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# **ANGMERING PARISH COUNCIL DELEGATED AUTHORITY POLICY**

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**ANGMERING PARISH COUNCIL**

**Authored by: Katie Herr**

**Version: 1**

**Date: 23/03/2020**

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To allow the Council to operate on a minimum requirement basis, the following items are delegated to the Clerk for the duration of the activation of this Policy.

## **Planning Applications**

Weekly lists will be collated as normal and emailed out to members of the Housing, Planning and Transport Committee every 3 weeks. Councillors are requested to comment on each application stated in the email. A summary response will then be circulated to all Councillors prior to submission to Arun District Council by the Clerk. It will be made clear on the registered comments that this was the process in obtaining the comments.

The public will be made aware and advised to access the portal to register their comments.

## **FINANCE**

All standard recurring payments will be paid by the Clerk at the appropriate time to prevent any late charges, such as salaries, licenses, utilities and contractual obligations, etc.

Non-recurring payments, such as one-off costs to be authorised by a minimum of 2 Councillors by e-mail prior to payment.

Where this Policy is activated over the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and submit to the Internal Auditor for inspection and approval. These will then be circulated to all of the Councillors and on the agreement of a minimum of 4 Councillors, they will be signed by the RFO, Clerk and Chairman as applicable for submission to the External Auditors. The accounts will be accepted by resolution at the next Full Council Meeting.

Responses to other communications. The Clerk will circulate at the earliest opportunity, communication from any Third Parties.

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The Delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this Delegation must be recorded in writing and must be published in accordance with the relevant Regulations.

Authority will be given back to the council once the first Full Council meeting is held.

Approved: ?? March 2020



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# **ANGMERING PARISH COUNCIL HOME WORKING POLICY**

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**ANGMERING PARISH COUNCIL**

**Authored by: Katie Herr**

**Version: 1**

**Date: 18/03/2020**

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## Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home. There may also be times, such as a Pandemic, when home-based working is the only option available in order to keep the Council functioning. This policy describes the working arrangements and expectations that will apply if you work from home.

## Scope of this policy

It applies to all staff who are home-based on occasion whether full time, part time or fixed term.

## Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by the Council.

Some of the most important considerations include:-

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- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions
  - Your home office space should have adequate space for you to work safely and comfortably
  - Your desk should be large enough to accommodate your equipment and paperwork
  - You should have sufficient storage and your workspace should be organised so equipment is close to hand
  - Your work area should be well lit, with natural lighting if possible
  - Equipment and sockets should be situated to avoid potential trip hazards, and,
  - You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

## Facilities and equipment

The Council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

- Laptop computer, keyboard, mouse and printer (as applicable)

It is your duty to ensure that proper care is taken of the equipment provided to you and to let the Clerk know of any need to maintain or replace the equipment. Should a risk assessment identify any further equipment that is necessary, please discuss this with the Clerk.

All equipment provided by the Council is for you to work safely and effectively at home and cannot be used for personal use by you or your family.

All equipment will belong to the Council and you will be required to return it promptly should you leave the Council's employment. If the Council is unable to make suitable arrangements, it may collect the equipment and any documents before your last day.

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# Hours of work

As a home-based worker, your Contract of Employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

# Potential conflicts of interest

During your hours of work, the Council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk.

# Data protection

As a home-based worker you are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep all documentation belonging to the Council in a secure place at all times except when in use,
- Set up and use a unique password for the laptop computer, and,
- Ensure that documents are saved to the server rather than the laptop computer's hard drive.

Furthermore, the laptop computer and other equipment provided by us must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

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If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

# **Insurance, mortgage or rental agreements**

Whilst our Employer's Liability Insurance extends to home based staff, and any Council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your Home Buildings and Contents Insurance will not be invalidated by you working from home.

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

Approved by Full Council on: ?? March 2020

Date for next review: ??March 2022





Prepared by: Katie Herr  
Subject: Office Telephones – diverting after hours/weekends.  
Date: 24/03/2020

### Information

With the current COVID-19 situation it has brought to light that we are unable to set and adjust call forwarding on the office landline. With people now working from home we deem this as essential, and also after hours for being able to assist people in need. The out of hours message will still be in place.

We went to our current provider - see below.

#### **Current Provider SCS - Horizon Recommendation:**

Horizon IP License - **£13.00 per user, per month x 4** (£52.00 Total)

Horizon Mobile App – **We will supply these to you free of charge during the Pandemic to allow for home working.**

No upfront cost for equipment (4 x Polycom VVX450's)

No upfront cost for installation.

Full training included.

Free calls to all Local, National and Mobile Destinations

**Total Bill - £52.00 per month, no upfront investment.**

All figures plus VAT

You would no longer pay £33.26 per month as your main Telephone Number will be ported on to Your new Horizon Solution. You would also no longer pay for your outgoing calls to UK Local, National and Mobile numbers. Based on your last bill you would also save around an additional £20.00 per month on your call charges. So, the system is essentially paying for itself in savings alone.

Our last bill for calls and line rental was £58

**Decision** – To agree to amend our current telephone system to allow for call divert and thus future proofing the office if we are unable to open.