

RAUNDS TOWN COUNCIL

PERSONNEL COMMITTEE MEETING

Minutes: 18 March 2025: Start Time 7.30pm

PRESENT:

Cllr H Howell (Chairman), Cllr R Beattie, Cllr P Byrne, Cllr D Hughes and Cllr M Levell.

IN ATTENDANCE:

S Tucker, Clerk (Minutes)

PEC35.24 To receive apologies for absence.

Apologies were received from Cllr B Cross, Cllr K Harrison and Cllr L Wilkes.

PEC36.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

PEC37.24 Notification of members questions in compliance with the council's standing orders.

None received.

PEC38.24 Declarations of Interest.

None.

PEC39.24 [Minutes:](#) To confirm the minutes of the Personnel Committee meeting held on 19 November 2024.

RESOLVED that the minutes of the Personnel Committee meeting held on 19 November 2024 be confirmed as an accurate record.

PEC40.24 Policy Review: To review the Council's Lone Worker Policy.

The Committee reviewed the Lone Worker Policy Scheme and considered that it remained fit for purpose, subject to a small number of minor amendments, as shown at **Appendix 1**.

RESOLVED to recommend to Full Council that the Lone Worker Policy, as amended, be re-adopted for a further two-year period.

PEC41.24 *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*

RESOLVED that the press and public be excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.

PEC42.24 **Establishment Report:** To receive a confidential report from the Clerk.

The Committee received a confidential update from the Clerk on staffing matters.

Following a discussion, it was

RESOLVED that the staffing update be noted.

PEC43.24 **Staff Appraisals:** To review staff appraisals.

The Committee noted that the staff appraisals process for 2025 had been completed, with all employees meeting with their respective line managers to review progress against the objectives set in the previous year and to establish new goals for the year ahead.

Following a discussion, it was

RESOLVED that:

- (i) **The staff appraisals be noted;**
- (ii) **The Saxon Hall Team Leader’s Flexible Working Request be approved;**
- (iii) **Salary increments for staff achieving a satisfactory appraisal be approved with effect from 1 April 2025, in accordance with the terms set out in contracts of employment.**

There being no further business the meeting concluded at 21.10pm.

Confirmed:.....(Chairman)

Meeting date:.....17 June 2025.....(Committee)

Initial _____



RAUNDS TOWN COUNCIL

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LONE WORKER POLICY

1. Policy Statement

From time to time some Council employees are expected to work alone, whilst for others, lone working is normal. Working alone is not necessarily unsafe but there are circumstances where lone working can increase the risks. An example where risk is increased would be electrical maintenance, where in the event of electrocution the lone worker would not be able to call for assistance. Another example would be an employee of the Council receiving a visitor when that person was known to have a history of violence.

The Town Clerk ~~and the Operations Manager are~~ is operationally responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary.

There are no specific regulations regarding lone working, although the general provisions of Section 2(i) do apply, and the risk assessment required under regulation 3 of the Management of Health and Safety at Work Regulations ~~1992~~ 1999 would need to include a consideration of any extra risks to lone workers. The Health and Safety Executive have produced guidance for employers on ensuring safety for lone workers. Raunds Town Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

2. Organisation and Arrangements

In situations where out-of-hours lone working is expected, a log will be kept of persons known to be working alone in circumstances where they face increased risks. This may take the form of a book, board or other suitable means of recording information. The information to be recorded must include:

- name,
- working location or destination,
- contact phone number (or mobile number),
- time of departure,
- expected time of return.

Details should also be kept of any special instructions such as any checks to be made on the lone worker and frequency of call-ins to be made by the lone worker to base. Office staff will co-ordinate lone worker information and monitor the log to ensure that appropriate action is taken if someone is more than 30 minutes overdue (past their expected return time). In the event of becoming aware that a lone worker is overdue, designated office staff should take reasonable steps to determine the reason.

Steps may include:

- ringing the missing person's telephone or mobile telephone,
- sending other staff to investigate,
- contacting the missing persons home number (but do not alarm relatives),
- notifying the police, as appropriate,
- ensure staff are aware of the existence of the scheme for recording, reporting and sharing information on lone workers.

Office Staff will check the log 30 minutes before the end of their day to ensure that all lone workers are accounted for.

3. Lone workers

Lone workers must:

- record details of their lone working spells in the office log.
- telephone the office at prearranged times (if any) and if they expect to exceed their expected time of return (recorded in office log).
- ensure that they carry any mobile telephone supplied for their use.
- take reasonable care not to put themselves at undue risk. Where employees feel that they would be at particular risk unless additional precautions are taken, they should discuss this with their line manager.
- report any potentially or actually unsafe incidents.
- in the event of an accident, complete an accident report form.

Ensure that you are properly trained and have the skills and knowledge to do your job safely and without risks to health. If you feel that you need extra training, then discuss this with your line manager.

GUIDANCE FOR EMPLOYEES:

Ask yourself the following question if your gut feeling is that something is seriously wrong: "*Should I be here, is it safe to remain, should I seek assistance?*"

If you feel yourself to be in a serious and imminent dangerous situation, such as...

- working at height with no edge protection or safety harness,
- using machinery that is unsafe or inadequately guarded,
- or in danger of being physically assaulted,

...remove yourself to a place of safety, and inform your line manager of this and the reasons for taking such steps.

If in doubt, leave.

Advice and guidance for employees who work alone or in isolated conditions

When you are away from your normal base or alone, the consequences from work hazards can be more severe than the normal case. The intention is that lone workers should not be at more risk than other workers, and the Town Council will consider whether any extra risk control measures are needed through a risk assessment process.

You should make yourself aware of any risk assessments/safe systems of work (procedures) required for your particular activity, and any control measures introduced.

Make sure that you have information about any site you are visiting and any known problem person(s) you may encounter.

If you feel, before starting work, that there may be unacceptable risks present, you should inform your line manager and seek clarification or advice.

Safety when approaching or opening a workplace/site

When approaching the workplace, be alert. If you see a broken window, signs of forced entry, or insecure door assume that someone is on the premises.

Go to a safe place and telephone the police immediately.

Inform your line manager if necessary.

Do not go into the workplace to use the telephone.

On site visits, be aware of any hidden dangers such as dogs roaming free.

Safety when leaving or closing a workplace

Check the premises are secure before you leave.

Look outside to check that no one is hanging around.

If you see someone prowling or lurking outside, do not go out alone to check, stay inside and telephone the police.

If you are usually collected by car, wait until it arrives before going out.

Similarly, if you are travelling by public transport, do not leave the workplace so early that you have to wait a long time for the bus or train.

Try to support any colleague who has to close up a building, for example after a public meeting, by staying with them until you can leave together.

When leaving premises following a visit, ensure that your exit is clear.

Practical points in dealing with possible conflict situations:

Park your car so that it can be driven away easily.

Park in a well-lit area near other vehicles if possible.

Stay alert and assess the situation and mood of people.

Note any objects/items that could be used as a defensive measure.

On site visits, stand/sit nearest to the exit.

Avoid being hemmed in by people or furniture.

If the situation changes and you feel threatened, make an excuse and leave.

Back away rather than turning your back on the person.

If physically threatened, try to use a barrier such as a table/chair (not as a weapon, but as a defensive measure).

Adopted 1st September 2008. Reaffirmed April 2013, Reaffirmed December 2016.
Re-adopted October 2018, Reaffirmed July 2020. Reaffirmed March 2023. **Reaffirmed March 2025.**

To be reviewed biennially.