
- Record what they are saying
- Record what you have been told/witnessed as soon as possible

## **9. ALLEGATIONS MADE AGAINST COUNCILLORS/VOLUNTEERS/PAID MEMBER OF STAFF**

Allegations made against a Councillor/Volunteer/Paid Member of Staff should be reported to the designated safeguarding lead. If the concern is with the designated safeguarding lead then it needs to be directed to the CEO and Town Clerk. If appropriate, the designated safeguarding lead will consult with/make a referral to the Buckinghamshire Council Safeguarding Team.

If the safeguarding concern is an emergency then this should be reported to the police on 999.

## **10. RESPONDING TO ABUSE OR AN ALLEGATION**

- Reassure the person concerned
- Listen to what they are saying
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions
- Don't promise to keep it a secret
- Tell the child or adult at risk what you are going to do next to get help to keep them safe.
- Comply with the Council's Data Protection Policy

## **FLEXIBLE WORKING POLICY**

Created on the 22nd July 2024

Next review by 22nd July 2026

Adopted on:

### **1. INTRODUCTION**

Chesham Town Council will try, subject to the needs of the business, to accommodate requests from employees who wish to make changes to their working hours or place of work.

Requests for a change in working arrangements can be made by any employee. Two requests per employee may be made in any 12 month period (which includes requests that have been withdrawn). However, you may have only one live request for flexible working with Chesham Town Council at any one time. The request must:

- Be made in writing and state this is a flexible working request
- Be dated
- Set out the change requested, including when you would like the change to come into effect
- Set out if and when you have made a previous request for flexible working to Chesham Town Council.

When a request is received, you will be invited to a meeting to discuss the potential change.

The meeting will normally be conducted by your line manager.

You are entitled to be accompanied by a fellow employee to assist in making any representations that may be appropriate.

The application may be refused on one or more of several grounds, these being that the proposed changes will result in:

- A burden of additional cost;
- A detrimental effect on ability to meet customer demand;
- An inability to re-organise work among existing staff;
- An inability to recruit additional staff;
- A detrimental effect on quality;
- A detrimental effect on performance;
- An insufficiency of work during the periods you propose to work;
- A planned structural change; and
- Any other ground allowed by regulations.

In refusing any request the Council will explain the reasons for the refusal in writing and may make an offer of an alternative arrangement. Discussions may then take place to try to agree a way forward. If no agreement is reached then the employee's terms and conditions will remain unchanged, subject to the right of the employee to appeal the decision.

Any meetings should take place in a spirit of cooperation with both sides seeking to reach agreement on an appropriate way forward.

Any change in working arrangements which results from this process will be confirmed to you in writing.

This policy will not prevent managers agreeing to ad hoc arrangements from time to time. However, any such arrangement will not amount to a variation in your terms and conditions of employment unless specifically agreed to the contrary and confirmed in writing. The Council may terminate any such ad hoc agreement at any time and require you to revert to your agreed working arrangements.

As there will inevitably be a limit to the amount of flexibility the Council can tolerate without detriment to its interests, employees must accept that the fact that a particular working arrangement has been granted to one employee does not oblige the Council to grant it to another.

## **STRESS MANAGEMENT**

Created on the 22nd July 2024

Next review by 22nd July 2026

Adopted on:

### **1. INTRODUCTION**

Chesham Town Council is committed to maintaining a healthy and safe working environment for all its employees and its elected members. The Council recognises that work-related stress is a health and safety issue and, as an employer, it has a duty under the Health and Safety at Work Act to protect the mental and physical health of its employees whilst they are at work and to ensure that employees' health is not placed at risk through excessive and sustained levels of stress. This can arise from the way work is organised, the way people deal with others, or from the day-to-day demands placed on them.

### **2. STRESS**

Stress is defined by the Health and Safety Executive (HSE) as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

Some people benefit from a certain amount of pressure as it can keep them motivated. However, when there is too much pressure it can lead to stress.

Stress is not an illness but it can affect a person's physical and mental health.

If not properly managed, stress can cause:

- 'Burnout' (physical and emotional exhaustion)
- Anxiety
- Depression
- Stress can increase the risk of physical illnesses. For example:
- Heart disease
- Back pain
- Digestive conditions like irritable bowel syndrome
- Skin condition

### **3. CAUSES OF STRESS AT WORK**

There are many factors that can cause stress at work. These include:

- Too many or conflicting demands
- Poor working conditions
- Little control over how and when work is done or decision making
- Lack of support or encouragement from managers and others at work
- Bullying and conflict at work, particularly if these are not managed well
- Not having enough training or skills to do a job
- Feeling unclear about roles and responsibilities
- Low trust and not feeling able to speak up about concerns
- Change within the organisation

## **4. STRESS OUTSIDE OF WORK**

Life events can have an impact on work-related stress. Things that cause stress outside of work might include:

- When someone has died
- Divorce
- Menopause
- Caring responsibilities
- Poor health
- Financial worries, for example cost of living

Employees do not have to tell their employer about their personal problems. But if they decide to, they might be able to get some support. For example:

- Counselling services, for example an employee assistance programme (EAP)
- Paid or unpaid time off to attend appointments
- Time off, for example any special leave, annual leave or unpaid leave
- A temporary change in duties or working patterns to allow for changes in home life

## **5. SPOTTING THE SIGNS OF STRESS**

Employees should look after their own health and wellbeing at work. If they are experiencing stress, they should talk to their manager as soon as they can. Managers should also look out for any signs of stress among their employees.

Signs of stress can include:

- Poor concentration
- Finding it hard to make decisions
- Being irritable or short tempered
- Tearfulness
- Tiredness
- Low mood
- Avoiding social events

If an employer or employee spots signs of stress, it can be helpful to have an informal chat. This can help them understand how the person is feeling and what support they need. Getting help could prevent more serious problems.

## **6. UNDERSTANDING THE LAW**

There are 2 main pieces of health and safety law which cover work-related stress: the Health and Safety at Work Act 1974 – this puts a 'duty of care' on employers to protect their employees from the risk of stress at work the Management of Health and Safety at Work Regulations 1999 – this requires all employers to make a 'suitable and sufficient assessment' of the risks to the health and safety of their employees at work.

This means that by law employers must identify any risks to their employees' health, for example by carrying out a risk assessment take steps to prevent or reduce work-related stress Employers must also make sure they're following the law on working time rules (Working Time Regulations 1998). This is because working long hours without regular breaks can be a cause of work-related stress.

## **7. CARRYING OUT RISK ASSESSMENTS**

The Council will work with its employees to:

- Identify the risks of stress
- Decide how to remove or reduce the risks
- Agree what steps to take
- Make any changes to avoid or reduce risks
- Regularly review the plan

Managers should carry out risk assessments for the whole team or by job type on a regular basis. If the council tells the employee they are experiencing work-related stress, they should do an individual risk assessment.

This can help them to understand:

- What's causing work-related stress or any potential issues
- What they can do to tackle the causes

## **8. IF AN EMPLOYEE IS UNHAPPY WITH HOW A RISK ASSESSMENT WAS HANDLED**

If an employee is not happy with how a stress risk assessment was handled, they can raise this with their manager. It's usually best to raise the problem informally first by talking to their manager.

If that does not resolve the issue they can raise a grievance.

## **9. PROTECTING EMPLOYEES FROM DISCRIMINATION**

Stress on its own is not classed as a medical condition. But a person is protected from discrimination if it affects their physical or mental health disability.

By law (Equality Act 2010), someone is disabled if both of these apply:

- They have a 'physical or mental impairment'
- The impairment 'has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'

Substantial means 'more than minor or trivial' and long-term means 'has lasted or likely to last for 12 months or more'.

If an employee is disabled, their employer must:

- Not discriminate against them because of their disability
- Make reasonable adjustments

## **10. SPECIFIC CHANNELS TO TALK ABOUT STRESS**

The council are committed to helping minimise the stress that employees may experience. On the first Monday of every Month the Head of Corporate Services is hosting a 'stress surgery' which enables employees to call them and discuss anything they may find stressful. They can be reached on 01494 774842 ex 118 between the hours of 14:00 and 15:00.



## **CARER'S LEAVE POLICY**

Created on the 22nd July 2024

Next review by 22nd July 2026

Adopted on:

### **1. INTRODUCTION**

All employees are entitled to one week's unpaid leave in any 12-month period to provide or arrange care for a dependant with a long term care need. A "week" for these purposes will be equal in duration to the period you are normally expected to work in a week at the time of making the request. How that is calculated will depend on whether you have non-variable or variable hours of work.

### **2. DEFINITIONS**

A dependant is:

- your spouse, civil partner, child or parent;
- someone who lives in the same household as you, otherwise than by reason of being your boarder, employee, lodger or tenant, or;
- anybody else who reasonably relies on you to provide or arrange their care.

A dependant has a long-term care need if:

- they have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months,
- they have a disability for the purposes of the Equality Act 2010, or
- they require care for a reason connected with their old age.

The minimum period of carer's leave that can be taken at one time is half a working day, with the maximum period being one continuous week. Leave need not be taken on continuous days.

### **3. PROCEDURE**

You must give notice of your request to take a period of carer's leave. This can relate to all or part of the leave to which you are entitled. The notice must:

- Specify that you are entitled to take carer's leave.
- Specify the days on which you would like to take carer's leave and if you will take a full or a half day; and
- Be given with the following minimum notice periods depending on how many days of leave you want to take: Half a day to 1 day - 3 days' notice; 1.5 to 2 days - 4 days' notice; 2.5 to 3 days - 6 days' notice; 3.5 to 4 days - 8 days' notice; 4.5 to 5 days - 10 days' notice; or 6 days (if you work 6 days a week) - 12 days' notice.

The notice does not need to be in writing, but it would be helpful if it was in order to maintain an accurate record of what is being requested.

The Company may, in our absolute discretion, waive the notice length requirement above, and as long as the other requirements are met, the request will be treated as one for carer's leave.

If the Company reasonably considers that the operation of the business would be unduly disrupted if your request was granted, we may postpone the start of the carer's leave after consulting with you to agree an alternative date(s) which is/are no later than one month after the earliest day or half day of the request. In these circumstances, the Company will give written notice to you of the postponement, setting out the reason for the postponement and the agreed dates you can take the leave. This notice will be given no later than the earlier of: (a) seven days after your notice was given to the Company, or (b) before the earliest day or half day requested in your notice.

## Report of the Officers to a meeting of the Corporate Services Committee on 22<sup>nd</sup> July 2024

### AGENDA ITEM NO : Chesham Tapestry Conservation

#### **Reporting Officer:**

Kathryn Graves  
Community, Economy & Environment Manager  
01494 774 842 ext. 113  
[Kathryn.graves@chesham.gov.uk](mailto:Kathryn.graves@chesham.gov.uk)

#### **Purpose of Report**

1. To consider allocating £1,000 towards the conservation of the Chesham Tapestry.

#### **Background Information**

2. The Chesham Tapestry (which is actually an embroidered canvas) was created by local artists and embroiderers and depicts scenes of Chesham, as well as incorporating references to some of the town's historic industries.
3. The Tapestry was presented to Chesham Urban District Council and the people of Chesham in the early 1970s. It was originally hung in the Council Chamber at the Malt House and created significant interest at the time, with more than 2,000 people coming to view it. Since the building of the current Town Hall in 1998, the Tapestry has hung in the Council Chamber. Until the refurbishment of the Chamber in 2022, the Tapestry was kept behind a curtain which was only opened for Council meetings.
4. Upon refurbishment of the Council Chamber, the Tapestry was relocated to the back wall of the Chamber and the curtains removed, so that the Tapestry can be seen at any time.
5. The Council have received a condition assessment of the Tapestry, which was previously reported to the CARE committee. The Tapestry is in good structural condition, but requires cleaning and has some areas of moth damage. The conservator can undertake the work to frame the Tapestry, as well as doing the cleaning work. It is recommended to do this work as soon as possible, to prevent further deterioration of the Tapestry. The conservator recommends:

Wrapping and transportation of the Tapestry for cleaning and framing  
Cleaning the Tapestry  
Framing the Tapestry, including providing a UV cover  
Installation of the Tapestry back in the chamber

The work will cost approximately £5,500.

6. At the CARE committee held on the 3 April 2023, it was resolved "That the committee approves the cleaning and framing of the Chesham Tapestry, subject to external funding being achieved or the Finance committee agreeing to use reserves" (Min. no. 57).

#### **Findings**

7. Your officers have identified that the conservation of the Tapestry meets the eligibility criteria of The Pilgrim Trust and have prepared a grant application. We have been advised that our

application is more likely to be successful if the Council is willing to partially fund the project. For this reason, your officers propose that the Council puts £1,000 towards this project.

### **Implications**

8. Financial: It is proposed that this amount is funded from the saving made against professional services with tendering for smaller projects being brought back in house, a saving of £2500 per project.
9. Strategic: the report accords with the following strategic aims;  
  
SA1 - To preserve the unique identity of Chesham by promoting its heritage and environment, in consultation with the citizens of Chesham.
9. Environmental: None pertaining to this report.
10. Equality Act: None pertaining to this report.

### **Recommendation:**

11. **The following recommendation is made:**
  - i) **That £1,000 is allocated towards the restoration and conservation of the Chesham Tapestry.**