

Town Council Offices
Maison Dieu House
Biggin Street
Dover
CT16 1DW

DATE OF ISSUE:
2nd April 2025

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE will be held at the Town Council Offices on **MONDAY 7th APRIL 2025 at 6pm** when the business shown on the agenda below will be transacted.

Any member of the public who requires further information, wishes to make representations to the Committee, or has any special requirements in respect of this meeting please contact Ms Allison Burton, Town Clerk, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. *Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the Clerk.*

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law. *(Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information).* (Pages 1 to 2).

3. MINUTES

To consider the Minutes of the Finance & General Purposes Committee held on the 17th February 2025 (Copy attached). (Pages 3 to 4).

4. TOWN COUNCIL FINANCIAL INFORMATION

- 4a) To consider the final out-turn against the Finance & General Purposes Committee's 2024/25 budget (Copy attached). (Pages 5 to 8).
- 4b) To consider the schedule of payments for February 2025 (Copy attached). (Pages 9 to 10).

5. GOVERNANCE & ACCOUNTABILITY

To consider the Chairperson of the Committee's report of 31st March 2025 concerning the review of policies and Governing Documents. (Copies attached) (Pages 11 to 34).

6. COUNCILLORS' WARD GRANTS

To note the outcome of the Councillors Ward Grants (to follow).

7. EXCLUSION OF THE PUBLIC

To consider a motion under Standing Orders 1C & 7A (xvii) for the exclusion of the public and press for the remainder of the meeting due to the confidential nature of business to be discussed.

8. RESPONSIBLE FINANCIAL OFFICER

To consider the Chairperson of the Council's report of 31st March 2025 concerning the Responsible Financial Officer (Copy attached).

9. DATE OF NEXT MEETING

To note that the new structure of Committee's comes into force from the 2025/26 Municipal Year.

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES - MONDAY TO FRIDAY - 9.30am to 4.30pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT £1 PER COPY.

DECLARATIONS OF INTEREST

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest' explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and subject to any dispensations, withdraw from the meeting. Members should remember that a finding of a breach of the law with regard to DPI's carries a fine of up to £5,000 and a criminal record.

Other Significant Interest (OSI)

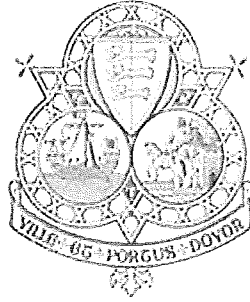
Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Notes:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representatives on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer etc would both probably constitute either an OSI or in some cases a DPI.



AGENDA ITEM 3

DOVER TOWN COUNCIL

Minutes of the meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held on MONDAY 17th FEBRUARY 2025 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor Bedi
Councillor Biggs (Town Mayor)
Councillor Calder
Councillor Collor

Councillor Cowan (Chairperson)
Councillor Dawes
Councillor Kember
Councillor Verrill

Councillor Odell attended meeting, non-voting member on Committee.

233. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Bird, Collins, Mrs Wanstall, Mr Wanstall, Lamoon & Sawbridge (Personal Commitments) & Cllr Shread (Ill Health).

234. DECLARATIONS OF INTEREST

Members present made no declarations of disclosable pecuniary and/or other interests as required by law.

235. MINUTES

The Committee noted the approved Minutes of the Finance & General Purposes Committee held on the 2nd December 2024 as resolved at the Full Town Council Meeting, 15th January 2025, Minute No: 192a. The Chairperson signed the minutes.

236. TOWN COUNCIL FINANCIAL INFORMATION

237a) The Committee noted that the schedule of payments for November 2024 were approved at the Town Council's Meeting on 15th January 2025, Minute No: 195a.

Chairperson

238b) The Committee noted the budget out-turn to 31st January 2025.

239c) The Committee considered the schedule of payments made by the Town Council for December 2024 & January 2025.

RESOLVED: That the schedules of payments made by the Town Council for December 2024 & January 2025 be laid before the next meeting of the Town Council in accordance with Standing Order 3(viii).

240. GOVERNANCE & ACCOUNTABILITY

The Committee considered the Chairperson to the Committee’s report dated the 7th February 2025 concerning The use of personal email addresses for Council business.

RESOLVED TO RECOMMEND: To provide an official @dovertowncouncil.gov.uk email address for all Councillors at a cost of up to £1,500 taken from the Councillor training/Councillor external expenses budget for 2024/25.

241. COUNCILLORS’ WARD GRANTS

The Committee noted the current situation concerning Councillors’ Ward Grants (handed out at the meeting).

242. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Finance & General Purposes Committee will be held on Monday 7th April 2025 @ 6pm.

Meeting Closed @ 6.10pm

CHAIRPERSON
Councillor G Cowan

Chairperson

28/03/2025

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2025

AGENDA ITEM 4A

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes							
101 Premises and Services							
1050 Misc Income	518	0	(518)			0.0%	
Premises and Services :- Income	518	0	(518)				0
4010 Loan Interest	18,360	18,360	0		0	100.0%	
4011 Rates	14,097	18,415	4,318		4,318	76.6%	
4012 Water/Sewerage	521	1,200	679		679	43.4%	
4014 Electricity	6,703	6,000	(703)		(703)	111.7%	
4015 TownVehicles	9,541	15,500	5,959		5,959	61.6%	
4025 Insurance - premises	9,571	12,000	2,429		2,429	79.8%	
4034 Contract Cleaning	7,656	7,500	(156)		(156)	102.1%	
4035 Window Cleaning	1,425	2,150	725		725	66.3%	
4036 Premises Maintenance	10,780	30,000	19,220	445	18,775	37.4%	
4037 Gas - heating	6,221	7,500	1,279		1,279	82.9%	
4038 Service/Maint Alarms	1,967	2,400	433		433	82.0%	
4039 Lift Servicing	249	2,000	1,751		1,751	12.4%	
4045 War Memorial Maintenance	928	2,000	1,072		1,072	46.4%	
4046 Town Workshop	8,767	10,000	1,233	675	558	94.4%	
4414 Pencester Pavllion Maintenance	422	1,500	1,078	1,050	28	98.1%	
Premises and Services :- Indirect Expenditure	97,208	136,525	39,317	2,170	37,147	72.8%	0
Net Income over Expenditure	(96,691)	(136,525)	(39,834)				
102 Staff Costs							
4018 Staff costs	334,309	367,200	32,891		32,891	91.0%	
Staff Costs :- Indirect Expenditure	334,309	367,200	32,891	0	32,891	91.0%	0
Net Expenditure	(334,309)	(367,200)	(32,891)				
103 Administration							
1050 Misc Income	46	0	(46)			0.0%	
1076 Precept	939,000	939,000	0			100.0%	
1096 Bank Interest	24,519	4,500	(20,019)			544.9%	
Administration :- Income	963,565	943,500	(20,065)			102.1%	0
4020 Publications	500	500	0		0	100.0%	
4021 Telephone	5,043	6,000	957		957	84.0%	
4022 Postage	804	2,300	1,496		1,496	35.0%	
4023 Office Supplies	3,226	3,300	74		74	97.8%	
4024 Insurance - general	14,059	17,000	2,941		2,941	82.7%	

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4028 Photocopier	1,028	1,500	472		472	68.5%	
4029 Clerk's Meeting Costs	350	600	250		250	58.3%	
4030 Travel & Subsistence Officers	688	700	12		12	98.3%	
4031 Staff Development	5,473	8,000	2,527	300	2,227	72.2%	
4032 Recruitment	0	1,000	1,000		1,000	0.0%	
4042 Permits	2,724	3,600	876		876	75.7%	
4051 Bank Charges	306	300	(6)		(6)	102.0%	
Administration :- Indirect Expenditure	34,201	44,800	10,599	300	10,299	77.0%	0
Net Income over Expenditure	929,364	898,700	(30,664)				
104 Professional Fees & Subs.							
4054 Subscriptions	3,867	4,000	133		133	96.7%	
4056 Legal & Valuation Advice	46,454	50,000	3,546		3,546	92.9%	
4057 Audit Fee	5,325	5,000	(325)		(325)	106.5%	
4058 Payroll Fee	2,246	3,000	754		754	74.9%	
4059 Computer Support	15,377	16,000	(377)		(377)	102.5%	
Professional Fees & Subs. :- Indirect Expenditure	73,269	77,000	3,731	0	3,731	95.2%	0
Net Expenditure	(73,269)	(77,000)	(3,731)				
105 Town Council							
4070 Councillors External Expenses	0	500	500	500	0	100.0%	
4071 Councillors Training	120	1,500	1,380	1,000	380	74.7%	
4072 Gifts & Presentations	483	500	17		17	96.7%	
4073 Elections/Town Poll	11,785	12,000	215		215	98.2%	
4075 TC Functions & Gen Hospitality	1,918	2,000	83		83	95.9%	
4076 Parish Basic Allowance	10,363	10,800	437		437	96.0%	
Town Council :- Indirect Expenditure	24,669	27,300	2,631	1,500	1,131	96.9%	0
Net Expenditure	(24,669)	(27,300)	(2,631)				
106 Grants & Projects							
4060 Councillor Ward Grants	8,971	13,282	4,311		4,311	67.5%	4,282
Grants & Projects :- Indirect Expenditure	8,971	13,282	4,311	0	4,311	67.5%	4,282
Net Expenditure	(8,971)	(13,282)	(4,311)				
6000 plus Transfer from EMR	4,282	0	(4,282)				
Movement to/(from) Gen Reserve	(4,688)	(13,282)	(8,594)				

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>199 Capital Expenditure</u>							
4091 Office Equipment	5,298	5,500	202		202	96.3%	
Capital Expenditure :- Indirect Expenditure	5,298	5,500	202	0	202	96.3%	0
Net Expenditure	(5,298)	(5,500)	(202)				
<u>501 Marketing & Publicity</u>							
1050 Misc Income	688	0	(688)			0.0%	
Marketing & Publicity :- Income	688	0	(688)				0
4501 Communications/Consultations	3,571	8,000	4,429		4,429	44.6%	3,000
Marketing & Publicity :- Indirect Expenditure	3,571	8,000	4,429	0	4,429	44.6%	3,000
Net Income over Expenditure	(2,883)	(8,000)	(5,117)				
6000 plus Transfer from EMR	3,000	0	(3,000)				
Movement to/(from) Gen Reserve	117	(8,000)	(8,117)				
Finance & General Purposes :- Income	964,770	943,500	(21,270)			102.3%	
Expenditure	581,496	679,607	98,111	3,970	94,141	86.1%	
Net Income over Expenditure	383,275	263,893	(119,382)				
plus Transfer from EMR	7,282	0	(7,282)				
Movement to/(from) Gen Reserve	390,557	263,893	(126,664)				
Grand Totals:- Income	964,770	943,500	(21,270)			102.3%	
Expenditure	581,496	679,607	98,111	3,970	94,141	86.1%	
Net Income over Expenditure	383,275	263,893	(119,382)				
plus Transfer from EMR	7,282	0	(7,282)				
Movement to/(from) Gen Reserve	390,557	263,893	(126,664)				

Date: 07/03/2025

Dover Town Council

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Time: 13:46

Co-Op Current Account

AGENDA ITEM 4B

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/02/2025	DVLA Swansea	DD/DVLA	335.00		Vehicle tax
03/02/2025	DVLA Swansea	DD/DVLA2	29.31		Vehicle tax
03/02/2025	Skoda Financial services	DD/WVFS	493.24		civic vehicle
03/02/2025	Hutchison 3G Uk Ltd	DD/H3G	67.26		phones
03/02/2025	CoOp	DD/COOP	1.00		Bank charges
03/02/2025	Invicta IT Solutions Ltd	DD/INVICTA	1,042.38		It support
03/02/2025	Amazon	DC/AMAZON	-9.38		refund
05/02/2025	CoOp	DD/COOP	2.10		Bank charges
05/02/2025	CoOp	DD/COOP	12.00		Bank charges
07/02/2025	Royal Mail Group Ltd	DC/ROYALMA	170.00		Postage
10/02/2025	CoOp	DD/COOP	1.00		Bank charges
12/02/2025	WorkNest Ltd	E24/37/1	3,150.88		HR
12/02/2025	APEX Clean Ltd	E24/37/2	640.00		cleaning
12/02/2025	Invicta IT Solutions Ltd	E24/37/3	557.03		It support
12/02/2025	Hipperson Ltd	E24/37/4	474.00		Premises maintenance
12/02/2025	Internal	E24/37/5	353.00		Expenses
12/02/2025	K.W. Knight General Building	E24/37/6	1,765.00		Premises maintenance
12/02/2025	William Walker Garden Maintena	E24/37/7	118.13		Horticulture
12/02/2025	Greenbarns. Ltd	E24/37/8	1,708.14		Notice board
12/02/2025	Girling Solicitors	E24/37/10	2,438.40		professional fees
12/02/2025	HSE Advisor Ltd	E24/37/11	690.00		training
12/02/2025	Dover District Council	E24/37/12	390.00		Events
12/02/2025	The Show Globe Ltd	E24/37/13	1,842.00		Events
12/02/2025	DNU - Mr Andrew Thomas Hall	E24/37/14	300.00		Events
12/02/2025	St Mary's PCC	E24/37/15	435.00		Events
12/02/2025	Artworks Ltd	E24/37/18	100.00		Events
12/02/2025	Perry O'Bree	E24/37/19	330.00		Events
12/02/2025	Smye-Rumsby	E24/37/20	72.00		Events
12/02/2025	FOLKESTONE & HYTHE DC	E24/37/21	75.00		Mayorally
12/02/2025	Hipperson Ltd	E24/37/22	5,784.00		seafront facilities
12/02/2025	St Nicholas Church PCC	E24/37/23	150.00		Donation
12/02/2025	D Sharp	E24/37/24	285.00		Cleaning
12/02/2025	Cash Book 5	E24/37/9	115.30		Imprest
12/02/2025	Rebels Coffee	E24/37/16	319.96		Events
12/02/2025	Anna Ford	E24/37/17	400.00		Events
13/02/2025	EBAY	DC/EBAY	57.43		Sundries
17/02/2025	CoOp	DD/COOP	1.00		Bank charges
18/02/2025	Business Stream	DD/BUSINES	89.75		Correction
18/02/2025	Capita	DD/PENSION	5,995.79		Salary costs
18/02/2025	Starlink Internet Services ltd	DC/STARLIN	75.00		wifi
19/02/2025	Eiotclub	DC/EIOTCLU	23.00		phone
19/02/2025	Dover TC	DD/SALARY	15,886.12		Salary costs
19/02/2025	Benenden Healthcare	DD/BENENDE	77.50		Salary costs
20/02/2025	Cash Book 4	E24/38/6	1,500.00		Imprest
20/02/2025	Bloco Fogo	E24/38/1	700.00		Events
20/02/2025	Valarian Entertainment	E24/38/2	2,112.00		Events
20/02/2025	Mrs Debbie Philpott	E24/38/3	200.00		Events

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Dover Town Council

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Co-Op Current Account

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/02/2025	Deal Festival of Music & the A	E24/38/4	2,500.00		Grant
20/02/2025	Cinque Ports Sailing	E24/38/5	3,574.00		Grant
20/02/2025	Drum & Blaze Ltd	E24/38/11	700.00		Events
20/02/2025	BD Cleaning Services	E24/38/12	60.00		Premises maintenance
20/02/2025	Dover District Council	E24/38/13	40.00		Admin fee
20/02/2025	Sunrise Cafe	E24/38/14	625.00		CTS
20/02/2025	Right Guard Security UK Ltd	E24/38/15	360.00		key holding
20/02/2025	Visual Line Limited	E24/38/16	671.34		Events
20/02/2025	High Speed Training Ltd	E24/38/17	240.00		training
20/02/2025	community ad web ltd	E24/38/18	180.00		communications
20/02/2025	Metta Media Ltd T/A ACCLC	E24/38/19	3,678.00		Professional fees
20/02/2025	St. John Ambulance	E24/38/20	674.88		Events
20/02/2025	Dover Pride	E24/38/21	1,500.00		Events
20/02/2025	J.W. Plant & Co Ltd	E24/38/22	56.79		Flags
20/02/2025	Ecotricity	DD/ECO	135.62		Ecotricity
20/02/2025	Ecotricity	DD/ECO2	23.35		Electricity
20/02/2025	Ecotricity	DD/ECO3	22.20		Electricity
20/02/2025	Right Guard Security UK Ltd	E24/38/7	1,737.97		Events
20/02/2025	DNU - Age Concern	E24/38/8	195.00		Events
20/02/2025	Audiocrew Ltd	E24/38/9	4,614.00		Events
20/02/2025	William Walker Garden Maintena	E24/38/10	67.65		P/Ledger Electronic Payment
21/02/2025	Southern Communications Ltd	DD/SOUTHER	147.54		Phones
21/02/2025	HMRC	DD/HMRC	7,130.79		Salary costs
23/02/2025	D-ENERGI Business Complex	DD/DENERGI	810.14		Gas
24/02/2025	Marks & Spencer	DC/M&S	35.00		Sundries
24/02/2025	CoOp	DD/COOP	1.00		Bank charges
26/02/2025	Ecotricity	DD/ECO4	180.73		Electricity
27/02/2025	Fine Mesh Metals	DC/FINEMES	201.79		Town Workshop
28/02/2025	Cash Book 7	E24/39/1	120.00		Imprest
28/02/2025	Cash Book 9	E24/39/2	20.10		Imprest
28/02/2025	The Art Club	E24/39/3	350.00		Event
28/02/2025	Albane McGuinness	E24/39/4	200.00		Events
28/02/2025	Kent County Council	E24/39/5	350.90		Photocopier
28/02/2025	Premier Rides Ltd	E24/39/6	3,600.00		Events
28/02/2025	Emmaus Dover Ltd	E24/39/8	1,250.00		Grant
28/02/2025	Invicta IT Solutions Ltd	E24/39/9	144.00		IT support
28/02/2025	21CC Group Ltd	E24/39/10	348.00		Events
28/02/2025	Dallas Event Services Ltd	E24/39/11	313.20		Events
28/02/2025	APEX Clean Ltd	E24/39/12	640.00		Cleaning
28/02/2025	New Romney Town Council	E24/39/7	130.00		Mayorally
28/02/2025	Suez Recycling & Recovery Hold	DD/SUEZ	100.00		P/Ledger Electronic Payment
Total Payments			89,083.38		



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
Meeting date: 7th April 2025

From: Cllr Gordon Cowan, Chairperson of the Committee
Date written: 31st March 2025

Subject: Review of policies and Governing Documents

1. INTRODUCTION

It is required in some cases owing to changes in legislation and good practice in others that the Council's policies and governing documents are reviewed regularly.

2. INFORMATION

The Council's Human Resources and Employment Law Advisers have recommended the adoption of two new policies following new legislation – a Violence at Work Policy and a Sexual Harassment & Harassment Policy. These are attached and are based on best practice in the Local Government sector. Staff have or are undertaking mandatory training related to Harassment and Sexual Harassment at work. Councillors are recommended to do so and this will be offered in the new municipal year.

The law and practice around Social Media, Electronic Communication and Data Protection has changed frequently since 2018. The Council's Policies have been revised to address new requirements and the development of these areas. They have been substantially rewritten to reflect current practice within the local council sector.

3. DECISION

Committee is asked to RESOLVE TO RECOMMEND to Council that:

1. The Violence at Work Policy;
2. The Sexual Harassment & Harassment Policy;
3. The revised Social Media and Electronic Communications Policy;
4. The revised Data Protection Policy.

Statutory Powers – Local Government Act 1972; JPAG 2023; Dover Town Council Risk Register and Financial Regulations.



DOVER TOWN COUNCIL

Violence & Aggression at Work

Policy & Procedure

2025 Version

Adopted:

Issued Date:

Last Revised Date:

AIMS OF THE POLICY

It is the policy of the Council that violence in any form is unacceptable. Dover Town Council is committed to ensuring the health, safety and welfare of all staff and Councillors and to providing a safe and healthy workplace for all employees. It will not tolerate, physical, verbal or emotional abuse of staff who are going about their normal duties, 'inside or outside of the workplace'. Acts of violence will not be tolerated by the Council, be they perpetrated by, or to an employee or Councillor and arise in connection with their employment by or membership of the Council. Violence includes any form of verbal abuse, intimidation, threats, physical attack and property damage. Harassment is also considered to be a form of violence.

Any form of violence by an employee or member of the Council against another employee, Councillor, volunteer, vendor, contractor or member of the public, if proved, will lead to action which for an employee will comprise disciplinary action up to and including dismissal for gross misconduct.

The Town Council acknowledges its statutory legal obligation to provide a safe system of work, a safe place of work and a safe working environment. This duty extends to protecting employees from assaults. The Council will provide all necessary medical and professional support to employees and Councillors who are victims of violence whilst at work or in connection with Town Council.

Any employee or Councillor who feels that he or she has been the target of workplace violence (verbal or physical) must report this to the Town Clerk or The Mayor and complete a written report.

POLICY OBJECTIVES

The Council is committed to the continued development and implementation of a range of measures and procedures, to protect and support an employee whilst engaged in Council business. For the purpose of this Policy, any incident of physical assault or threats which causes an injury to a member of staff, whether it results in physical pain and suffering or anxiety and stress, is a serious cause for concern. The Council recognize that verbal abuse and/or threats also may take their toll in emotional strain with equally serious effects. Failure to address the issue can lead to low morale and inferior performance.

This Policy applies to all incidents of work-related abuse, aggression, and violence. These include, but are not limited to:

- Physical Attack – whether visible injury occurs or not.
- Verbal Abuse – when an employee or Councillor feels threatened or intimidated and the abuse is directed personally.
- Digital Abuse – cyber-aggression through texts, e-mail messages or social networking sites.
- Animal Attack – when an animal is used as a threat.
- Attack or damage to property – being property or belongings of the employee or Councillor.
- Attack or damage away from Workplace – involving an employee, Councillor, or their family.

PREVENTATIVE MEASURES

Robust systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence:

- Provision of adequate and relevant information and training to Council employees and Councillors. The Town Clerk will identify their employees' training needs, including the requirement for conflict management training if deemed necessary.
- Council employees and Councillors have a responsibility to act in a way that does not incite or increase the likelihood of violence. Avoid arguing, swearing and being provocative.

REPORTING

- Council employees and Councillors should not accept any instances of work-related violence or abuse towards themselves or others. Staff should report and record all incidents, near misses and activity that raises concern. (See appendix 1 below)
- Any employee or Councillor must tell the Town Clerk/Mayor as soon as possible after the incident arises. This in turn will be reported to the Police if necessary.
- Support following a violent incident, if the employee or Councillor has been the target of physical violence and has injuries, they must be offered any necessary medical treatment and advice; a first aider/ambulance should be called.

ACTION FOLLOWING AN INCIDENT

- Managers should be sensitive to the victim's need to talk about the incident and may wish to provide additional specialist support.
- The Town Council recognise that the employee or Councillor may be suffering distress and require support in dealing with the post-incident effects. There are a range of measures that can be implemented to support a victim:
 1. Debriefing – enabling the victim to talk through their experience and to express their emotions, concerns and needs is often helpful. How this is best achieved depends upon the relationship with the individual and their reaction to the incident. In some situations, the Town Clerk/Mayor may be appropriate, on others the use of a trained counsellor may be the most appropriate means of support.
 2. Employee support – this can take many forms, e.g., temporary changes in role, location or working practices; and in serious cases such support may include time off, phased return to work, referral to Occupational Health or counselling.
 3. Colleague support - the importance of colleague support should never be underestimated. Colleagues are likely to be seen as primary emotional support. If the employee is a member of a Trade Union, he/she may find this an appropriate source of practical and emotional support.

RESPONSIBILITIES

The Town Clerk

- Must treat any reports of work-related violence, threats, or abuse seriously and respond to them promptly.
- where possible, resolve incidents, ideally before they escalate.
- In the event of a violent incident on Council property involving one or more major injuries, death, multiple deaths or casualties, the Town Clerk will take responsibility for managing the situation and will act as the disaster co-ordinator.
- Must take all reasonable steps to ensure that adequate arrangements are in place to review the working practices, procedures of the Council and the working environment of members of staff. This will be done in consultation with employees, Councillors and other relevant people to develop appropriate safe systems of work (i.e. a risk assessment).

In so doing, the aim is to:

1. prevent staff and Councillors being placed in situations which present significant risks to their personal safety.
2. identify those posts, where those occupying them may be 'at risk' from violence due to the nature of the work activities, location or other pertinent factors.
3. ensure that those 'at risk' are provided with all necessary information, instruction, and training to enable the individual to identify circumstances which may give rise to the potential for violence, how to avoid such situations and how to deal with them should they arise.
4. effectively communicate safe working procedures to all employees and Councillors, including part-time and any temporary employees.
5. develop employee and Councillor awareness, via induction processes, line-manager supervision and intervention, team meetings etc.

6. take careful consideration to expressions of concern by colleagues and councillors, (*the threat of violence or aggression should not be taken lightly*).
7. ensure that appropriate actions are taken to support the individual, prevent a recurrence and to investigate promptly and thoroughly any reported incidents.
8. monitor incidents of violence and review the effectiveness of the arrangements made.
9. If an investigation is needed, work with the Police and offer any assistance needed to help in their enquiries.

NB: In the case of the Town Clerk being involved in an incident of violence (including harassment) responsibility for dealing with the incident and care of the Town Clerk rests with the Mayor.

All Employees and Councillors

It is expected that all employees and Councillors will:

- co-operate with the Town Clerk in the identification of situations which may give rise to the potential for violence and assist in the development of safe systems of work. Staff have a responsibility to act in a way that does not incite or increase the likelihood of violence or abuse.
- familiarise themselves with this Policy and any associated procedures, guidelines and instructions.
- take reasonable steps to avoid situations, which may have the potential for the risk of violence.
- report and record all incidents of violent, aggressive, threatening or abusive behaviour (*or any incident or behaviour which they consider may lead to such acts*), to the Town Clerk or Mayor immediately. (*See appendix 1 below*)
- actively participate in training events or other preventative measures designed to raise awareness, deal more effectively with potentially violent situations and to minimise the potential for such incidents.
- be supportive of colleagues who are victims or witnessed work-related violence.
- Work with Union Representatives and the Police in response to incidents of work-related violence or abuse.

APPENDIX 1

INCIDENT REPORT FORM for Abuse, Aggression or Violence at Work

EMPLOYEE DETAILS

NAME		
E-Mail Address		
Phone Number		
Do you wish your identity to be kept confidential?	YES	NO

DETAILS OF INCIDENT

DATE		TIME	
LOCATION			

WHAT HAPPENED (tick as appropriate)

Verbal Abuse		Threat of Violence		Physical Violence	
OTHER e.g. Intimidating Behaviour		Damage to Public Property		Damage to Private Property	
Details of Injury (if applicable)					
Describe what happened (continue on additional page if required)					
Employees Signature			Date		

DETAILS OF THE AGGRESSOR

NAME		MALE		FEMALE	
------	--	------	--	--------	--

Any Other relevant information known?

--

In your opinion was he/she under the influence of:

Alcohol	YES	NO
Drugs	YES	NO
Appear to be ill or disturbed	YES	NO

WITNESS DETAILS

NAME	
ADDRESS	
NAME	
ADDRESS	

MANAGER'S INITIAL ACTIONS

First Aid Required	YES	NO
Hospital Treatment	YES	NO
Police Informed	YES	NO
Counselling / Victim Support Offered	YES	NO
If yes, to any of the above – What action is proposed?		
MANAGERS NAME	Signature	
Date		

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HEALTH & SAFETY ADVISOR – Follow-up Action (Tick as appropriate)

HSE reportable	YES	NO
Detail entered on database register	YES	NO
Were existing procedures followed?	YES	NO
Were existing procedures adequate?		
Comments		
Details of any other actions carried out		
NAME	Signature	
Date		



DOVER TOWN COUNCIL

Sexual & General Harassment Policy & Procedure

2025 Version

Adopted:

Issued:

Sexual and General Harassment Policy & Procedure Policy

1. Dover Town Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal and sexual harassment is unlawful and is totally unacceptable. It will always be taken seriously.
5. Dover Town Council recognises that personal harassment can exist in the working environment, as well as outside, and that this can seriously affect employees/councillors working lives by interfering with their performance or by creating a stressful, intimidating and unpleasant working environment.
6. Dover Town Council deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all our employees/councillors. The aim of this policy is to inform employees/councillors of the type of behaviour that is unacceptable and provide employees/councillors who are the victims of personal harassment with a means of redress.
7. The Town Council recognises that we have a duty to implement this policy, and all employees/councillors are expected to comply with it. We will also endeavour to review this policy at regular intervals to monitor its effectiveness.

EXAMPLES OF PERSONAL HARRASSMENT

8. Personal harassment takes many forms and employees/councillors may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee/councillor towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail
 - exclusion or victimisation
 - undermining their contribution/position
 - demanding a greater work output than is reasonably feasible
 - blocking promotion or other development/advancement.

9. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees/councillors committing any form of personal harassment.

EXAMPLES OF SEXUAL HARASSMENT

10. Sexual harassment can take place in many forms within the working environment and can go undetected for a period of time where employees/councillors do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee/councillor towards another and examples of sexual harassment include:
- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
 - unwelcome touching of a sexual nature
 - displaying sexually suggestive or sexually offensive writing or material
 - asking questions of a sexual nature
 - sexual propositions or advances, whether made in writing or verbally.
11. Sexual harassment can also take place where an employee/councillor is treated less favourably because they have rejected, or submitted to, unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

EXAMPLES OF VICTIMISATION

12. Victimisation takes place when an employee/councillor is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee/councillor who supports or assists another employee/councillor to raise a complaint is also subjected to victimisation if they are treated unfavourably.

THIRD PARTY HARASSMENT

13. Dover Town Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees/councillors by a third party, such as a tenant/customer/resident/contractor or visitor to the Town Council. All employees/councillors are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.
14. If the Town Council finds that the allegation is well-founded, we will take steps we deem necessary to remedy this complaint. This can include, but is not limited to:
- warning the individual about the inappropriate nature of their behaviour
 - banning the individual from council premises
 - raising the issue with the individual's employer (*in the case of a Contractor*) or Political Party (*in the case of a Councillor*) or any other appropriate organisation
 - reporting the individual's actions to the police.

In addition to this, Dover Town Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

RESPONSIBILITIES

15. Employee/Councillor responsibilities

- (a) Dover Council requires its employees/councillors to always behave appropriately and professionally, whilst engaged in Council business. This may extend to events outside of Council hours which are classed as work-related or social events. Employees/councillors should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.
- (b) Any form of harassment or victimisation may lead to disciplinary action if it is committed:
 - whilst engaged in Council business
 - social events related to the Council
 - against a colleague or other person connected to the Council outside of a working environment, including on social media
 - against anyone outside of a working environment where the incident is relevant to a person's suitability to carry out a role.

RESPONSIBILITIES

16. Council responsibilities

- (a) We will be responsible for ensuring all members of staff and councillors understand the rules and policies relating to the prevention of harassing and bullying behaviour in a working environment and during work-related social events. We will promote a professional and positive working environment whereby officers and councillors are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.
- (b) We will consider aggravating factors, such as abuse of power over a more junior colleague/councillor, when deciding what disciplinary action to take.
- (c) Where an incident is witnessed, or a complaint is made under this policy, we will take prompt action to deal with this matter. All incidents will be deemed serious and dealt with in a sensitive and confidential manner.

COMPLAINING ABOUT HARASSMENT and/or BULLYING

17. Informal Method

- (a) Dover Town Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature. It may not be appropriate for you to raise the issue through the normal grievance procedure. In these circumstances you are encouraged to raise such issues with a colleague, the Town Clerk, or Mayor (*whether or not that person has a direct supervisory responsibility for you*) as a confidential helper.
- (b) If you are the victim of harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

18. Formal Method

- (a) Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Town Clerk as a formal written grievance. Your confidential helper

can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

- (b) Where it is not possible to make the formal complaint to the above-named person, for example where they are the alleged harasser, you should raise your complaint with the Town Mayor.
- (c) In instances where you feel unable to bring your complaint to either the Town Clerk or The Mayor, you should contact the Chairman of "Kent Association of Local Councillors" (KALC) who will act in an independent and confidential manner. Contact Details are kalc@kentalc.gov.uk or 01304 820173.
- (d) On receipt of a formal complaint, action will be taken to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.
- (e) On conclusion of the investigation, which will normally be within 14 days of receipt of your complaint, a report of the findings will be completed.
- (f) You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once you have had the opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend.
- (g) Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- (h) You will be able to put your case forward at the meeting and the Hearer will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Hearer within 14 days of receiving the outcome.
- (i) If the decision is that the allegation is upheld, the harasser will be liable to disciplinary action in accordance with our disciplinary procedures and processes.
- (j) In the case of an appeal, this will be considered by a person independent of the original complaint and hearing. The appeal outcome will be given to you, the Complainant, within 14 days of receiving notification of the appeal outcome.
- (k) In this instance there is no appeal against this 'Final Decision'.
- (l) If you, the Complainant believe a criminal offence has been committed, then you should contact the Police.
19. Dover Town Council is committed to ensuring employees/councillors are not discouraged from using this procedure and we have a zero-tolerance for any employee being victimised for having brought a complaint.
20. Any employee/councilor who needs personal support through an Harassment Complaint or following it, is encouraged to contact "Victim Support", you can contact Victim Support for free and confidential help.



DOVER TOWN COUNCIL

Social Media and Electronic Communication

Policy & Procedure

2025 Version

Adopted:

Issued Date:

Last Revised Date:

What is social media?

Social media is applications or websites that encourage and enable users to network. Such applications and websites allow users to easily generate, post and share content.

Put simply - there are a huge number of social media platforms and there are more starting every day.

Some might use the following:

- Facebook
- X
- Instagram
- YouTube
- Tick Tock
- MySpace
- WhatsApp

The Council has a website and an Instagram account; it uses e-mail to communicate alongside other methods of traditional communication. The Council will always try to use the most effective channel for its communications.

Purpose and Scope

The purpose of this policy is to define the aims and principles of Dover Town Council's electronic communication activity. It is intended to provide a simple framework for officers and councilors to choose the best way to communicate and the correct way to communicate electronically.

The Council needs the Public to be able to clearly distinguish when information provided via social networking channels is legitimately representative of the Council.

All Council communications activity will have regard to the Code of 'Recommended Practice on Local Authority Publicity'. The publicity code provides guidance on the content, style, distribution and cost of local authority publicity.

The Code sets out seven key principles. Publicity and Communication should:

- Be lawful.
- Be cost-effective.
- Be objective.
- Be even-handed.
- Be appropriate, relevant and interesting.
- Be issued with care during periods of heightened sensitivity.
- Have regard to equality and diversity.

The full code can be found here:

www.communities.gov.uk/publications/localgovernment/publicitycode2011

Aims and Principles

The Town Council aims to communicate effectively using a range of digital and traditional media.

It is important that social media sites are used effectively and that their use does not expose the Council to security risks or reputational damage.

Councillors and Officers individually responsible for the content they publish on any form of social media or website.

If any Councillor has any doubt about how or what they can/cannot say, they should contact the Town Clerk to seek advice before publishing.

Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Social Media –

1. Must not be used to publish content which may result in actions for defamation, discrimination, libel, breaches of copyright, data protection or other claims for damages. This includes but is not

limited to material of an illegal, sexual, racial or offensive nature that may bring the Council into disrepute.

2. Must not be used in an abusive or hateful manner.
3. Should be used in a way that adds value to the Council's publicity.
4. Should be seen as a two-way conversation. Councillors and Officers should make sure that what they post is factual, accurate and up to date. They should avoid unnecessary or unproductive arguments with readers. If errors are made, posts should be taken down immediately when the error is discovered.
5. Must not be used for actions in breach of Council's code of conduct, confidentiality and proprietary information policies.
6. Must not breach the Council's Equal Opportunities or Harassment policies.
7. Official Council profiles and pages must not be used for the promotion of commercial ventures – with the exception when a commercial company has given sponsorship to a Council event or capital project – then its sponsorship will be acknowledged as the Town Clerk approves.
8. Councillors and Officers must state when what they are posting or saying is their personal views. An example might be "my personal view is that XYZ is a good idea".
9. In all matters, Councillors and Officers have a duty to support the democratic process and the corporate body of the Town Council regardless of their own personal views.
10. All Councillors and Officers must respect decisions made by the Town Council and ensure that the Town Council's reputation is not damaged or adversely affected.
11. The Town Council will work with the rules of each social media network. It has the right to block or report any account that is using inappropriate or offensive language, spamming, causing a nuisance or harassing Councillors and Officers.
12. Where it is appropriate to get a targeted message out to a particular group, the Town Council may make payment for digital advertising or promotion.

Complaints

The Town Council does not monitor its social media channels 24 hours a day and as such channels are not intended for Complaints.

Those wishing to raise a Complaint to the Council should follow the Complaints procedure available on their website.

Summary

Dover Town Council expects its Councillors and Officers to ensure a clear separation between professional and personal online profiles. They must ensure their own personal views cannot be confused in people's minds with those of the Council.

An individual's personal image on social media should not adversely affect perceptions of the Town Council. All individuals must follow this, Policy.

No Council Logos, or other Council identification, such as a Council e-mail address, should be included in any personal communications.

Differing opinions and discussion of diverse ideas are encouraged but should always remain considerate and respectful of others. Attacks on anyone, including Council officers and members, will not be tolerated.

No private or personal information should be published without the consent of the individual concerned.



DOVER TOWN COUNCIL

Data Protection Policy and

General Privacy Notice

2025 Version

Adopted:

Issued Date:

Last Revised Date:

Information & Data Protection Policy and Privacy Notice

INTRODUCTION

In order to conduct its business, services and duties, Dover Town Council processes a wide range of data, relating to its own operations and some which it manages on behalf of its Councillors, partners and clients. *(Personal data such as name, address, e-mail address, phone numbers and address details)*

The Council regards the lawful and correct treatment of personal information as vital to maintaining the confidence of those with whom it deals. Data will be used lawfully, fairly and in a transparent way.

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 give legislation controls about how personal information is stored and used by organisations, on behalf of living individuals. It applies to both electronic and manual records.

Dover Town Council's data protection partner/adviser is www.satswana.com

INFORMATION SECURITY

Dover Town Council will comply with the seven main principles of GDPR being: -

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability.

The Council will only keep data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Dover Town Council processes personal data in order to: -

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and clients
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.

DISCLOSURE OF INFORMATION

Personal information will not be released to any 3rd Party except the Police or regulated authorities without the knowledge or consent of the individual.

The Council may approach an individual for written consent to allow us to process certain sensitive personal data. If we do so, we will provide them with full details of the personal data that we need to use, and the reason we need it; so that the individual can carefully consider whether to consent or not.

RIGHTS OF DATA SUBJECT

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

- Access to Information: an individual has the right to request access to the information Dover Town Council has on them. The individual can do this by contacting the Town Clerk in writing. An acknowledgement of their request will be sent within 7 working days of receipt of their request, with a complete reply normally sent within 20 working days.
- Council Staff the Council will always give guidance on personal data to employees through the Employee Handbook.
- Information Correction If an individual believes that the information held by Dover Town Council about them is incorrect, they may contact the Council so that the data can be updated and kept accurate.
- Information Deletion If an individual wishes the Town Council to delete the information held about them, they can request this by contacting the Town Clerk, with evidence of this.
- Right to Object If an individual believes their data is not being processed for the purpose it had been collected for, they may object by contacting the Town Clerk, with evidence of this.
- Complaints If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk or the Information Commissioners Office casework@ico.org.uk or Tel: 0303 123 1113

CONCLUSION

Dover Town Council in accordance with the Law, will collect a limited amount of personal information data, as is necessary, for correspondence, information and service provision. It will NOT use profiling; we DO NOT sell or pass on data to third parties, except to regulatory or law enforcement agencies.

The Council do NOT use individuals data for any purposes other than those specified. It will ALWAYS ensure data is stored securely. It will delete all the information deemed to be no longer necessary. The Council will review its Privacy policies to keep them up to date.

