



14 February 2012

Notice is hereby given that a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** will be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 20 FEBRUARY 2012** at **6.30PM** to consider matters set out in the following Agenda

Committee: Cllrs Britton (Chair), Ayres,
Belchamber MBE, Bowyer,
Emberson, Long and Squires

PETER HERBERT
Town Clerk

AGENDA

2011/2012

1. EVACUATION PROCEDURES

2. MOBILE PHONES

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) if it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. MINUTES

To confirm the Minutes of the meeting held on 12 December 2011, circulated herewith.

6. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the committee should be given to the Clerk by noon of the day of the meeting.

7. **CHAIR'S REPORT AND URGENT ITEMS**

8. **OFFICER'S REPORT**

- 8.1 **Staff Sickness Report** – attached
- 8.2 **Information Technology & Telecommunications Policy** – attached
- 8.3 **Anti-Harassment & Bullying Policy** – attached
- 8.4 **Street Lighting** – report attached
- 8.5 **Shelters on either side of footbridge** – Town Clerk to report orally

9. **FINANCE**

- 9.1 **Finance Report 2011/12** - attached

10. **MASTERPLAN – NORTH LITTLEHAMPTON**

11. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

12. **OFFICERS' REPORTS (CONFIDENTIAL)**

- 12.1 **Southfields Community Centre – herewith for Members of the Council only**

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 20th February 2012

Report by: The Town Clerk

Subject: Staff Sickness Report

1. Summary

- 1.1 Members are provided with the staff sickness records for the full years 2001-2011 and quarters 1-3 of 2011/12.

2. Recommendation

It is RECOMMENDED that the report be noted.

3. Staff Sickness Records

- 3.1 The figures for self-certificated sickness leave are set out below.
- 3.2 13 members of staff took self-certificated sickness leave this equates to 21 days and 115 hours. The figure of 1.29% is slightly better than last quarter. More members of staff were sick but for shorter periods.

Year	1st Apr-30th un	1st Jul-30th Sep	1st Oct-31st Dec	1st Jan-31st Mar	Average	Target
2001/02	1.2%	1.4%	0.8%	3.4%	1.7%	3.5%
2002/03	0.8%	2.0%	2.4%	2.9%	2.0%	2.7%
2003/04	1.3%	2.0%	2.7%	1.8%	2.0%	2.0%
2004/05	1.0%	1.2%	2.6%	1.4%	1.6%	1.75%
2005/06	1.6%	1.1%	1.8%	1.9%	1.6%	1.5%
2006/07	1.3%	0.8%	2.2%	0.6%	1.3%	1.5%
2007/08	0.4%	0.75%	1.55%	0.63%	0.83%	1.4%
2008/09	1.09%	1.00%	1.17%	1.3%	1.14%	1.4%
2009/10	1.17%	1.07%	2.28%	1.67%	1.55%	N/A
2010/11	1.56%	2.4%	2.95%	1.95%	2.2%	N/A
2011/12	0.77%	1.35%	1.29%		1.13%	

3.3 The figures for certified sickness leave are set out below.

3.4 3 members of staff took certificated sickness leave this equates to 37 days and 213 hours.

Year	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
2007/08	0.2%	4.63%	6.19%	0	2.76%
2008/09	0.42%	0.27%	0.55%	0.49%	0.43%
2009/10	0.15%	0.37%	3.92%	1.76%	1.55%
2010/11	3.53%	0.66%	2.09%	0.37%	1.66%
2011/12	2.91%	0.32%	2.37%		1.86%

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 20th February 2012

Report by: The Town Clerk

Subject: Information Technology & Telecommunications
Policy

1. Summary

1.1 The attached policy is an amendment to the previous Information Technology & Telecommunications Policy, agreed by Full Council on 26th March 2009, to reflect the latest advances in internet technology and social networking sites.

1.2 A summary of the amended paragraphs is attached as Appendix 1.

1.3 The revised policy is attached as appendix 2.

2. Recommendation

The Committee is **RECOMMENDED** to approve the attached, amended Information Technology & Telecommunications Policy.

Peter Herbert
Town Clerk

Information Technology & Telecommunications Policy

Summary of Amendments :

Para 2 Section Title revised to read :

“E-mail, Social Networking & Video Sharing Websites”

Para 2.2 Usage

Additional 3rd paragraph:

“Staff who are authorised users are also not permitted to log on to Ebay, social networking and video sharing websites such as Facebook, MySpace, Bebo, Twitter and YouTube or use the Council’s IT systems to keep a personal weblog (“blog”) during their normal working hours. Staff can use these sites during their lunch hour or after work”.

Additional 4th paragraph:

“Staff should remember that social networking websites are a public forum, even if they have set their account settings at a restricted access or “friends only” level, and therefore they should not assume that their entries on any website will remain private”.

Revised 5th paragraph:

Add “or pictures” after jokes

Additional 6th paragraph:

“If employees are asked to contribute to an official blog or newsfeed connected to the Council, then the employee will be trained and briefed in detail about what to write”.

Revised 9th paragraph :

Add “and social networking sites, even in their own time” after “When using email...”

5th bullet point – add “including pictures”

LITTLEHAMPTON TOWN COUNCIL

INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS POLICY

1. The Internet

1.1 Introduction

The Internet enables access to valuable information resources in many different formats.

The Town Council does not deny legitimate access to information by any member of staff or Councillor, but recognises that such a resource may be open to misuse and abuse. The following policy has been produced in order to safeguard the interests of the Town Council.

This policy sets out the principles underlying the establishment, access and usage of the Internet. It is also designed to ensure protection for both the Council and its employees.

1.2 The Internet & Staff Responsibility

Whilst the Internet contains a wealth of valuable and interesting information, some of this information may be inaccurate, out of date, controversial, offensive and/or illegal.

Littlehampton Town Council accepts no responsibility for the quality, accuracy or availability of information accessed through the Internet. As a user, therefore, it is your personal responsibility to ensure the accuracy of information you discover. Littlehampton Town Council assumes no liability for any loss, damage or injury, direct or indirect, suffered as a result of using these computer resources for Internet access.

1.3 Conditions of Access

All members of staff will be asked to complete a Declaration form stating that they have read and understand this policy document and agree to abide by its terms and conditions.

Personal access will be allowed, but this is firmly restricted and will be monitored accordingly. Staff are allowed to use the Internet for their own purposes but must follow the conditions as applied in the policy statement. The times of access are confined to authorised lunch breaks and after work. It does not include any other time during the working day. After work access must be authorised by either the Town Clerk, Services Manager or Finance & Resources Manager.

1.4 Monitoring

The Town Council may monitor access to Internet sites, and any public access of illegal, offensive or controversial material may be the subject of further action.

1.5 Security

Virus-checking software will run on all computers.

Users may not load/download or install their own software or connect their own computer equipment to any Town Council computer equipment. Exceptions are possible for special equipment to help with general computer use and should be authorised by the Town Clerk, Services Manager or Finance & Resources Manager.

Information from the Internet may be downloaded (within copyright restrictions). To reduce the risk of computer virus infection, all floppy disk, CD/DVD media and memory sticks must be submitted to the Finance & Resources Manager or Town Clerk and checked before usage on any Town Council computer. This does not include new floppy disks and CD-Writable media from the stationery cupboard.

1.6 Prohibited Uses

Littlehampton Town Council does not prohibit specific online activities (other than those listed below) as long as they are not considered to be illegal, offensive, obscene, abusive or troublesome. However, all members of staff should be aware that risks are attached to some on-line activities:

- broadcasting personal or private details over the network may lead to the receiving of unwanted mail or unwanted attention
- on-line financial transactions are an increasingly common use of the Internet and are often conducted safely over secure connections. However, Littlehampton Town Council cannot be held responsible for any losses resulting from sending confidential financial information via the Internet.

Apart from these risks there are a number of activities that are specifically prohibited and must not be undertaken. These include, but are not exclusive to, the following:

- on-line gambling/playing on-line games
- accessing, displaying or disseminating pornography
- posting information that may tend to disparage or harass others on the basis of gender, race, age, disability, religion, sexual orientation or national origin
- participating in chain letters
- posting statements that are defamatory or information that is false or misleading concerning Littlehampton Town Council or other companies or organisations

- posting confidential or proprietary information about Littlehampton Town Council, its Members or contacts on any Internet sites such as bulletin boards or disseminating such information in a way that might compromise its confidentiality
- downloading, using or distributing copyrighted materials from the Internet without proper authorisation from and/or payment of applicable user fees to the owner of the intellectual property rights of copyrighted materials
- downloading, installing, using or distributing software or executable programs from the Internet without specific permission from the Finance & Resources Manager

The Town Clerk will direct computer users to remove images or text from the screen if, in his judgement, the image or text is inappropriate. Offensive material may lead to disciplinary action for inappropriate use of the Council's internet facility and computers.

1.7 Users must not interfere with equipment or amend or delete existing software.

Staff are not authorised to download software from the Internet for other than specific Council related business use. To ensure the Council's Network is not compromised, any member of staff requiring **ANY** software download facility must contact the Town Clerk, Services Manager or Finance & Resources Manager and confirm a download is required. They will confirm a destination drive and directory for the download; a virus check of the download will be completed prior to releasing the download to the requesting member of staff.

In completing any download you are responsible for ensuring that no software copyright licences are breached.

1.8 Illegal File Sharing

Due to our faster computer networks, staff may be tempted to make illegal downloads of material that is subject to copyright. This includes, but is not confined to, music, film and business software. As this and any subsequent file sharing of this material breaches copyright laws, it is prohibited on any computer that is owned or leased by the Town Council. This also applies to any download or dissemination of material made outside of working hours. Any breach is likely to lead to disciplinary proceedings.

1.9 Penalties for Misuse

The Town Council reserves the right to refuse further Internet access to any individuals accessing or distributing materials which are deemed to be illegal or unacceptable or have the potential to offend or disturb others. The Town Clerk will determine whether any computer activity is unacceptable.

As well as the loss of Internet privileges, other Council disciplinary procedures may be applied, as may criminal prosecution.

Vandalism of, or otherwise intentionally interfering with, the Town Council's computers/ network constitutes a gross misconduct offence and could render the employee liable to summary dismissal under the Town Council's disciplinary procedure.

Logging on to sexually explicit websites or the downloading and/or circulation of pornography or obscene material or using the Internet for gambling or illegal activities constitutes gross misconduct and could render the employee liable to summary dismissal under the Town Council's disciplinary procedure.

1.10 Temporary Staff

From time-to-time, it is possible that the Town Council may need to use temporary staff in order to cover busy periods or annual leave etc. Should any temporary worker need to use a computer as part of their job role, the manager responsible for their day-to-day supervision will be required to bring this policy and its contents to their attention. The temporary worker will need to sign it. It is also Town Council policy that any temporary workers who are required to use a computer will be given their own log-in details. For longer bookings of temporary staff, managers will need to identify if there are any directories or computer files on the computer that will be used that are of a sensitive or confidential nature. If so, the Finance & Resources or Services Manager needs to arrange restricted access to them. The same principles will apply to any self-employed contractors engaged by the Town Council.

2. **E-mail, Social Networking & Video Sharing Websites**

2.1 Introduction

Most staff also have access to e-mail for exclusive use in connection with the Town Council's business and as part of the normal execution of the employee's job duties. The purpose of these rules is to protect the Town Council's legal interests. Unregulated access increases the risk of employees inadvertently forming contracts through e-mail and increases the opportunity for wrongful disclosure of confidential information. In addition, carelessly worded e-mails can expose the Town Council to an action for libel.

2.2 Usage

As such, e-mails to others outside the Council's staff, such as Members, suppliers, potential suppliers and members of the public, must follow the Town Council's designated house style, which will be supplied to authorised users. Failure to follow the house style is a disciplinary matter and will be dealt with under the Town Council's disciplinary procedure. E-mail should not be used for unsolicited

correspondence or marketing campaigns and employees may not commit the Town Council financially by email unless they have been granted a specific level of delegated authority to do so.

Staff who are authorised users are not permitted to spend time “chatting” by e-mail for personal and private purposes during their normal working hours. Employees are also prohibited from using e-mail to circulate any non-business material.

Staff who are authorised users are also not permitted to log on to Ebay, social networking and video sharing websites such as Facebook, MySpace, Bebo, Twitter and YouTube or use the Council’s IT systems to keep a personal weblog (“blog”) during their normal working hours. Staff can use these sites during their lunch hour or after work.

Staff should remember that social networking websites are a public forum, even if they have set their account settings at a restricted access or “friends only” level, and therefore they should not assume that their entries on any website will remain private.

Not only does excessive time spent online lead to loss of productivity and constitute an unauthorised use of the Town Council’s time, but sexist, racist or other offensive remarks, jokes **or pictures** sent by e-mail are capable of amounting to unlawful harassment. As “cyber-bullying” is an emerging risk, staff are also prohibited from using the Town Council’s electronic communications as a means of intimidating or bullying employees or third parties.

If employees are asked to contribute to an official blog or newsfeed connected to the Council, then the employee will be trained and briefed in detail about what to write.

Employees who are discovered contravening these rules may face serious disciplinary action under the Town Council’s disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee’s summary dismissal.

Often web sites ask for a contact e-mail address. Under no circumstances is it authorised that you use your work address for this purpose unless the purpose is strictly on the Town Council’s business.

When using email **and social networking sites, even in their own time**, staff must not:

- publicly identify themselves as working for the Town Council, make reference to the Town Council or provide information from which others can ascertain the name of the Town Council if sending an email not on Council business

- conduct themselves in a way that is detrimental to the Town Council or brings the Town Council into disrepute
- use their work e-mail address when registering on sites unless it is in connection with their work
- allow their interaction on these websites or blogs to damage working relationships between staff and clients of the Town Council
- include personal information, **including pictures**, about the Town Council's Members, staff, contractors, suppliers or clients without their express consent (an employee may still be liable even if staff, contractors, suppliers or clients are not expressly named in the websites or blogs as long as the Town Council reasonably believes they are identifiable).
- make any derogatory, offensive, discriminatory or defamatory comments about the Town Council, its Members, staff, contractors, suppliers or clients (an employee may still be liable even if the Town Council, its Members, staff, contractors, suppliers or clients are not expressly named in the websites or blogs as long as the Town Council reasonably believes they are identifiable)
- make any comments about the Town Council's staff or Members that could constitute unlawful harassment or bullying
- disclose any confidential information belonging to the Town Council, its Members, staff, contractors, suppliers or clients

2.3 Monitoring

The Town Council reserves the right to monitor employees' e-mails and use of the Internet, both during routine audits of the computer system and in specific cases where a problem relating to excessive or unauthorised use is suspected. The purposes for such monitoring are :

- to promote productivity and efficiency
- for security reasons
- to ensure there is no unauthorised use of the Town Council's time e.g. that an employee has not been using e-mail to send or receive an excessive number of personal communications
- to ensure the smooth running of the Council's business if the employee is absent for any reason and communications need to be checked
- to ensure that all employees are treated with respect, by discovering and eliminating any material that is capable of amounting to unlawful harassment.

Communications of a sensitive or confidential nature should not be sent by e-mail because it is not guaranteed to be private. When monitoring e-mails, the Town Council will, except in exceptional circumstances, confine itself to looking at the address and heading of the e-mails. However, where circumstances warrant it, the Town Council may open e-mails and access the content. In this case, the Town Council will avoid, if possible, opening e-mails clearly marked as private or personal.

The Town Council reserves the right to deny or remove e-mail or Internet access to or from any employee.

3. Use of portable storage devices

3.1 Introduction

Some staff may be provided with portable storage devices, such as memory sticks, that can be plugged into the USB port of a computer. This could include devices used to transfer data from the Town Council's system to a computer used at home but provided or serviced by the Town Council.

3.2 Usage

Whilst they are provided so as to allow for the storage, copying and transferring of files and images between an employee's desktop or laptop computer, their small size and storage capacity makes them vulnerable to misuse. For this reason, any employee issued with these devices must not transfer any data to a third party computer (including one at home) without first having obtained approval from the Town Clerk. From time-to-time, user guidelines will be produced on the usage of such devices and employees will be expected to follow them. Any employee who transfers files to a third party without permission is likely to be subject to disciplinary action and could be treated as gross misconduct.

Employees should also be aware of the terms of the Data Protection Act and the Town Council's Policy with regard to their responsibilities in safeguarding such data, either at work or at home or on other Town Council business.

4. Computer software, games and viruses

4.1 Introduction

The Town Council licences the use of computer software from a variety of outside companies. The Town Council does not own this software and, unless authorised by the software developer, neither the Town Council nor any of its employees have the right to reproduce it. To do so constitutes an infringement of copyright. Contravention is a disciplinary matter and will be dealt with in accordance with the Town Council's disciplinary procedure.

4.2 Usage

The Town Council's computer network makes it vulnerable to viruses. Therefore, only duly authorised personnel have the authority to load new software onto the network system. Even then, software may be loaded only after having been checked for viruses by authorised personnel. Any member of staff found to be

contravening this will face disciplinary action under the Town Council's disciplinary procedure.

Employees may not access any computer games.

5. System Security

5.1 Introduction

As many computer files contain some form of confidential or otherwise sensitive business information, the Town Council takes the security of these files very seriously.

5.2 Usage

With this in mind, we have introduced some basic security precautions that all staff must abide by. These are as follows:

- if you need to leave your computer for more than a couple of minutes, close the screen or lock your computer, especially if non-staff are around (meetings etc.)
- when creating a computer password, do not use one that is obvious, such as your date of birth or the name of a close family member. All passwords must be reported to the Finance & Resources Manager for protection who will arrange for them to be changed as necessary
- always keep your password private and do not divulge it to any colleague or any outside person
- if you suspect that someone knows your password, change it in consultation with the Finance & Resources Manager
- if you are provided with a Town Council computer for use outside the office, no one else is allowed to use this or its software.

6. Managers

- in addition to the above points, managers will be required to notify the Finance & Resources Manager in advance of any computer users that will be leaving the Town Council's employment. This should be done at least five working days before the employee leaves, so that the individual's account can be closed on their departure
- from time-to-time, the Town Council will review its storage of confidential information and the media upon which it is stored. As part of their job role, all managers will be expected to co-operate in terms of identifying such files, the employees or other staff with access to them and the file locations.

7. Remote Access

Some employees could occasionally spend part of their working week on Town Council business away from the premises. These employees and others who may work remotely on an informal basis should be aware that all aspects of this Policy apply to them.

Remote working employees will also be expected to comply with any additional guidelines that may be introduced in order to reduce the likelihood of the Town Council's computer networks being compromised as a result of remote access.

8. Telephone Misuse

8.1 Introduction

The Town Council's telephone lines are for the exclusive use of employees in connection with the Town Council's business.

8.2 Usage

Whilst the Town Council will tolerate essential personal telephone calls concerning an employee's domestic arrangements, excessive use of the telephone for personal calls is prohibited. This includes lengthy, casual chats and calls at premium rates. Not only does excessive time engaged on personal telephone calls lead to loss of productivity, it also constitutes an unauthorised use of the Town Council's time. If the Town Council discovers that the telephone has been used excessively for personal calls, this will be dealt with under the Town Council's disciplinary procedure and the employee will be required to pay the Town Council the cost of the personal calls made.

Personal telephone calls should be timed so as to cause minimum disruption to the employee's work and should, as a general rule, only be made during breaks except in the case of a genuine emergency.

Employees should be aware that telephone calls made and received on the Town Council's telephone network can be monitored to check that the use of the telephone system is not being abused. If employees wish to make or take a particularly sensitive, private or confidential personal telephone call, they are advised to first advise their line manager of this.

9. Mobile Telephones

Whilst the Town Council will tolerate the use of mobile phones for essential calls during working hours, excessive use for personal calls is prohibited. Also prohibited are lengthy calls, casual chats, text messaging, e-mailing, web browsing and the taking of video and/or still images (if your phone is so enabled) if not on the Council's business. Your mobile phone should be set to a silent ring during working

hours. If you wish to use your mobile phone, you are requested to do so during official breaks.

Employees of the Town Council who are provided with a mobile phone for use at work are not allowed to use it for purposes other than Town Council business, except in an emergency.

Revised January 2012

This policy will be reviewed regularly to ensure that it remains timely and relevant.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 20th February 2012

Report by: The Town Clerk

Subject: Anti-Harassment & Bullying Policy

1. Summary

- 1.1 The attached policy is an amendment to the previous Anti-Harassment & Bullying Policy, agreed by Committee on 1st June 2010, to reflect the latest advances in internet technology and social networking sites.
- 1.2 A summary of the amended paragraphs is attached as Appendix 1.
- 1.3 The policy is attached as appendix 2.

2. Recommendation

The Committee is **RECOMMENDED** to approve the attached, amended Anti-Harassment & Bullying Policy.

Peter Herbert
Town Clerk

Anti-Harassment and Bullying Policy

Summary of Amendments :

Para 3.3.1 Line 5 Additional sentence

it may also involve the circulation, either physically or electronically, of photographs, etc without the express permission of the subject;

Para 3.4.2 New example

vi) The circulation, either physically or electronically, of photographs, etc of an individual, without the express permission of the subject;

LITTLEHAMPTON TOWN COUNCIL

Anti-Harassment and Bullying Policy

1. Introduction

- 1.1 Littlehampton Town Council recognises that all employees have a right to work in an environment in which the dignity of individuals is respected and which is free from harassment and bullying. It is committed to eliminating intimidation in any form.
- 1.2 Harassment and bullying breach the Town Council's Equal Opportunities Policy and are classified as serious offences which may result in summary dismissal under the Disciplinary Procedure.

2. Scope

- 2.1 Littlehampton Town Council is committed to the development and promotion of a positive workplace culture that is free from harassment and bullying, and aims to ensure that any allegation of harassment or bullying at work is taken seriously, is properly investigated, and is dealt with effectively.
- 2.2 The Policy applies to harassment or bullying on any grounds but also includes the grounds of disability, gender, marital status, sexual orientation, age, religion, race and ethnic origin, and any other personal characteristic (see definitions below).
- 2.3 This Policy applies to all staff employed by the Town Council, including those on a part-time or voluntary basis.

3. Definitions

- 3.1 Harassment has no definition in law but is generally described as "unwanted conduct which affects the dignity of women or men at work; it encompasses unwelcome physical, verbal or non-verbal behaviour which denigrates or ridicules or is intimidatory". The essential characteristic of harassment is that the action(s) is unwanted by the recipient.
- 3.2 Bullying is the intimidation or belittling of someone through the misuse of power or position that leaves the targeted individual feeling hurt, upset, vulnerable, fearful, isolated or helpless.
- 3.3 The following interpretations may be helpful in determining whether an offence has taken place.

3.3.1 General Harassment

Harassment can take many forms and may be directed in particular against women and ethnic minorities or towards people because of their age, sexual orientation, physical or mental disability or some other characteristic. It may involve action, behaviour, comment or physical contact which is found objectionable or which causes offence; **it may also involve the circulation, either physically or electronically, of photographs, etc without the express permission of the subject;** it can result in the recipient feeling threatened, humiliated or patronised and it can create an intimidating work environment.

3.3.2 Sexual Harassment

Sexual harassment can be defined as an uninvited, unreciprocated and unwelcome behaviour of a sexual nature which is offensive to the person involved and causes that person to feel threatened, humiliated or embarrassed. Examples of sexual harassment are:

- i) requests for sexual favours, including implied or overt promises of preferential treatment or threats concerning present or future employment status;
- ii) offensive gestures or comments;
- iii) sexually-orientated jibes, innuendo or jokes;
- iv) unwanted physical contact;
- v) the display of sexually offensive visual material such as calendars, photographs, books or videos.

Sexual harassment may be experienced by men or women as a result of the conduct of men or women. It applies equally regardless of grade or level of job and may also occur when dealing with external clients and/or members of the public.

3.3.3 Racial or Sectarian Harassment

In the workplace, racial or sectarian harassment may take the form of actual or threatened physical abuse or it may involve offensive jokes, verbal abuse, language, graffiti or literature of a racist or sectarian nature or offensive remarks about a person's skin colour, physical characteristics or religion. It may also include repeated exclusion of a person from an ethnic or religious minority from conversations, patronising remarks, unfair allocation of work or pressure about the speed and/or quality of their work in a way which differs from the treatment of other employees.

3.4 Bullying

3.4.1 Bullying is the intimidation or belittling of someone through the misuse of power or position which leaves the recipient feeling hurt, upset, vulnerable or helpless. It is often inextricably linked to the areas of harassment described above.

3.4.2 The following are examples of bullying:

- i) Unjustified criticism of an individual's personal or professional performance, shouting at an individual, criticising an individual in front of others.

- ii) Spreading malicious rumours or making malicious allegations.
- iii) Intimidation or ridicule of individuals with disabilities and/or learning difficulties.
- iv) Ignoring or excluding an individual from the team / group
- v) Threats of physical violence
- vi) **The circulation, either physically or electronically, of photographs, etc of an individual without the express permission of the subject**

4. Responsibilities of Managers

- 4.1 Every manager has an obligation to prevent harassment / bullying and to take immediate action once it has been identified, whether or not a complaint has been made.
- 4.2 Allegations of harassment or bullying, received either informally or formally through the Grievance Procedure, must be dealt with promptly and sensitively.
- 4.3 It is important that managers recognise that sexual harassment is any sexual advance unwanted by the recipient or behaviour which causes offence to the recipient. Similarly, racial harassment is behaviour which is racially offensive to the recipient. Managers must therefore take care to ensure that they do not pre-judge situations based on their own sexual or racial attitudes and perceptions.
- 4.4 It may not always be appropriate for a line manager to be involved with specific complaints. For example, if the complainant is male and wishes to speak to a male, but the manager is female, or, if the complaint relates to the conduct of the line manager. The procedure in Section 6 sets out the alternatives for such instances.

5. Responsibilities of all employees

- 5.1 Every employee has a personal responsibility NOT to harass or bully other members of staff.
- 5.2 An employee who becomes aware of harassment or bullying occurring should bring the matter to the attention of his/her manager.
- 5.3 Every employee also has a general responsibility to discourage harassment and bullying by colleagues.

6. Redress

- 6.1 An employee who feels that he/she has been harassed or bullied has a right to seek redress via the procedures set out in Section 7.

7. Procedure for dealing with Bullying/Harassment Complaints

- 7.1 An employee who feels that he/she is being subjected to harassment or bullying may attempt to resolve the matter informally in the first instance. In some cases it may be possible and sufficient for him/her to explain clearly to the person(s) engaged in the unwanted activities that the behaviour is unwelcome, that it offends or makes him/her uncomfortable.
- i) If at the initial informal discussion stage the circumstances are too difficult or embarrassing to approach the harasser alone, the complainant may wish to be accompanied by a friend or colleague;
 - ii) the complainant may wish to write a letter to the harasser (research has shown this to be very effective);
 - iii) the complainant should keep a record of any incidents, detailing when, where, what occurred, and witnesses (if any);
 - iv) in some cases victims of harassment or bullying may not be sufficiently confident to tell the harasser that his or her behaviour is unacceptable. The Town Council emphasises therefore that staff are not required to approach the harasser in an attempt to resolve the problem informally, and are entitled to report the matter immediately if they so wish.
- 7.2 Where the steps outlined in 7.1 above are unsuccessful or inappropriate, the complainant should raise the matter informally and in confidence with his/her manager. Alternatively, the matter may be raised with the Finance & Resources Manager or Services Manager or, if required, another senior manager of the same sex as the complainant.
- 7.3 If the complaint relates to the conduct of the complainant's manager, the complainant may choose to discuss the matter with his/her manager's line manager.
- 7.4 The Services Manager and/or the Finance & Resources Manager will discuss the matter with the complainant and agree a course of action. The complainant may be accompanied by a representative or colleague at these meetings. The alleged harasser will also have the right to state their version of events to the manager and to also be accompanied by a representative or colleague.
- 7.5 The complainant must be assured that he/she will not be discriminated against or victimised for raising the complaint. Confidentiality will be observed throughout and the need for any disclosure of the details of the case will be discussed and agreed.
- 7.6 If the situation cannot be resolved informally then the complainant has the right to pursue his or her complaint formally via the Town Council's Grievance Procedure.
- 7.7 Where management consider that there may be evidence of harassment, they may consider it appropriate to undertake a full investigation of the circumstances. In this case a senior Manager will be commissioned to

undertake this investigation. Best practice in relation to confidentiality will be maintained during this investigation; and both the complainant and alleged harasser will have the opportunity to have their say. The investigator will also interview and take statements from any appropriate witnesses to the alleged harassment.

- 7.8 Where there is evidence that harassment has occurred, prompt and corrective action will be taken, including disciplinary action where appropriate. Harassment and Bullying are serious offences which may result in summary dismissal.

8. Communication

- 8.1 All staff will be informed of the Anti-Harassment and Bullying Policy and Procedure. They must be re-assured regarding:
- i) fear that others will consider the behaviour trivial and not take complaints of harassment seriously;
 - ii) fear that no action will be taken against a person guilty of harassment;
 - iii) fear of retaliation or victimisation in registering a complaint either informally or formally through the Grievance Procedure.
- 8.2 The Anti-Harassment and Bullying Policy and Procedure will be included in staff induction programmes.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 20th February 2012

Report by: The Town Clerk

Subject: Street Lighting

1. Background and Summary

- 1.1 West Sussex County Council has entered into a PFI Agreement for the provision and maintenance of public street lighting and illuminated traffic signage within West Sussex for a period of 25 years commencing on 1st April 2010.
- 1.2 The Town Council has previously agreed to include its 31 street lights within this arrangement. (List of lights attached as Appendix 1)
- 1.3 A revised programme for replacement works has now been agreed by WSCC and an indicative timetable for Littlehampton has been notified to the Town Council. This is indicated as being between October 2013 and March 2014.
- 1.4 SSE, the Service Provider, will consult each authority prior to commencement and will ask to attend a meeting of the Council. Any lights over 15 years old will be replaced. The Town Council has been asked to consider:-
 - The style of any decorative street lights and whether specific schemes should be extended or new decorative schemes proposed to replace existing standard equipment.
 - Whether and how the Authority's equipment is affected and whether:
 - (a) If it is part of the project we wish to consider specific replacement style or consider upgrades to allow County Council adoption or
 - (b) If the Authority owned equipment is not part of the project, do we wish for it to be considered for inclusion
 - Whether there are any specific Authority activities or other reasons why all or part of the programme should be deferred or changed.
- 1.5 Any changes to either the specification or programme may incur extra costs to the Town Council.
- 1.6 It has long been the Council's ambition to bring its lights up to standard to allow County Council adoption. Therefore, it is suggested that the Town

Clerk be instructed to investigate this further, identifying costs, etc and report back to Committee accordingly.

2. Recommendation

The Committee is RECOMMENDED to:

Instruct the Town Clerk to investigate the costs of bringing the Town Council's street lights up to the standard required for adoption by the County Council.

3. Financial Implications

The financial implications are at this stage unknown. No budget has currently been allowed for, but this matter would fall into the 2013/14 budgetary year.

Peter Herbert
Town Clerk

INVENTORY LIST FOR LITTLEHAMPTON TOWN STREET LIGHTS MAINTAINED BY WSCC

Littlehampton

Connaught Road			COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 1
Unit no.	LOCATION	WSCC inventory id								
0005	O/S 2a,ON F/PATH (TOWN COUNCIL)		5.00	STEEL	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	006613
Cornwall Gardens			COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 3
Unit no.	LOCATION	WSCC inventory id								
0001	1st FROM YORK ROAD (TOWN COUNCIL)		5.00	STEEL	SOX35LL	1	1100352	part-night pecu - SS9 CONDL	9400010	006869
0002	REAR OF 18 CORNWALL ROAD (TOWN COU)		5.00	CONCRETE	HPLN125	1	2101251	part-night pecu - SS9 CONDL	9400010	006870
0003	O/S FLATS 16-20 (TOWN COUNCIL)		5.00	CONCRETE	SONT50	1	1400501	part-night pecu - SS9	9400010	006871
Fitzalan Road			COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 1
Unit no.	LOCATION	WSCC inventory id								
0025	ON RED CROSS,REAR CHURCH (TOWN COU)		5.00	PLASTIC	TUN100	1	0101000	5th CORE / REMOTE - PA	0000000	018774
Old Mead Road			COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 4
Unit no.	LOCATION	WSCC inventory id								
0001	SIDE OF 173 (TOWN COUNCIL)			WOOD	SONT50	1	1400501	part-night pecu - SS9	9400010	022156
0002	O/S 6 (TOWN COUNCIL)			WOOD	SONT50	1	1400501	part-night pecu - SS9	9400010	022157
0003	O/S 14 (TOWN COUNCIL)			WOOD	SONT50	1	1400501	part-night pecu - SS9	9400010	022158
0004	O/S 20-22 (TOWN COUNCIL)			WOOD	SOX35	1	1100351	part-night pecu - SS9	9400010	022159
Seaton Close			COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 1
Unit no.	LOCATION	WSCC inventory id								
0001	SIDE OF 1 (TOWN COUNCIL)			WOOD	SOX35	1	1100351	part-night pecu - SS9	9400010	026096
Seaton Lane			COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 3
Unit no.	LOCATION	WSCC inventory id								
0001	1st FROM LYMINSTER ROAD (TOWN COUNCI)			WOOD	SONT50	1	1400501	part-night pecu - SS9	9400010	026097
0002	2nd FROM LYMINSTER ROAD (TOWN COUNC)			WOOD	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	026098
0003	3rd FROM LYMINSTER ROAD (TOWN COUNC)			WOOD	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	026099

000029

INVENTORY LIST FOR LITTLEHAMPTON TOWN STREET LIGHTS MAINTAINED BY WSCC

Sparks Court		COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 3 WSCC inventory id
Unit no.	LOCATION								
0001	BY HAIRDRESSERS (1a) (TOWN COUNCIL	5.00	CONCRETE	SOX35	1	1100351	part-night pecu - SS9	9400010	027306
0002	SIDE OF BADMINTON CLUB (TOWN COUNC	5.00	CONCRETE	SOX35	1	1100351	all-night pecu - SS6	9400010	027307
0003	O/S DANCE INDUSTRY (TOWN COUNCIL	5.00	CONCRETE	SOX35	1	1100351	part-night pecu - SS9	9400010	027308

ST MARYS CHURCH FOOTPATH		COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 1 WSCC inventory id
Unit no.	LOCATION								
0001	F/PATH TO ST.MARY'S ROAD (TOWN COUNC	5.00	CASTIRON	SONI70	1	1400701	5th CORE / REMOTE - PA	0000000	005625

St Marys Close		COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 10 WSCC inventory id
Unit no.	LOCATION								
0001	O/S 95,1st FROM CHURCH ST (TOWN COUNCIL	5.00	CONCRETE	SOX35	1	1100351	5th CORE / REMOTE - PA	0000000	027804
0002	O/S 66-68,OPP 87-89 (TOWN COUNCIL)	5.00	CONCRETE	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	027805
0003	O/S 77,OPP 56 (TOWN COUNCIL)	5.00	CASTIRON	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	027806
0004	O/S 48,OPP 69 (TOWN COUNCIL)	5.00	CONCRETE	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	027808
0005	O/S 55,JUNC ST.MARYS WAY (TOWN COUNCIL	5.00	CASTIRON	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	027809
0006	O/S 36,OPP 49 (TOWN COUNCIL)	5.00	CASTIRON	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	027810
0007	O/S 43,OPP RAYDEN CLOSE (TOWN COUNCIL	5.00	CONCRETE	HPLN125	1	2101251	5th CORE / REMOTE - PA	0000000	027807
0008	JUNC ST.MARY'S GARDENS (TOWN COUNC	5.00	CONCRETE	HPLN80	1	2100801	part-night pecu - SS59	9400010	027803
0009	O/S 9-11,OPP 10 (TOWN COUNCIL)	5.00	CASTIRON	HPLN80	1	2100801	5th CORE / REMOTE - PA	0000000	027811
0010	O/S 4-6,OPP 1 (TOWN COUNCIL)	5.00	CASTIRON	HPLN80	1	2100801	5th CORE / REMOTE - PA	0000000	027812

York Gardens		COLUMN HEIGHT	COLUMN MATERIAL	LAMP TYPE	NO. OF LAMPS	LAMP ENERGY	CONTROL	CONTROL ENERGY	Number of units : 4 WSCC inventory id
Unit no.	LOCATION								
0001	O/S 1 (TOWN COUNCIL)	5.00	CONCRETE	HPLN80	1	2100801	5th CORE / REMOTE - PA	0000000	034400
0002	O/S FLATS 2-4, BY CAR PARK	5.00	STEEL	SONT50	1	1400501	5th CORE / REMOTE - PA	0000000	093691
0003	O/S 17,BY GARAGES (TOWN COUNCIL)	5.00	CONCRETE	HPLN80	1	2100801	5th CORE / REMOTE - PA	0000000	034402
0004	REAR OF FLATS 2-4 (TOWN COUNCIL)	5.00	CONCRETE	HPLN80	1	2100801	5th CORE / REMOTE - PA	0000000	034403

Total no. units in town: 31 Total no. elements in town: 31 Total no. lamps in town: 31

Total no. units in parish: 31 Total no. elements in parish: 31 Total no. lamps in parish : 31

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LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 20th February 2012

Report by: Town Clerk

Subject: Finance Report 2011/12

1. Summary

1.1 This report highlights any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee's budget for 2011/12.

1.2 Actual figures are shown in Appendix 1.

2. Recommendations

The Committee is RECOMMENDED to note the report.

3. Background

3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year. This will also affect the value of some of the projected budgets.

3.2 Central Administration & Support Services

3.2.1 There are no significant variances to report

3.3 Town Centre Management

3.3.1 There are no significant variances to report

3.4 Amenity Team

There are no significant variances to report

3.5 Manor House

3.5.1 Room bookings have dropped off and are lower than this time last year. The figures are below target for the time of year. (see table below).

	Income 2011/12 £	Budget 2011/12 £
Room Hire	7,325	10,000
Catering Income	1,515	2,500
Equipment hire	342	500
Total	9,182	13,000

3.6 Street Lighting

3.6.1 There are no significant variances to report

3.7 Toilets

3.7.1 Spent in line with expectations. The main expenditure on this budget (payment to ADC for the SFA) will be spent in March.

3.8 Dairy (Building Maintenance) and Office Rent

3.8.1 The dairy building maintenance budget is overspent due to the work required on the water pipe system, £1,950 and a new swing gate being installed, £1,340. This has been offset by income received from tenants back dated water bills and refunds from Southern Water.

3.8.2 Office rent is received in advance of the period of tenancy and includes £1,400 income received from tenants back dated water bills.

3.9 Project 82 (Building Maintenance)

3.9.1 Expenditure is in line with expectations

3.10 Southfields Community Centre

3.10.1 The bulk of this expenditure will be in the next calendar year.

Peter Herbert

Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2011/12

PROPERTY & PERSONNEL COMMITTEE MEETING 20th February 2012

SERVICE		Actual I & E as at 13/02/12 £	Budget 2011/12 £	Projected budget 2011/12 £	Variance from Projected Budget £
CENTRAL ADMIN & SUPPORT SERVICES*	Expenditure Income	21,005 -	27,030 -	23,651 -	(2,646) -
TOWN CENTRE MANAGEMENT*	Expenditure Income	52 479	450 -	394 -	(342) 479
AMENITY TEAM (incl. Street Scene)	Expenditure Income	82,340 10,560	100,825 14,000	88,222 12,250	(5,882) (1,690)
MANOR HOUSE	Expenditure Income	45,129 9,182	63,110 13,000	55,221 11,375	(10,092) (2,193)
STREET LIGHTING	Expenditure Income	4,951 -	9,485 -	8,299 -	(3,348) -
TOILETS	Expenditure Income	547 -	40,105 -	35,092 -	(34,545) -
DAIRY BUILDING MAINTENANCE CHURCH STREET OFFICE RENT	Expenditure Income	4,880 28,958	3,000 28,210	2,625 24,684	2,255 4,274
PROJECT 82 BUILDING MAINTENANCE	Expenditure Income	1,595 -	1,750 -	1,531 -	64 -
SOUTHFIELDS COMMUNITY CENTRE	Expenditure Income	74,635 500,000	722,000 500,000	631,750 437,500	
Total Expenditure		235,134	967,755	846,786	(54,537)
Total Income		549,179	555,210	485,809	870
Net Expenditure		(314,045)	412,545	360,977	(55,407)

*ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN

FIGURES DO NOT INCLUDE RECHARGES FROM CENTRAL ADMIN, A TEAM OR MANOR HOUSE