

AXMINSTER TOWN COUNCIL

MINUTES OF THE MEETING OF THE RISK ASSESSMENT AND EMERGENCY PLANNING

COMMITTEE

HELD AT THE GUILDHALL AT 7.00 P.M. ON MONDAY, 3RD FEBRUARY 2020

1. **PRESENT:** Cllr. A.L.Young Town Mayor, (Chairman), Cllr. M.N. Adamson-Drage, Cllr. J.J. Farrow, Cllr. M. Mynard, Cllr. A.G. Sedgewick, Cllr. Walden and the Town Clerk (Miss H. Kirkcaldie). No members of the press or public.
2. **APOLOGIES:** Cllr. Mrs. S.L.N.Leat and the Deputy Town Clerk.
3. **MINUTES OF PREVIOUS MEETINGS:** the notes of the working party held in January having been approved and adopted by the Town Council were signed.
4. **MATTERS ARISING FROM PREVIOUS MEETINGS:** None.
5. **PUBLIC FORUM:** None.
6. **CONSIDERATION OF PROCESS FOR REVIEW OF RISK PROCEDURES AND ANY CHANGES:** Cllr. Young said that Cllrs. Farrow and Sedgewick had worked on a risk matrix but that she had designed, in addition, a standard template for carrying out a risk assessment on anything from and activity to a building or to a piece of equipment.

Cllr. Adamson-Drage said such a template should include columns to score the hazards both before and after any mitigating action. He said that the legislation was worded very loosely to say that a risk assessment must be "suitable and sufficient". Cllrs. Sedgewick and Farrow had volunteered to assist with getting the Risk Assessments done. Cllr. Walden suggested that columns be included to identify risk and then quantify risk.

Cllrs. Adamson-Drage and Walden mentioned the importance of Control of Substances Hazardous to Health legislation and the value in getting all cleaning products from one supplier, as they would be compatible. The Town Clerk mentioned the problem in public halls of hirers bringing in their own products and the risk of vicarious liability.

Cllr. Adamson-Drage suggested consideration be given to getting outside specialists to undertake the risk assessments on equipment and to give a best-case idea of how to approach all risk assessments. Cllr. Walden felt that this would give a format that could be followed for smaller items. The Town Council staff needed to ensure that staff were properly trained to use the equipment owned by the Town Council. It was felt that this was the course of action to be recommended to full Town Council.

Cllr. Sedgewick said that what was needed was a template which could cover all situations. Cllr. Walden said that sometimes it was not reasonably possible to cover all recommendations.

Cllr. Young asked Cllr. Adamson-Drage to suggest possible consultants on Health and Safety. An overall audit of our Health and Safety. How much would it cost to audit our business as if it were a new business. Cllr. Adamson-Drage said that there would be a training on-cost both for staff and Councillors. Cllr. Young said that she was an accredited trainer.

Cllr. Adamson-Drage said that it was important to have records that people had been trained.

7. **RISK ASSESSMENT FOR BUDGET FOR 2020-2021:** in response to a question from Cllr. Walden,

Cllr. Young said that this was needed to prove that the budget set did not put the Town Council at Financial Risk. In view of the absence of the Responsible Financial Officer, it was agreed that this item be deferred and that a further meeting of the committee be arranged for the evening of 17th February.

Cllr. Young said that the problem had been that there was no minuted discussion of a risk assessment of the financial risks by the full Town Council.

8. **RISK ASSESSMENT OF THE STATEMENT OF ASSURANCE:** in reply to a question from Cllr. Walden, the Town Clerk said that the Statement of Assurance was Section 2 on the Annual Financial Return. Following discussion, this item was referred for further consideration at the meeting to be held on 17th February.

9. **REVIEW OF COUNCIL POLICIES:**

- a. Standing Orders – the Town Clerk asked that this item be deferred to the next meeting of the Committee as she and the Deputy Clerk had not had time to complete the necessary work on it. Agreed.
- b. Financial Regulations - as for item a) above. Agreed.
- c. Discipline– Cllr. Farrow proposed that an additional bullet point be added to section 4 at the top of page 4 stating “the repetition of a misconduct within six months”. Agreed.
- d. Grievance – Cllr. Farrow proposed that in the interests of clarity, the word supervisor be replaced with the phrase Line Manager. Cllr. Mynard seconded the proposal Carried.

Signed Date