





























14	Health and Safety	Damage caused by faulty equipment, machinery, lack of inspections	1	3	3	Risk Assessment, training, Inspection regime, adequate insurance and monitoring	Director CS	
15	Safeguarding	Failure to protect the vulnerable resulting in a serious incident	1	3	3	Safeguarding policy Training, relevant staff to be DBS checked	CE	
16	Insurance	Under insurance or lack of insurance	1	3	3	Retained Insurance Broker, regular reviews of policy, training of staff, annual reviews of assets, building valuation cycle, reports to committee	RFO	Quarterly
17	Staffing dispute	Legal challenge in an HR matter	2	2	4	Retained HR advisor, training of internal staff, insurance advice and cover, staff welfare checks.	CE	
18	Financial - loss / fraud	Lost CTC funds	1	3	3	Trained staff, segregation of duties, checks and balances, reports to committee, internal audit	RFO	
19	ICT failure due to malware / viruses etc	Period without computer systems & cost of reinstatement	2	3	6	Firewalls, anti-virus software, back up procedures	IT Contractor	
20	Events / Markets	H&S issues	1	3	3	Identify risks, liability, H&S and insurance implications Managing internal events & markets and ensuring external events have appropriate 'Event Management Plans' in place.	Director CS	
21	Anti-social behaviour by customers	Threats to CTC staff	2	3	6	Training for staff on handling difficult customers is still to be organised once we are able to arrange some face to face training for all customer facing staff.	Comms & Cust Serv Mgr	
22	Covid 19	Pandemic	3	3	9	The virus has affected day to day life in many ways. Everyone has the responsibility to socially distance and take measures to mitigate the risk of virus transmission. All staff have	All	

						undertaken Prevent Covid Training. Risk assessments have been undertaken. Staff that are able to work from home have done so in line with Government guidance		
23	Council Meetings	Lack of legislation	2	2	4	Potential lack of legislation for meetings is one? (mitigated by planning for potential hybrid/government guidance for COVID)	CE	

Scoring: Likelihood: High = 3, Medium = 2, Low = 1

Impact: High = 3, Medium = 2, Low = 1.



## Agenda Item 9

Meeting	Strategy and Resources Committee
Date	7 April 2021
Report Title	The Neeld - Vaccination Centre Proposal (Reduced Fees)
Author	Matt Kirby - Director of Community Services

### 1.0 PURPOSE OF REPORT

- 1.1 To present a request from the NHS to use the Neeld as a vaccination centre, and to consider an associated reduction in our standard hire fees.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Council has been approached by NHS (Bath, North East Somerset, Swindon and Wiltshire) CCG, to use the Neeld as a vaccination centre between May and September 2021. The Neeld is felt to be suitable as it can provide an adequate one-way system and provides good mobility access.
- 2.2 There is a requirement to hire the building on two consecutive days between 8am and 8pm. The NHS have stated a preference for weekends but are flexible should pre-existing bookings already exist.
- 2.3 The Council has provided the NHS with a selection of available dates; these exclude the nine shows and any possible Council meetings that will occurring between May and September 2021. The NHS have also been provided with a list of our standard hire fees.
- 2.4 It is unlikely that further performances will be booked between May-September 2021, thus the operation of a vaccination centre will have no impact upon the planned programme.
- 2.5 The NHS have requested a reduced fixed rate daily hire fee, stating that other facilities have been offered for between £200-£300 or provided free of charge.

### 3.0 HIRE FEES

- 3.1 The current hire fees are;
- Weekdays - 8am-8pm =£495.00
  - Weekends - 8am-8pm = £612.00
- 3.2 The Head of Venues has reviewed the additional staffing and cleaning requirements and a fee of £250 per day would be sufficient to cover these costs.

3.3 It is therefore proposed that the Council offer the Neeld to the NHS on the available dates for the reduced fixed fee of £250 per day.

#### **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

4.1 Permitting the use of the Neeld as a Vaccination centre would contribute to the following corporate priority or priorities.

- i. Corporate Priority 1 - Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.
- ii. Corporate Priority 5 - Effective and efficient use of resources

#### **5.0 STAFFING IMPLICATIONS**

5.1 Some additional staffing hours i.e. Sundays would be required, this can be resourced from within the existing team.

#### **6.0 FINANCIAL IMPLICATIONS**

6.1 The additional staff resourcing would be covered within the proposed fee. The additional income received from the hire would create additional revenue for The Neeld.

#### **7.0 RECOMMENDATIONS**

7.1 That Councillors agree to the reduced fixed rate of £250 per day for the hire of The Neeld as a vaccination centre between May and September 2021.



## Agenda Item 10

Meeting	Strategy and Resources Committee
Date	07 April 2021
Report Title	Councillor Email, Internet, and Tablet Policy
Author	Heather Rae, Democratic Services Manager

### 1.0 **PURPOSE OF REPORT**

- 1.1 For Councillors to consider the adoption of a Councillor Email, Internet, and Tablet Policy (**APPENDIX A**) to support the move to the Modern.gov meeting management software.

### 2.0 **INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 Councillors will recall the recent report to the Strategy and Resources Committee on 17 February 2021 updating on Modern.gov. Councillors noted that there is preparation work to be carried out by officers on the system and once a date has been identified to move to the Modern.gov system this will be communicated to all Councillors and members of the public clearly.
- 2.2 The update report noted that due to individual technology needs of Councillors, it is likely that there will be requirements for a mixture of existing personal devices and Council issued tablets for Modern.gov use. Officers have drafted a Councillor Email, Internet, and Tablet Policy (**APPENDIX A**) to cover the use of Councillor emails and Council issued tablets.

### 3.0 **COUNCILLOR EMAIL, INTERNET, AND TABLET POLICY**

- 3.1 Officers have reviewed existing policies of other Councils regarding the use of Councillor emails and tablets in drafting the Councillor Email, Internet, and Tablet Policy (**APPENDIX A**).
- 3.2 If adopted, this policy would come into effect at Elections in May 2021, elected Councillors would be contacted to discuss their technology requirements as part of the induction process and asked to read and sign the 'Councillor Email, Internet, and Tablet User Agreement' which is included at the end of the policy.
- 3.3 The Policy outlines that from Elections in May 2021, Chippenham Town Councillors would be provided with a Town Council email address for their work as a Town Councillor. This is best practice in many Councils and will provide uniformity, reliability, and security for Councillors.
- 3.4 The implications of issuing Council Tablets to Councillors for Modern.gov and email use including security, internet use, personal use, and support are addressed within the draft Policy.

3.5 As noted in previous update reports, Councillor training on the Modern.gov App will be provided to elected Councillors at a suitable time before rollout.

#### **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

4.1 The introduction of meeting management software will contribute to the following corporate priorities;

- i. Corporate Priority 3 - Maintain and enhance opportunities to create a green, clean and safe environment.
- ii. Corporate Priority 5 - Effective and efficient use of resources.

#### **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

#### **6.0 FINANCIAL IMPLICATIONS**

6.1 There are no financial implications related to the adoption of the Councillor Email, Internet, and Tablet Policy.

6.2 The financial implications of up to 24 Council issued tablets to Councillors has been noted previously by the Strategy and Resources Committee, this cost will be met from the existing Capital Earmarked Fund budget which includes £12,000 for tablets.

6.3 The financial implications of Councillor email addresses will be met from the existing IT Budget.

#### **7.0 RECOMMENDATIONS**

7.1 That Councillors adopt the Councillor Email, Internet, and Tablet Policy for use from Elections in May 2021.



**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

# Councillor Email, Internet, and Tablet Policy

Author: Democratic Services Manager  
Responsibility: Strategy and Resources  
Committee  
Date Adopted:  
Review Date:  
Amendments:

## Policy Statement

This policy sets out the provisions which Chippenham Town Councillors are required to adhere to relating to Councillor emails, and the use of the internet and Council issued tablet devices.

## Scope of the Policy

The policy applies to all Councillors of Chippenham Town Council (herein referred to as 'Councillors').

## Review Statement

This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Council will continue to review and amend all / part of this policy on a regular basis. It is the Councillor's responsibility to ensure that the copy of the policy being referred to is the most up-to-date version.

## Equality

In putting the policy into practice, no aspect of the policy will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and / or union membership or any other grounds likely to place any Councillor at a disadvantage.

## Introduction

Chippenham Town Council will provide dedicated email accounts to all Town Councillors. Council issued tablet devices will be provided to support the use of Modern.gov meeting management software, however Councillors will be able to use a suitable existing personal device if preferred.

The use of Councillor email accounts and tablets will give Councillors the necessary tools to support their work as a Town Councillor and to enable them to contribute to the reduction of paper use and printing costs.

Chippenham Town Council must ensure that its data is kept secure in accordance with the Data Protection Act 2018. Following elections, Councillors are required to read and sign the Councillor Email, Internet, and Tablet User Agreement at the end of this policy. Additional instructions may be issued on occasion regarding the use of Council-issued devices or systems.

This policy sets out general rules for the acceptable use of Councillor Email, Internet and Tablets:

- How the use of facilities made available to Councillors reflects on the council
- Reminds Councillors of responsibilities to handle personal and sensitive information properly and that resident's e-mail addresses themselves may be personal information
- To consider thoroughly before sending confidential or sensitive information via email

- Describes how and when personal use of e-mail and internet is permissible
- Requires Councillors to remove personal e-mail from the council's systems
- Prohibits the use of Council e-mail addresses on public websites for non-business purposes
- Sets out the circumstances in which the Council may monitor communications

### Councillor Emails

Chippenham Town Council will provide dedicated email accounts to all Town Councillors. All email correspondence should be dealt with professionally and diligently, any email that you send will be identifiable as coming from the Council. Emails are subject to the Data Protection Act 2018 and Freedom of Information requests.

Councillors are responsible for not sending anything via email that may reflect badly on the Council. In particular, you must not send content of a sexual or racist nature, junk mail, chain letters, cartoons or jokes from your Council email address. Using a Council email address to send inappropriate material, including content of a sexual or racist nature, is strictly prohibited. Should you receive any offensive or inappropriate content via email you should delete it. Councillors should inform the Democratic Services Team of this as soon as possible so that they can ensure that it can be fully removed from the system.

You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'confidential' and not copied in to those not authorised to see the information. Sending confidential information via email without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

In cases where you are sending an email to more than one personal account you should blind copy all recipients to avoid a data breach. While a reasonable amount of personal use of email is perfectly acceptable, your email remains the property of the Council and you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its operation, read emails that you have sent or received.

### Councillor Internet Use

Councillors with access to the internet on Council-owned devices should use that access responsibly. Councillors must not use the internet to view or download offensive or sexually explicit material. Councillors must not download any software, plug-ins or extensions on to Council issued devices unless this is first cleared by the Democratic Services Team. Councillors must not use Council-owned devices to download music, video or any other entertainment content. Firewalls and anti-virus software may be used to protect the Council's systems. These must not be disabled or switched off without the express authorisation of the Democratic Services Team.

Councillors behaviour on any social networking or other internet site must be consistent with the behaviour required of being a representative of the Council generally. Councillors should take particular care not to behave in a way which reflects badly on the Council.

Inappropriate or disparaging comments about the Council, colleagues or the town should be avoided. Social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media. Councillors should not operate a social media account or profile that purports to be operated on or on behalf of the Council without express permission of the Council.

### Councillor Tablets

Council issued tablet devices will be provided to support the use of Modern.gov meeting management software, the tablet is property of Chippenham Town Council and must be returned to the Council immediately in any circumstance where the Councillor is no longer a Councillor. Councillors will be able to use a suitable existing personal device if preferred. If using a personal device, it is the responsibility of the Councillor to ensure your device is protected and secure. This will be discussed with each Councillor individually following elections.

Your password is an important piece of confidential information and you should treat it that way. Do not share it with others, and make sure that it is not written down anywhere where an unauthorised person can find it. If you receive a Council issued tablet, you must not delete any of the tablet software installed and must not install any software without permission from the Democratic Services Team.

Councillors are responsible for bringing tablets to meetings fully charged, the Council cannot guarantee any charging facilities during meetings. You must take care of the tablet and ensure that it is safe and secure at all times. Any loss of the equipment must be reported immediately to the Council so that the device can be disabled.

### Personal/Business Use

Chippenham Town Council's communications facilities are provided for the purposes of Council business. A certain amount of limited and responsible personal use by users is permitted. Although the Council's e-mail facilities are provided for the purposes of Council business, you may occasionally want to use them for your own personal purposes. This is permitted on the condition that all the procedures and rules set out in this policy are complied with. Be aware, however, that if you choose to make use of Council facilities for personal correspondence, you can expect limited privacy because the Council may need to monitor communications.

Under no circumstances may the Council's facilities be used in connection with the operation or management of any other business or for commercial activity. The facilities must not be used by Councillors for general party political activity and, in particular must not be used for campaigning or election activities. They may, however, be used for correspondence within the political group, general political research, casework as a Councillor and similar activities. If you have any doubts, please ask the Democratic Services Team.

You must ensure that your personal e-mail use:

- does not take priority over your responsibilities as a Councillor and is minimal
- does not cause unwarranted expense or liability to be incurred by the Council

- does not have a negative impact on the Council in any way
- is lawful and complies with this policy.

After being read, personal e-mail should be either deleted or forwarded to a personal e-mail account and then deleted. If you make personal use of Council facilities for sending and receiving e-mail you will be treated as having agreed to abide by the conditions imposed for their use, and consented to the Council monitoring your personal e-mail in accordance with this policy. If you do not agree or consent to this, then you must not use the system to send or receive personal e-mail.

### Technical Support

Chippenham Town Council will organise training on the use of the Modern.gov app to Councillors. Officers are not qualified in technical support but will try to provide solutions where possible. If you require additional support in using the Council issued tablet or emails, please inform the Democratic Services Team. Officers will work with the Council's IT provider to ensure support is available to Councillors, please note any necessary support will be provided at the earliest opportunity in line with officer's schedules and only within normal working hours.

### Breaches to the Policy

If this Policy is not followed, the use of the Council's facilities may be curtailed or withdrawn. Serious breaches of this policy may amount to a breach of the Code of Conduct and the withdrawal of permission to use the Council's equipment for personal purposes. Some aspects of this policy also deal with matters which amount to criminal offences under the Computer Misuse Act.

### Further Information

For further information or clarification on any part of this policy, please contact the Democratic Services Team.



Councillor Email, Internet, and Tablet User Agreement

I have received a copy of Chippenham Town Council's 'Councillor Email, Internet, and Tablet Policy'.

I understand that my Councillor email and Council issued tablet (if applicable) are to be used for conducting Council business or for personal use only as stated in the policy documents.

I have read the Councillor Email, Internet, and Tablet Policy and agree to abide by all the terms and conditions set out in the policy for the duration of my association with the Council.

I am aware that the Council may, where it considers it to have reasonable grounds to do so, and without notice to me, monitor or examine all or any e-mail or internet traffic and documents or files initiated, manipulated, stored, responded to or examined by me.

I am aware that violations of the policy may amount to a breach of the Code of Conduct. I understand that I may be personally liable for any criminal offence, which I may commit in relation to this policy.

I further understand that my internet usage and e-mail communications must always reflect the good name and reputation of Chippenham Town Council.

I understand that the policy and user agreement may be amended at any time and that I will be informed of changes in the manner described in the policy.

I accept that I am responsible for ensuring my personal knowledge and understanding of any change to the policy.

I can confirm receipt of a Council issued tablet and will take care of my tablet and bring to meetings in a charged and useable condition (if applicable).

Signature:	
Date:	
Printed Name:	

**For office use only:**

Council issued tablet received (Type and Date):	
Or Own device to be used:	



## Agenda Item 11

Meeting	Strategy and Resources Committee
Date	7 April 2021
Report Title	Financial Administration: Audit of Accounts Payable and Bank Reconciliations for Month 10 and 11
Author	Gillian Ballinger, Finance Manager

### 1.0 PURPOSE OF REPORT

- 1.1 To provide Councillors with an assurance that an independent review of payments made in the first quarter has been undertaken.
- 1.2 To inform Councillors of the current financial position of the council at the end of the current period (month 10-11 2020-2021).

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 In accordance with Financial Regulation 7.7, two Councillors have been invited to select, from a range of invoices, and payments to ensure that authorisation has been given. All supporting documentation for selected items will be made available at request.

### 3.0 BACS AND CHEQUE AUDIT FOR ACCOUNTS PAYABLE MONTH 10-11 2020-2021

- 3.1 The inspection of Cheque payments was conducted by Councillor Andy Phillips.
- 3.2 The inspection of BACS payments was conducted by Councillor David Powell.

### 4.0 BANK RECONCILIATION FOR THE END OF MONTH 9 2020-2021

- 4.1 On 28 February 2021 the following balances were held in the accounts and investments of Chippenham Town Council

- Business Instant Access account - Lloyds £ 2,420,212.29
- Active Saver account - Barclays £ 413,111.39
- Investment with CCLA (value on 31<sup>st</sup> December 2020) £ 218,324.63

Total **£3,051,648.31**

## **5.0 CURRENT FINANCIAL POSITION**

5.1 **Income:** The council's income is received in two equal instalments at April and September. All other income is from Council activities and is received throughout the year.

5.2 **Expenditure:** The expenditure budget is monitored monthly, a summary of all income and expenditure is provided at every Strategy and Resources Committee meeting.

## **6.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

6.1 Corporate Priority 5 - Effective and efficient use of resources.

## **7.0 STAFFING IMPLICATIONS**

7.1 There are no staffing implications.

## **8.0 FINANCIAL IMPLICATIONS**

8.1 There are no financial implications.

## **9.0 LEGAL IMPLICATIONS**

9.1 There are no legal implications.

## **10.0 RECOMMENDATIONS**

10.1 That Councillors note this report.