



HR Committee
Thursday 10 September 2026 at 9:30 am

This meeting will be held at
The Community Room, Broomhall Recreation Ground.

Agenda

Councillors

Cllr Evans (Chair), Cllr Hilton, Cllr Buxton, Cllr Coxon.

You are hereby summoned to attend the HR Committee meeting on the above date and time.

HRC 16 / 26 Chair welcome

Chair to welcome those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting. A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

HRC 17 / 26 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

HRC 18 / 26 Disclosable pecuniary interests and other registerable interests

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

HRC 19 / 26 Minutes of HR meeting 9 June 2026

DECISION: To approve the minutes of the HR Committee held on 9 June 2026.

HRC 20 / 26 Driving for work Policy

DECISION: To approve the Driving for work policy before submitting to council for adoption.

HRC 21 / 26 Expenses Policy

DECISION: To approve the Expenses Policy before submitting to council for adoption.

HRC 22 / 26 Mobile Phone Policy

DISCUSSION: To discuss the Mobile Phone Policy (following prior review)

HRC 23 / 26 Lone worker Policy

DISCUSSION: To discuss the proposed policy for Lone working and make recommendations.

HRC 24 / 26 Clerks Report

DISCUSSION: To receive a report from the Clerk on HR matters relating to job descriptions, pay review, workload and priorities.

HRC 25 / 26 Date of next meeting

TO NOTE: To note the date of the next HR Committee meeting on the 12 November 2026 and bring forward any relevant updates from the members of the committee and the Clerk.

HRC 26 / 26 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Part 2 – Confidential

HRC 27 / 26 Update from the Chair of the HR Committee

DISCUSSION: To receive an update from the Chair of the HR Committee regarding a HR matter.

Supporting documents for agenda items will be circulated to committee members prior to the meeting.



Natalie Hayes, Clerk and RFO

3 September 2026



HR Committee Meeting Minutes Tuesday 9 June 2026

HRC 01 / 26 Chair welcome

The Chair opened the meeting and reminded attendees of the fire regulations and to switch mobile phones to silent.

TO NOTE: It was requested that all draft policies on future agendas include a “draft” watermark. The Clerk will circulate a list of all policies to Full Council so that committees can review and take responsibility for each.

HRC 02 / 26 Attendance and Apologies for absence

Attendance: Cllr Evans (Chair), Cllr Buxton, Cllr Coxon, Cllr Hilton (Vice-Chair), and Cllr Penney

In Attendance: Natalie Hayes – Clerk/RFO

TO NOTE: Cllr Penney had not been formally appointed to the HR Committee at the Annual Meeting of Council and was therefore unable to vote.

HRC 03 / 26 Disclosable pecuniary interests and other registerable interests

No members declared a personal interest in any items on the agenda.

HRC 04 / 26 Minutes of HR meeting 10 March 2026

RESOLVED: The minutes of the HR Committee meeting held on 10 March 2026 were approved and signed by the Chair of the Committee at that time.

HRC 5 / 26 Appointment of Vice-Chair of the HR Committee

RESOLVED: Cllr Hilton was appointed as Vice-Chair of the HR Committee.

(Proposed by Cllr Evans, seconded by Cllr Buxton)

HRC 6 / 26 Mobile Phone Policy

The committee reviewed the updated Mobile Phone Policy.

COMMENTS:

- Remove personal elements for clarity
- Ensure consistent use of “shall” instead of “may”
- Section 6 (Driving & Safety): rewrite as subsections conflict
- Section 8: retain part (b); rewrite remaining sections

- Include purpose of mobile phone use (e.g. lone working, with cross-reference to relevant policies)

NEXT STEPS:

The Revised version to be presented at the September Council meeting

ACTION:

The Clerk is to amend, clearly highlight changes, and circulate to the HR Committee by end of the month.

HRC 7 / 26

Driving for Work Policy

The updated policy was reviewed.

COMMENTS:

- Include rationale (WHY), not just requirements (WHAT)
- Clarify mobile phone provisions in line with legal requirements
- Hands-free kits required for work-related calls while driving
- Distinguish between paid staff and volunteers
- Require valid licence and insurance (including business use where mileage is claimed)
- Use of logbook for council vehicles (record driver, purpose, mileage)
- Avoid “may”; use “shall” or “must”
- Council vehicles must be used where available

HRC 8 / 26

Code of Conduct Policy Review

RESOLVED:

The Code of Conduct Policy, including RBWM appendices, was approved for submission to Full Council on 16 June 2026.

HRC 9 / 26

Staff Handbook

TO NOTE:

The Clerk confirmed the Staff Handbook is complete after over a year of work. It will be issued as a working document.

No comments were raised; any feedback should be directed to the Clerk.

HRC 10 / 26

Expenses Policy

The updated policy was reviewed.

COMMENTS:

- Rewrite Section 3 and proofread document
- Clearly distinguish between councillors and officers
- Mileage to be claimed from place of work, not home
- Clarify “reasonable” expenses (e.g. hotels)
- Suggested hotel cap: £120 outside London
- Define meal allowances clearly
- Clarify “out-of-pocket” expenses
- Specify Chair approval where required
- Include strategic overview and operational detail
- Add statement: Council decision is final
- Encourage car sharing (link to driving policy)
- Research other parish council policies

- Corporate card section to align with future policy
- Receipts required for all claims (audit trail)
- Cross-reference relevant policies and handbook
- Use consistent terminology (“Officers”)

NEXT STEPS: The final version will go to the September meeting.

ACTION: The Clerk will revise, highlight changes, and circulate by end of the month to the HR Committee.

HRC 11 / 26 TOIL Policy

The Clerk presented the new TOIL Policy.

COMMENTS:

- Clarify applicability (Clerk and officers)
- Define upper limits
- Clarify whether TOIL is for unforeseen work
- Reconsider 6-month timeframe for use
- TOIL to be raised promptly, not delayed
- Review TOIL at each HR meeting
- Clarify difference between TOIL and overtime
- Clerk to approve TOIL in advance and monitor usage
- Separate policy from operational procedures
- Include staff welfare and duty of care

HRC 12 / 26 BACS Payroll paper

RESOLVED: To approve the BACS Payroll paper for submission to Full Council on 16 June 2026.

ACTION: Highlight preferred supplier and include an additional parish council reference.

HRC 13 / 26 Date of next meeting

TO NOTE: The date of the next meeting is Thursday 10 September at 9.30am.

HRC 14 / 26 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

RESOLVED: To exclude members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to confidential business.

Part 2 – Confidential

HRC 15 / 26 Update from the Chair of the HR Committee on a HR Matter

The Chair formally opened the confidential session.

The Vice-Chair provided an update on an ongoing HR matter, supported by the Clerk.

TO NOTE: Committee feedback was received, including Cllr Coxon who was recently appointed to the committee.

ACTION: Feedback and questions to be collated and shared with solicitors, with a report back at the next meeting. An oral update would be provided at the Full Council meeting on the 16 June 2026.

The meeting started at 9.35am and closed at 11.02am.



Natalie Hayes
Clerk and RFO

18 June 2026



SUNNINGDALE PARISH COUNCIL

Document reference: PC-GOV-006

Document title: Driving for work and use of council vehicles policy

Version: v1.0

Adopted by: Full Council

Date adopted: 2026

Minute reference: /26

Next review due: June 2028

Owner: Clerk / RFO

Status: Adopted

Driving for Work and Use of Council Vehicles Policy

1. Purpose

This policy sets out the requirements for anyone who drives on behalf of the Council to ensure safety, legal compliance, and the wellbeing of employees, councillors, and the public. The Council has a duty of care under health and safety law to protect employees and others who shall be affected by its activities. By establishing clear expectations and standards, this policy aims to:

- Reduce the risk of accidents and harm
- Ensure all drivers understand their legal responsibilities
- Promote a consistent and responsible approach to driving
- Protect the Council from legal and financial consequences
- Support a positive safety culture where risks are actively managed

This policy should be read and applied alongside relevant health and safety legislation and road traffic law, and the Council's wider risk management policy.

2. Scope

This policy applies to:

All employees (Paid officers), councillors, volunteers, contractors, agency workers or any other person authorised to drive on Council business or to use a Council-owned, leased, hired or borrowed vehicle.

All individuals covered by this policy are required to meet the same safety and legal standards, regardless of their role or employment status, reducing risk and ensuring fairness.

3. General Responsibilities

All individuals covered by this policy, including paid officers and volunteers, must:

- Comply with road traffic legislation and this policy to ensure legal compliance and reduce risk of harm
- Ensure they are fit and competent to drive to prevent accidents caused by fatigue, illness or impairment.
- Report incidents, defects, or concerns promptly so risks can be addressed before harm occurs.
- Take reasonable care for their own safety and that of others in line with duty of care obligations.

The Clerk is responsible for:

- Ensuring drivers understand this policy so that expectations are clear and consistently applied
- Monitoring compliance to identify and address unsafe practices early.

Anyone driving on Council business must:

- a) Hold a valid UK driving licence to ensure legal entitlement to drive.
- b) Inform the Council of any changes so risks can be assessed and managed.
- c) Provide evidence of a valid driving licence to confirm compliance and protect insurance validity.
- d) Drive in accordance with all road traffic laws to reduce accident and legal risk.
- e) Be fit to drive at all times to avoid impairment-related incidents.
- f) Only individuals authorised by the Council shall drive on Council business or use council-owned vehicles.
- g) Drivers must not drive, or attempt to drive, while under the influence of alcohol, illegal drugs, medication, fatigue, illness or any other condition that may impair their ability to drive safely. Drivers must comply with any prescription or over-the-counter medicine warnings.
- h) No individual, including volunteers, shall drive on Council business unless they have been formally authorised to do so.

4. Use of Vehicles

Drivers must ensure that any vehicle used for Council business:

- a) Is roadworthy, properly maintained, and safe to prevent breakdowns and accidents

- b) Has valid insurance, MOT (where required), and road tax to ensure legal compliance and insurance protection
- c) Drivers should carry out reasonable pre-use checks, including tyres, lights, mirrors, fluid levels, warning lights, cleanliness of windows, and any visible damage or defects. This is to identify defects early and reduce the risk of breakdowns and accidents.
- d) Any defects must be addressed before use to prevent unsafe operation.

5. Using Your Own Vehicle

Where a private vehicle is used:

- a) Insurance must include business use to ensure that cover remains valid while driving on Council business and to avoid uninsured liability.
- b) The vehicle must be legal, roadworthy, and properly maintained.
- c) Evidence of insurance, MOT, and tax must be provided if requested.
- d) Mileage will be reimbursed in accordance with the Council's approved rates, to ensure fairness and transparency.

6. Mileage Records

Drivers must:

- a) Keep a record of all journeys undertaken on Council business to ensure transparency and accountability.
- b) Record the date, start and end locations, purpose of journey, and mileage to support audit and financial control.
- c) Submit mileage claims in accordance with the Council's procedures to prevent misuse of public funds.
- d) The Council requires evidence to support mileage claims. (Refer to the SPC Expenses policy for further details)
- e) Where mileage is claimed through expenses, a valid licence and insurance document should be validated with the Clerk.

7. Safe Driving Practices

Drivers must:

- a) Plan journeys to reduce time pressure and unsafe driving.
- b) Take breaks on long journeys (recommended at least every 2 hours) To reduce fatigue, which is a significant contributor to road accidents.
- c) Adjust driving for weather and road conditions
- d) Wear seatbelts at all times to reduce injury severity in collisions.

- e) Avoid distractions to maintain attention and reaction time.

8. Mobile Phones and Distractions

- a) Officers must not use a handheld mobile phone or similar device while driving. Using a handheld device while driving significantly increases the risk of collisions by reducing attention, reaction time, and control of the vehicle. It is also illegal and can result in fines, penalty points, or prosecution, putting both the driver and the Council at risk.
- b) Further details regarding the use of handheld mobile phones as well as guidelines for the use of hands-free devices are contained within the SPC mobile phone policy. Even when using hands-free devices, distractions can still impair concentration and driving performance. Clear guidance ensures that drivers understand how to minimise distraction, comply with legal requirements, and make safe decisions when communication is necessary.
- c) Failure to comply with this policy will be taken seriously and shall result in appropriate action, depending on the individual's status. This would be as follows:
For officers: disciplinary procedures would be followed
For Volunteers: withdrawal of driving permission or volunteer role
- d) If you are required to answer work related calls whilst driving, the council will provide suitable hands-free kit. (This applies to the Company vehicle only)

9. Accidents and Incidents

All incidents must be reported promptly to support insurance claims, legal compliance and learning from incidents. This is to ensure appropriate investigation, support insurance claims, and enable lessons to be learned to prevent recurrence.

In the event of an incident:

- a) Drivers should ensure their own safety and that of others to prevent further harm.
- b) In the event of an accident, drivers should, where safe to do so, obtain the details of other parties, witnesses, vehicles, insurers, police incident numbers and photographs of the scene/damage.
- c) Drivers must not admit liability to protect the Council's legal position.
- d) Contact the appropriate breakdown service to ensure safe recovery.

10. Fines and Charges

Drivers are personally responsible for:

- a) Fines, penalties or charges arising from unlawful, careless or unauthorised use of a vehicle, including speeding penalties, parking fines and traffic offences.
- b) Properly authorised business costs, such as tolls, parking or congestion charges, may be reimbursed to ensure fairness while maintaining control of public funds.

11. Use of Council-Owned Vehicles

Where the Council provides a vehicle:

- a) The vehicle must only be used for authorised Council business
- b) The vehicle, when available, should be used by officers for council business rather than their own vehicle.
- c) Personal use is not permitted unless expressly authorised by the Clerk to prevent misuse.
- d) Only authorised and insured individuals shall drive the vehicle to ensure insurance validity.
- e) The vehicle must be kept clean and secure to maintain safety and asset condition.
- f) Smoking is not permitted in any Council-owned vehicle, including electronic cigarettes
- g) Drivers must return the vehicle in a clean and tidy condition with personal items removed and must be locked when unattended with keys kept secure.
- h) Any defects, damage, or incidents must be reported immediately to prevent further risk.
- i) The Council may install safety devices such as dashcams in Council-owned vehicles to support driver safety and assist in the event of incidents or insurance claims
- j) Where dashcams, vehicle tracking, telematics or other monitoring systems are used, the Council will ensure that their use is lawful, proportionate, transparent and compliant with UK GDPR and the Data Protection Act 2018. Drivers will be informed about what data is collected, the purpose of collection, who may access it, how long it will be retained and their rights in relation to that data.
- k) The Council reserves the right to withdraw use of the vehicle at any time.

12. Passengers and Carrying Goods

Drivers must not carry unauthorised passengers, pets, hazardous materials or non-Council goods in Council vehicles unless expressly authorised and lawful. These apply to control liability, ensure safety, and prevent unauthorised use of council resources.

13 Lone Working and Emergency Arrangements

Procedures must be followed to reduce risks where drivers are isolated and may not have immediate assistance. Refer to the Council's lone working and personal safety procedures.

14. Compliance

Failure to follow this policy shall result in:

- a) Withdrawal of permission to drive on Council business
- b) Disciplinary action for employees, in line with Council procedures.

This is necessary because non-compliance exposes individuals and the Council to significant safety, legal and financial risks.

15. Review

This policy will be reviewed every two years, or sooner if required by changes in legislation, guidance, insurance requirements, operational need or following a serious incident.

Driver Declaration Form (Driving on Council Business)

Parish Council Name: _____

Driver Details

- Full Name: _____
- Role (e.g. Employee / Councillor / Volunteer): _____
- Address: _____
- Contact Number: _____

Driving Licence

- Driving Licence Number: _____
- Expiry Date: _____

☐ I confirm that I hold a valid UK driving licence appropriate for the vehicle I will use.

☐ I agree to inform the Council immediately of any endorsements, disqualifications, or changes affecting my licence.

Vehicle Details (if using own vehicle)

- Make and Model: _____
- Registration Number: _____

☐ I confirm that this vehicle:

- Has valid MOT (if required)
- Is taxed and roadworthy
- Is maintained in a safe condition

Insurance

- Insurance Provider: _____
- Policy Number: _____
- Expiry Date: _____

☐ I confirm that my insurance policy **includes business use** for Council activities.

☐ I agree to provide proof of insurance, MOT, and tax upon request.

Declarations

I confirm that:

- ☐ I have read and understood the Driving for Work and Use of Council Vehicles Policy
- ☐ I will comply with all legal requirements and safe driving practices
- ☐ I am responsible for any fines, penalties, or unauthorised charges incurred while driving
- ☐ I will report any accidents or incidents promptly
- ☐ I will ensure I am fit to drive at all times

Signature

Signed: _____

Name: _____

Date: _____

For Council Use

Date Received: _____

Checked by: _____

Next Review Due: _____



SUNNINGDALE PARISH COUNCIL

Document reference: PC-GOV-007

Document title: Expenses Policy

Version: v2.0

Adopted by: Full Council

Date adopted: 2026

Minute reference: /26

Next review due: June 2028

Owner: Clerk / RFO

Status: Adopted

EXPENSES POLICY

Purpose of the Policy

This policy explains how employees may claim reimbursement for reasonable expenses incurred wholly, necessarily and exclusively in carrying out authorised duties for the Council. It applies to employees only and does not apply to councillors.

Related Policies

This policy should be read in conjunction with:

- Financial Regulations
- Code of Conduct
- Driving for Work and Use of Council Vehicles Policy

General Procedure

- Expenses must be authorised and incurred for Council business only.
- Claims must be submitted using the Council's expense claim form.
- Original receipts or invoices must be provided for all claims except mileage.
- Credit card and bank statements are not acceptable evidence.
- Public transport claims should include tickets where available.
- Claims must be submitted within 30 days of the expense being incurred unless an extension is approved.
- Claims require approval from [Clerk/Manager/Chair] before payment.
- The Council may refuse claims that are incomplete, unsupported, late, or unauthorised.
- Reimbursement will be made by [BACS/Cheque/Petty Cash].

- Any expense outside the categories below requires prior written approval.

Homeworking and Training

Homeworking

Where homeworking is agreed, the Council will reimburse reasonable business expenses incurred while carrying out Council duties.

The Council will either:

- Provide suitable equipment; or
- Agree an allowance for the use of personal equipment.

The Council may also reimburse eligible homeworking costs in line with HMRC guidance.

Training

Employees attending approved training may claim additional travel costs incurred beyond their normal commute.

Attendance at training outside contracted hours will be treated as working time where applicable.

Where the Council funds significant training costs, repayment provisions may apply if an employee fails to complete the training or leaves employment within an agreed period.

Travel Expenses

Employees should consider remote meetings before undertaking travel.

Rail Travel

- Standard-class travel only.
- Tickets should be booked in advance where practical to secure lower fares.

Use of Personal Vehicles

Use of a personal vehicle for business travel must be approved in advance.

Employees using their own vehicle must:

- Hold a valid UK driving licence.
- Ensure the vehicle is roadworthy and legally registered.
- Hold insurance that covers business use.

Mileage will be paid at:

- Cars (petrol/diesel/electric/hybrid): 55p per mile (first 10,000 miles), 25p per mile thereafter
- Passengers: 5p per mile per passenger (must be a Councillor or officer of the Parish Council)

Approved tolls, parking charges and congestion charges may also be claimed. The Council accepts no liability for damage, loss or accidents involving personal vehicles.

Bicycles and Motorcycles

Approved business journeys may be claimed at:

- 20p per mile for bicycles.
- 24p per mile for motorcycles.

Taxis

Taxi travel requires prior approval and will normally only be permitted where:

- It represents a significant time saving.
- Several employees are travelling together.
- Safety or security considerations apply.

Receipts must be provided.

Accommodation and Meals

Overnight Accommodation

When travel requires an overnight stay:

- Accommodation should normally be three-star standard or equivalent.
- Maximum rates are:
 - £120 per night in major cities.
 - £100 per night elsewhere.

Employees are responsible for cancelling unnecessary bookings.

Meals

When away on approved Council business, employees may claim up to:

- £10 for breakfast (if not included with accommodation).
- £15 for lunch.
- £20 for dinner.
- £5 daily incidental allowance (if adopted by the Council).

Alcohol cannot be claimed under any circumstances.

Receipts are required for all accommodation and meal expenses except incidental allowances.

Gifts, Hospitality and Staff Events

Employees must declare any gifts, rewards or hospitality offered to them in connection with Council business.

Modest tokens of appreciation may be accepted where appropriate and declared.

Attendance at Council staff events is voluntary unless otherwise stated. Employees remain responsible for any personal expenses incurred.

Non-Reimbursable Expenses

The Council will not reimburse:

- Normal commuting costs.
- Personal travel.
- Travel expenses for spouses, partners or family members.
- Motoring fines, parking penalties, clamping charges or other fines.
- Alcohol.
- Cash withdrawals or advances.
- Employees are personally responsible for these costs.

False or Misleading Claims

The Council may investigate any expense claim and request additional information where necessary.

Any false, exaggerated or misleading claim, including undeclared gifts or hospitality, may result in:

- Recovery of monies paid.
- Disciplinary action.
- Dismissal for gross misconduct.
- Referral to the police where appropriate.

This policy is non-contractual and may be reviewed and amended from time to time.

Business Debit card

Where a council business payment card is issued, personal use is strictly prohibited. All transactions must be supported by receipts.

Environmental and Sustainability Considerations

Where reasonably practicable, individuals should prioritise environmentally friendly modes of transport and avoid unnecessary travel. Carsharing is encouraged.

Review of the policy

This policy will be reviewed every two years, or sooner if required by changes in legislation, guidance or operational need.



SUNNINGDALE PARISH COUNCIL

Document reference: PC-GOV-005

Document title: Mobile Phone Usage Policy for Council Officers

Version: v1.0

Adopted by: Full Council

Date adopted: 2026

Minute reference: /26

Next review due: June 2028

Owner: Clerk / RFO

Status: Adopted

Mobile Phone Usage Policy for Council Officers

1. Purpose

This policy outlines the acceptable use, responsibilities, and expectations for council officers issued with mobile phones. It aims to ensure their use supports effective communication, service delivery, and officer safety, including lone working, while protecting council data and managing costs.

Mobile phones are provided for legitimate work purposes, such as:

- Maintaining contact with colleagues, councillors, and service users
- Supporting officers working remotely or alone
- Assisting in emergency or time-sensitive situations

This policy should be read in conjunction with the following:

- Lone Working Policy
- Health and Safety Policy
- Driving for Work and use of Council Vehicle Policy
- IT Policy

2. Scope

This policy applies to all officers who are provided with a mobile phone by the council for work-related purposes. It also applies to the use of personal devices where these are used for council business.

3. Acceptable Use

- a) Mobile phones must be used primarily for council-related business.
- b) Limited personal use is permitted where it is reasonable, does not interfere with work duties, does not create additional costs for the council, and does not involve inappropriate, offensive, unlawful or excessive use.
- c) Personal use that incurs additional charges, including international calls, premium-rate services, roaming, subscriptions or high data usage, is not permitted unless expressly authorised.

4. Security and Data Protection

- a) Devices must be secured with a passcode or biometric lock. Only applications required for work purposes shall be installed.
- b) Users must not disable security settings, install unauthorised software, or use personal cloud storage or messaging apps for council records unless approved.
- c) Council data must be handled in accordance with UK GDPR, the Data Protection Act 2018, and the council's data protection, records management and information governance policies.

5. Monitoring and Compliance

- a) The council shall monitor usage, bills, installed applications, device security status and related records where necessary for legitimate business, security, financial or compliance purposes. Monitoring will be proportionate and carried out in accordance with data protection law and council policies.
- b) Misuse shall result in disciplinary action.

6. Driving and Safety

- a) Officers must not hold or use a mobile phone or any hand-held device capable of sending or receiving data while driving. This includes making or receiving calls, texting or messaging, taking photos or videos, browsing the internet or apps, using sat nav or maps manually.
- b) Use of a hand-held device is only permitted when calling 999 or 112 in a genuine emergency and it is unsafe to stop, the vehicle is safely parked with the engine off,

- making a contactless payment while stationary (drive-through)
- c) Hands-free use is allowed only if the device is not held at any time. Acceptable methods include Bluetooth or in-car systems, voice commands, fixed mounts, built-in sat nav systems
- d) Drivers must always maintain full control of the vehicle, avoid any distractions that could affect driving and stop in a safe place using a device if needed.
- e) Failure to comply with the law may result in penalty points and a fine. (Officers are personally responsible for any fines or penalties)

7. Loss, Theft, and Damage

- a) Loss, theft, or damage must be reported immediately to The Clerk.
- b) Where damage, loss or costs arise from negligence, misuse or breach of this policy, the council shall take appropriate action in accordance with its employment policies and any applicable contractual provisions.
- c) Any suspected unauthorised access, data breach, loss of council information, malware infection or compromise of the device must be reported immediately to the Clerk in line with the council's data breach procedure.

8. Contact from Councilors and Out-of-Hours Guidance (Officers)

- a) Reasonable out-of-hours contact will depend on urgency, necessity, timing, and impact on the officer. Contact should only occur where the matter cannot wait until normal working hours and must be handled with respect for personal time and wellbeing

9. Return of Equipment

- b) Mobile phones must be returned in good condition upon termination of employment, end of term, or when no longer required for work.
- c) Devices, SIM cards, chargers, cases and any other council-issued accessories must be returned. Before returning, officers should remove personal content where permitted but must not delete council records or information.

10. Review and Updates

- a) This policy will be reviewed every two years, or earlier if required by changes in law, guidance, technology, council procedures or operational needs.
- b) For questions or clarification regarding this policy, please contact The Clerk.



SUNNINGDALE PARISH COUNCIL

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Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);

- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2019

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

— policy ends here —

Notes

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: www.hse.gov.uk/toolbox/workers/home.htm

Lone working: www.hse.gov.uk/toolbox/workers/lone.htm

Risks of lone working: www.hse.gov.uk/pubns/indg73.pdf

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.