



PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE
(Councillors A Ball, J Biss, I Churchill, S Coombs, I McLauchlan, I Parkinson, M Walsh)**

Dear Councillor,

You are summoned to attend a meeting of the **Administration and Human Resources Committee**
on **Tuesday 26th August 2025 at 2.30pm**
when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
19th August 2025**

AGENDA

1. Welcome and Apologies for Absence.

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. Acceptance of Minutes of Previous Meeting of the 23rd May 2025

To receive and approve as a correct record the minutes of the Administration/Human Resources meeting held on the 23rd May 2025

3. Declarations of Interest and Dispensations

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure)

4. Public Forum

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 (e-k). The public are welcome to stay and observe the rest of the meeting.

5. Correspondence

To discuss and decide on a response to any correspondence received relating to the Admin & HR Committee

6. Policies

- a) To review the IT Policy and make a recommendation to the Town Council
- b) To review the Lone Working policy and make a recommendation to the Town Council
- c) To review the Single Use Plastics Policy and make a recommendation to the Town Council
- d) To review the Subject Access Request Procedure and make a recommendation to the Town Council
- e) To review the Scheme of Delegation and make a recommendation to the Town Council



PRINCES RISBOROUGH TOWN COUNCIL



f) To review the Expenses Policy and make a recommendation to the Town Council

7. Future Agenda Items

To receive items to be included in the next agenda that fall under the remit of this Committee

8. Exclusion of Public and Press

To pass a resolution to exclude the public and press in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss and decide on staff matters

9. Date of Next Meeting

To note the date of the next meeting.

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.

	<p>Princes Risborough Town Council</p> <p>IT Policy</p>	<p>Date Agreed</p>
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1. Introduction

Princes Risborough Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by Council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use the Princes Risborough Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Princes Risborough Town Council IT resources and email accounts are to be used for official Council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Princes Risborough Town Council for work-related tasks.

The unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Princes Risborough Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Princes Risborough Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Princes Risborough Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Princes Risborough Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote work

Mobile devices provided by the Princes Risborough Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Princes Risborough Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Princes Risborough Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and Councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Kirsty Pope, Deputy Clerk.

All staff and Councillors are responsible for the safety and security of Princes Risborough Town Council's IT and email systems. By adhering to this IT and Email Policy, Princes Risborough Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Review date: September 2027:

	<p>Princes Risborough Town Council</p> <p>Lone Working Policy</p>	<p>Date Agreed</p>
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Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;

- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of

their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Date for next review: September 2027



Princes Risborough Town Council

SINGLE USE PLASTICS POLICY

Date Agreed

PURPOSE

To detail the Town Council's policies and procedures in respect to eliminating plastic waste.

PURPOSE AND SCOPE

1.0 Princes Risborough Town Council currently has a commitment to plastic-free alternatives and plastic free initiatives.

1.1 The aim is to reduce the single-use plastic items used across Town Council owned buildings and facilities.

POLICY STATEMENT

2.0 Plastic waste is one of the greatest environmental challenges facing the world today. Ocean Conservancy estimates that there are currently more than 200m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

2.1 Princes Risborough Town Council's primary function in implementing this policy is to support initiatives that mitigate the effect of single-use plastics in terms of their impacts within the town, and to make our part of the world a healthier, greener and happier place to be.

2.2 The Council will work towards minimising use of single-use plastics across its own operations and services and by all staff and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastics across the town.

DEFINITIONS

3.0 Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, razor blades, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plasticlids.

IMPLEMENTATION OF SINGLE-USE PLASTICS POLICY

4.0 To support Princes Risborough Town Council becoming a single-use plastics free town, the Town Council commits to:

- Work with staff to ensure that single-use plastics are eliminated across Town Council premises
- Work with event suppliers to reduce single-use plastics across all Town Council events and share guidance for this more widely.
- Support communities and litter-pick initiatives to ensure Princes Risborough town, parks, streams and open spaces are free from plastic litter.
- Require Town Council suppliers to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).
- Where the use of plastics is unavoidable, the Town Council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.
- Work with partners in joint ventures and innovative projects for reducing single- use plastic waste.
- Share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through the Town Council's social media and communication channels.
- Work with the local authority, other town and parish councils in the area and to share best practice and implement joint initiatives.

4.1 The Town Council will work to embed these commitments into other key council strategies, policies and plans.

Review date: September 2027

 <p>Princes Risborough Town Council</p> <p>Subject Access Request (SAR) Procedure</p>	<p>Date Agreed</p>
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1. Introduction

This document outlines the procedure by which Princes Risborough Town Council (hereafter "PRTC") will handle Subject Access Requests (SARs) in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

PRTC has engaged GDPR-*info* Ltd to ensure that all data protection procedures, including SAR handling, are compliant, effective, and auditable.

2. Purpose

The purpose of this procedure is to:

- Enable individuals to exercise their right of access under Article 15 of the UK GDPR.
- Ensure PRTC responds to SARs lawfully, transparently, and within statutory deadlines.
- Protect the rights, freedoms, and personal data of individuals.
- Provide a clear and consistent process for managing SARs.

3. Scope

This procedure applies to all personal data processed by PRTC, whether stored electronically or in hard copy, that is subject to access by data subjects (any individual whose personal data is held by the council).

4. Roles and Responsibilities

Princes Risborough Town Council:

Owns the data.

Has overall responsibility for responding to SARs in a lawful and timely manner.

GDPR-*info* Ltd:

Acts as Data Protection Consultant.

Manages the operational processing of SARs.

Provides guidance, record-keeping, training, and liaison with the Information Commissioner's Office (ICO) where required.

5. Submitting a Subject Access Request

SARs may be made:

In writing (email or post), or

Via the internet using our web page <https://gdpr-info.com/data-protection-contact-form/>

Verbally, in person or by telephone. Request will be acknowledged by email or letter, detailing the request, before the process commences.

Requests must be addressed to:

Clerk to the Council

Princes Risborough Town Council

Wades Centre, Wades Park, Stratton Rd, Princes Risborough HP27 9AX

Email: towncouncil@princesrisboroughtowncouncil.gov.uk

Verification Required:

PRTC or GDPR-info Ltd must verify the identity of the requestor before proceeding, using reasonable evidence such as:

Passport or driving licence

Recent utility bill or council tax statement (proof of address)

In the case that a 3rd party is asking for the request, PRTC or GDPR-info Ltd will need written authority from the individual requestor that the 3rd party has the permission apply for the SAR.

6. What Information Will Be Provided

Upon a valid request, the following will be provided (unless exemptions apply):

- Confirmation that personal data is being processed.
- A copy of the personal data.
- The purposes of processing.
- Categories of personal data.
- Recipients or categories of recipients.
- Retention periods.
- Rights of the individual.
- Information on data source (if not collected from the individual).
- Details of any automated decision-making.

7. Timeframe for Response

Responses to SARs will be provided within one calendar month of receipt. The clock starts when:

- Identity has been verified, and
- Request details are clear.

Extensions:

Where requests are complex or numerous, the deadline may be extended by up to two further months, with notification to the requestor within the initial one-month period.

8. Fees

SARs will be processed free of charge, unless:

- The request is manifestly unfounded or excessive.
- Additional copies are requested.

In such cases, a reasonable fee may be charged, based on administrative costs.

9. Exemptions and Redactions

In accordance with Schedule 2 of the Data Protection Act 2018, some data may be withheld or redacted if:

- It includes personal data of third parties (unless consent has been given or it is reasonable to disclose).
- Disclosure would prejudice law enforcement or regulatory functions.
- Legal professional privilege applies.
- The data involves confidential references or negotiations.

10. Record-Keeping

PRTC will maintain a secure SAR Log, recording:

- Date of receipt
- Identity verification
- Nature of request
- Communications with the data subject
- Final response date
- Any exemptions or redactions applied

This record is maintained for audit and compliance purposes and may be shared with the ICO upon request.

11. Data Format and Delivery

Data will normally be provided in electronic format (secure email or encrypted file). If requested, and feasible, data may also be provided (charged at cost) as:

- Printed copies
- On USB drives (with encryption)

12. Complaints and Escalation

If a requestor is dissatisfied with the response to their SAR, they may:

1. Request an internal review (via the Town Clerk or GDPR-*info* Ltd).
2. Lodge a complaint with the ICO:
 - Website: <https://ico.org.uk>
 - Phone: 0303 123 1113

13. Training and Awareness

All PRTC staff and councillors who handle personal data will receive regular training on:

- SAR procedure
- Data protection principles
- Recognising and escalating requests

Training will be administered and recorded by GDPR-info Ltd.

14. Review and Updates

This policy will be reviewed bi-annually or upon changes in legislation, ICO guidance, or organisational structure. Updates will be approved by PRTC and GDPR-info Ltd

15. Contact Information

Princes Risborough Town Council

Wades Centre, Wades Park, Stratton Rd, Princes Risborough HP27 9AX

Email: towncouncil@princesrisboroughtowncouncil.gov.uk

GDPR-info Ltd

Email: info@gdpr-info.com

Data Protection Consultant & SAR Coordinator

Review date: September 2027



PRINCES RISBOROUGH TOWN COUNCIL SCHEME OF DELEGATION

1. Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Town Council does not have the power to delegate a decision to an individual Councillor.

2. Decisions of the Full Council:

The matters below are the sole responsibility of the Full Council:

- a) Approving the precept level of the Town Council;
- b) Authorising borrowing;
- c) Appointing representatives to outside bodies;
- d) Making, amending, revoking, re-enacting or adopting by-laws;
- e) Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee.

Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Task & Finish Groups and Working Parties/Groups

Task & Finish Groups, Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

5. Town Council Staff

Under the Local Government Act 1972 the Town Council "shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them".

Decisions can at any time be delegated to Town Council Staff.

The following have been delegated to Town Council Staff:

a) General Matters:

- i) To sign on behalf of the Council any document to give effect to any decision of the Council;
- ii) To manage the Council's facilities, property and assets;
- iii) To act on behalf of the Council as a designated officer with respect to complying with legislation;



- iv) To instigate and authorise the repair and maintenance of Town Council equipment, property or assets so long as the Town Council's Financial Regulations are adhered to and the cost does not exceed the current budget;
- v) To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Town Council equipment, property or assets;
- vi) To dispose of Town Council equipment or assets with an estimated worth of less than £500.

b) Urgent Matters:

- i) The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.
- ii) The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

Reviewed and adopted by Princes Risborough Town Council at its meeting on

Review date: September 2027



PRINCES RISBOROUGH TOWN COUNCIL

MANAGING THE PERFORMANCE OF THE COUNCIL AS A CORPORATE BODY

STATEMENT

"The ability to manage the performance of a council is critical to its success. It enables members and officers to assess whether the organisation is achieving what it set out to do, delivering value for money and making life better for its citizens." (Local Government Association, 2012).

Princes Risborough Town Council strives to ensure continuous improvements are made in the way we operate and deliver services to the community. The performance of the Town Council as a corporate body is monitored through several mechanisms.

Princes Risborough Town Council employs a qualified Clerk who is encouraged to meet the requirements for continuing professional development. The Clerk fulfils the role of Responsible Financial Officer.

Princes Risborough Town Council has adopted the General Power of Competence.

The Town Council is a responsible employer and promotes an environment in which individuals receive ongoing training and support. The Council employs 12 staff (Full-time equivalent 5.7) who are employed in line with nationally agreed terms. They have a clear job description, receive an annual appraisal that identifies areas of strength, areas for improvement and any specific training needs. An annual training budget is provided.

The Council also recognises the importance of offering training opportunities to the 13 volunteer Town Councillors. Following the election, all Councillors are offered induction training sessions to familiarise themselves with the powers and duties of the Council, as well as information on Town Council-owned assets such as the parks, Stratton Memorial Garden, Wades Centre and Market House. This has been followed up with the provision of Action Counters Terrorism Awareness training and Planning training for the Chairman of the Planning Committee.

A scheme of delegation is reviewed annually to ensure effectiveness. The work of the Council is divided into 6 committees:

- Finance
- Events & PR
- Planning
- Administration & HR
- Town
- Commercial Services

Policies and procedures are included in a review cycle ranging from annually to three-yearly.

The Council, when needed, uses external support to handle HR related matters. An external company processes the payroll for all employees.



Financial performance is overseen by the Finance Committee. Internal and external auditors annually review compliance with Financial Regulations and governance standards. The Chairman of Finance meets monthly with the Responsible Financial Officer, and all expenditure and budget performance are reported to the Committee.

The Council consults widely with the community of Princes Risborough and uses that feedback to inform its future actions. A full community survey is undertaken every three to four years.

A business plan is created for the council every four years to align with the electoral cycle.

Throughout the year, members and staff review the performance of the Council both quantitatively and qualitatively.

The overall performance of the Council is reported in an annual report.

Review date September 2027



PRINCES RISBOROUGH TOWN COUNCIL EXPENSES POLICY

- Councillors will be able to reclaim expenses incurred through the undertaking of activities outside the scope of normal duties when travelling outside of the Parish.
- Councillors should always seek the lowest cost method of transport.
- Where practicable public transport should be used.
- Car mileage will be at the rate of £0.45 per mile.
- Car parking and congestion charges will be paid at cost.
- Councillors should submit an Expenses Claim Form.
- Claim forms must be submitted within 2 months of the expense incurred together with all supporting documents (tickets, receipts, etc)
- All expenses must be agreed by either the Finance Committee of the Full Town Council.

Reviewed and adopted

Review date: September 2027

