

## Agenda item 7

### For decision - Approval of updates to constitution chapters

Author: Laura Flaherty, HR Lead and Executive Assistant to the Town Clerk

#### Chapter 21 – Child and adults at risk protection policy

We have conducted the annual review of the Safeguarding policy and are not proposing any significant updates. The recommendation is to approve the 2026 update to the policy.

Sian James, Business and HR Administrator, has become the third named Safeguarding Lead alongside myself and Hannah Stopford, and replaces Nikki Cox who left FTC at the end of 2025. Sian brings a wealth of experience and knowledge from her previous roles in education settings. We have found having three named Leads provides a robust level of support across the organisation. Staff and Cllrs have a greater chance of being able to speak with a Lead for any advice and support rather than all knowledge being held with one person. Where appropriate we have also noted the Key Centre as this policy is also applicable to any person working at this location.

We continue to encourage all staff, Cllrs and volunteers to familiarise themselves with the policy as safeguarding is a responsibility for us all, the current policy can be found on our website here [www.frometowncouncil.gov.uk/council/frome-town-council/publications-strategic-documents/](http://www.frometowncouncil.gov.uk/council/frome-town-council/publications-strategic-documents/) at Chapter 21. Within the policy the reporting procedure can be found as well as a helpful flowchart to decide when and if to make a report.

We continue to offer free safeguarding training to community groups in the town, details are available here [www.frometowncouncil.gov.uk/our-community/organisation-support/support-for-groups/](http://www.frometowncouncil.gov.uk/our-community/organisation-support/support-for-groups/) Dates for 2026 will be published shortly.

Hannah Stopford, Community and Partnerships Development Manager, meets fortnightly with Lenka Grimes, Fair Frome. Lenka and her team are a valued support particularly their knowledge and interactions with vulnerable people in town. Often we can liaise concerns about anyone presenting at the Town Hall and ensure they are signposted to the right support using their help and advice.

We will continue to keep the Operations and Assets Committee updated on safeguarding matters at regular meetings.

#### Recommendation

Approve the update to Chapter 21 Child and Adult at Risk of Harm Protection Policy for 2026.

#### Chapter 11 – Health, Safety and Welfare Policy

The Health, Safety and Welfare Policy has been reviewed by:  
Alastair Findlay, Facilities Manager

Sean Powell, Town Hall Steward  
Sian James, Business and HR Administrator  
Laura Flaherty, HR Lead and Executive Assistant to the Town Clerk

As part of his role as Facilities Manager, Alastair Findlay, ensures that FTC are fully health and safety compliant when it comes to our buildings and estate. Sean Powell, as Town Hall Steward assists in the task for the day to day running of Frome Town Hall. Rob Holden as Environment Manager and the Ranger team also ensure health and safety is maintained in our open spaces.

Our health and safety policy that covers everything from first aid to stress management is reviewed on an annual basis. This year's review is a couple of months ahead of schedule due to the changes in the meeting dates of Operations and Assets meetings. If we did not action this now the next meeting would not be until August 2026.

The policy has been updated to ensure that staffing titles are correct and are the appropriate contacts.

On the advice of Alastair we have included a chapter to cover legionella control on page 13.

The proposed addition reads:

#### Legionella Control

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Frome Town Council accepts it has a responsibility to protect Cllrs, employees, workers or volunteers, members of the public and others who may be affected by its business operation against the risk of Legionella infection (legionellosis), arising from plant, equipment, facilities, work or work-related activities and will implement the framework given in this document to ensure this responsibility is met.

Frome Town Council have the responsibility for the day-to-day management including ensuring that the scheme of precautions to control the risk of legionellosis is implemented fully by competent persons, whether directly employed by the Council, contracted, or subcontracted. In particular we will:

- Oversee the control and management of legionellosis.
- Ensure that legionellosis risk assessments are undertaken.
- Eliminate risk where reasonably practicable.
- Control risk where elimination is not reasonably practicable, by devising and implementing a scheme of precautions.
- Arrange maintenance, monitoring and management of the precautions controlling the risk, including reviewing the risk assessment if there has been any material change and at intervals not exceeding two years.
- Arrange the procurement of competent help, as required, including ensuring that the organisations and individuals deployed are competent and appropriately trained and experienced.
- Keep records

Staff continue to keep up to date with first aid training and fire marshal training. All staff, Cllrs and volunteers have access to a suite of various training courses such as manual handling, DSE, first aid etc via iHASCO.

The current policy, excluding the above legionella control chapter, [can be read on the website here](#)

**Recommendation**

Approve and adopt the updated Health, Safety and Welfare policy for 2026 - 2027

Chapter 4 – Staff Handbook, amendment to lone working policy from pg. 126

In November 2025, the annual review and update of the staff handbook was approved by Cllrs. Since then we noted that we did not explicitly refer to the Key Centre in the lone working policy. This was an oversight and an important one to rectify.

[The updated policy can be read on the website here at Appendix 7.1](#)

Between Sian James as Business and HR Administrator and I, we will ensure this update is shared amongst all staff. We will also ensure that any staff member who works alone at any time signs the lone worker agreement at Appendix 1 on page 129 of the Staff Handbook.

**Recommendation**

Approve the updated lone working policy to be included in Chapter 4 – Staff Handbook

**Key considerations for the Council**

Having regularly updated and reviewed policies ensures the Council is providing a duty of care to staff, Cllrs and the wider community

**Consultation and feedback**

None required

**Links to Council Plan and Medium-Term Financial Plan**

- Safeguarding would link to aim one of the Council Plan, Grow community wellbeing. However as safeguarding can arise at any point and in any place it does cover all aspects of the council plan in general.
- Health and safety and lone working would link to aim five of the Council Plan, be a bold an effective Council. By ensuring we have robust and up to date policies and procedures we strengthen our governance.
- No links to the financial plan

**Financial and Risk Implications**

- Risks would arise from not having these policies and procedures in place. They reduce FTC risks
- Financial implications would be related to staff and Cllrs training.

#### Legal / HR Implications

- Duty to ensure all staff, Cllrs and volunteers are aware of these policies and procedures
- We will also ensure the details and information are circulated to all staff, Cllrs and volunteers

#### Equalities Implications

None

#### Community Safety Implications

- The safeguarding policy enhances community safety
- The health and safety policy ensures that our staff and Cllrs are working in safe environments. Also visitors to any FTC owned building or open space is kept safe.

#### Climate Change and Sustainability Implications

None

#### Health and Safety Implications

- Health and Wellbeing implication
- Provides a framework of support for staff, Cllrs and volunteers and provides a safe working environment.

#### Constitutional Requirements

Having these policies fulfils this requirement

#### Background Papers

None

#### Report Sign-Off

Laura Flaherty, HR Lead and Executive Assistant to the Town Clerk

Alastair Findlay, Facilities Manager

Sean Powell, Town Hall Steward

Sian James, Business and HR Administrator

Peter Wheelhouse, Acting Town Clerk 03/03/26