



# **General Privacy Notice**

**Approved by Council on XXXXXXX**

***Please note: This privacy notice relates to residents and members of the general public***

## **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## **Who are we?**

This Privacy Notice is provided to you by North Petherton Town Council which is the data controller for your data.

## **Other data controllers the council works with are: •**

- Somerset Council
- Avon and Somerset Constabulary
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data that we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Town Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

**The Town Council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

#### **How we use sensitive personal data**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation; in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

#### **Do we need your consent to process your sensitive personal data?**

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The Town Council will comply with data protection law. This says that the personal data we hold about you must be:**

- • Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Town Council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

**What is the legal basis for processing your personal data?**

The Town Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the Town Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Town Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### ***1) The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) *The right to correct and update the personal data we hold on you***
- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) *The right to have your personal data erased***
- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only***
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) *The right to data portability***
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) *The right to lodge a complaint with the Information Commissioner's Office.***
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on the Town Council's website [northpethertontowncouncil.gov.uk](http://northpethertontowncouncil.gov.uk)  
This Notice was last updated in July 2025

Contact Details Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: The Data Controller, North Petherton Town Council, The Council Offices, The Small Hall, Fore Street, North Petherton,, Somerset TA6 6QA  
Email: [enquiries@northpethertontowncouncil.gov.uk](mailto:enquiries@northpethertontowncouncil.gov.uk)



# Privacy Notice

Approved by Council on XXXXXXXX

***Please note:***

***This privacy notice relates to Staff, Councillors and Role Holders, this includes, volunteers, contractors, agents and other role holders within the Town Council including former staff and former Councillors; this also includes applicants or candidates for any of these roles.***

## **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## **Who are we?**

This Privacy Notice is provided to you by North Petherton Town Council which is the data controller for your data.

## **The council works together with:**

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data that we hold with them so that they can carry out their responsibilities to the Town Council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

**The Town Council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**What data do we process?**

- Names, titles, and aliases, photographs;
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants;
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
  - Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

**We use your personal data for some or all of the following purposes:**

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.



- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us. • Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider. • Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).

- Where it is needed in the public interest or for official purposes.

### **How we use sensitive personal data**

- We may process sensitive personal data relating to staff, councillors, volunteers and role holders including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Do we need your consent to process your sensitive personal data?**

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Information about criminal convictions**

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where

appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

### **What is the legal basis for processing your personal data?**

Some of our processing is necessary for compliance with a legal obligation. We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

### **Sharing your personal data**

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Town Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your responsibilities**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

## **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### **1) *The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

### **2) *The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### **3) *The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

### **4) *The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **5) *The right to data portability***

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

### **6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

### **7) *The right to lodge a complaint with the Information Commissioner's Office.***

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights

either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on the Town Council's website [northpethertontowncouncil.gov.uk](http://northpethertontowncouncil.gov.uk)  
This Notice was last updated in July 2025

Contact Details Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: The Data Controller, North Petherton Town Council, The Council Offices, The Small Hall, Fore Street, North Petherton, Somerset TA6 6QA  
Email: [enquiries@northpethertontowncouncil.gov.uk](mailto:enquiries@northpethertontowncouncil.gov.uk)



# **Safeguarding Policy & Procedures**

**Approved By the Town Council XXXXXXXX**

This policy sets out the Town Council's Safeguarding policy and it applies to staff, councillors, volunteers and people / organisations contracted by the Town Council to provide services e.g. youth work provision

## **Policy Statement**

North Petherton Town Council is fully committed to safeguarding the welfare of all everyone using council services, participating in council run or supported activities and visiting council provided facilities. It recognises its responsibility to take all reasonable steps to create and maintain safe environments, promote safe working practice and to protect vulnerable adults, children and young people from harm, abuse and exploitation.

Paid staff and volunteers will endeavour to work together to provide a safe and welcoming environment to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people, and adults

## **Introduction**

Safeguarding is everyone's responsibility - staff, volunteers and Councillors. Everyone should be aware of their responsibilities in relation to the protection of children, young people and adults at risk.

Note: The Children's Act 1989 defines a child as a person under the age of 18 years.

## **Policy Principles**

- North Petherton Town Council is committed to providing safe environments for all
- The welfare of children, young people and vulnerable adults is paramount
- All children and vulnerable adults have a right to protection from abuse
- Town Council staff, volunteers and Councillors have a responsibility to support the care and protection of children and vulnerable adults.

North Petherton Town Council will

- Ensure that all Town Council facilities, events and services support, promote and facilitate a safe experience for all who use them
- Ensure that all individuals who come into contact with the Town Council are treated with dignity, respect and safeguarded from harm
- ensure that all workers, volunteers and councillors understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation;
- develop best practice in relation to the recruitment of all workers, councillors and volunteers including DBS checks, and rechecks every three years

Note: There is no defined expiry date for DBS checks and organisations are free to establish when additional requests to the DBS are made.

- ensure that all workers, volunteers and councillors understand their responsibility to work to the standards and procedures detailed in the organisation's Code of Conduct, Code of Good Practice and the Child Protection Procedures
- ensure that all workers, volunteers and councillors understand their obligations to report care or protection concerns about a child/young person, or a worker's conduct towards a child/young person, to the organisation's designated person for child protection (the Town Clerk);

- Library volunteers will complete the basic safeguarding training available on-line through Somerset Council
- ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- ensure that the designated person is appropriately trained and understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police, Multi Agency Support Hub (MASH) and/or Somerset Council Social Services);
- provide opportunities for all workers, volunteers and councillors to develop their skills and knowledge particularly in relation to the care and protection of children and young people annually;
- ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's Complaints Procedure;
- ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the care and protection of children and young people
- Take appropriate action to investigate any concerns or allegations of abuse and to support individuals who may be affected

### **Integration into everyday Work**

When an activity is at the planning stage consideration of safeguarding responsibilities should be an integral part of the process and potential safeguarding issues and relevant mitigations identified

### **Reporting Process**

Any incident or situation which give a member of staff, a volunteer or a councillor should be reported as soon as possible to the Town Clerk

### **Responding to a child or vulnerable adult who says either they or another child or vulnerable adult is/are being abused and responding to allegations against an employee/volunteer/Member or another young person:**

If a person discloses to you abuse by someone else:

- - Do create a safe environment by offering the child, young person, or vulnerable adult a private and safe place if possible.
  - Do stay calm and reassure the child, young person, or vulnerable adult and stress that he/she is not to blame.
  - Allow the person to speak without interruption, accepting what is said,
  - Do tell the person that you know how difficult it must have been to confide in you and that they have done the right thing in talking to you.
  - Do listen carefully and tell the child, young person, or vulnerable adult, what you are going to do next.
  - Do tell only the DSO without delay, using the child's own words where possible
  - but DO NOT investigate.



- Advise that you will try to offer support, but that you **MUST** pass the information on.
- Record the facts as you know them.
- **DO NOT** take photographs of any injuries.
- **DO NOT** postpone or delay the opportunity for the person to talk.
- **DO NOT** take notes while the person is speaking or ask the person to write an account.
- **DO NOT** ask leading questions
- **DO NOT** try to investigate the allegation yourself.
- **DO NOT** promise confidentiality e.g. to say you will keep 'the secret'
- **DO NOT** approach or inform the alleged abuser
- **DO** Refer the allegation immediately to the Town Clerk. If the Town Clerk is implicated, refer to the Mayor. All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- Try to ensure that no-one is placed in a position which could cause further compromise.

Action to be taken by the person receiving the referral as soon as possible, in any event within 24 hours:

- Write down notes, dates, times, facts, observations, verbatim speech, if possible, as soon as possible after the incident or disclosure has occurred.
- Ensure correct details are available: young person's/vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the Somerset Childrens Advice & Duty Service. Ask for the name of the person you are speaking with. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Prepare a confidential file. Record all notes, conversations and advice from the Childrens Advice & Duty Service. Every effort should be made to ensure that confidentiality is maintained for all concerned.

## **Responding to concerns about a child's welfare where there has been no specific disclosure or allegation:**

All employees, volunteers and Councillors are encouraged to share concerns with the Town Clerk. The Town Clerk will, if appropriate, make the necessary referral.

Recognising abuse is not always easy. The list below provides some indicators of abuse, however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- (a) Having unexplained or suspicious injuries, e.g. bites or bruising.
- (b) Having an injury for which the explanation seems inconsistent or which has not been treated adequately.
- (c) Change in behaviour, including becoming withdrawn, or becoming aggressive.
- (d) Displaying inappropriate sexual awareness for their age.
- (e) Refusal to remove clothing for normal activities, e.g. swimming.
- (f) Looking neglected in appearance.
- (g) Losing or putting on weight for no apparent reason.
- (h) Lack of trust in adults.

## **Allegations against staff, volunteers and Councillors**

- All staff, volunteers and Councillors should take care not to place themselves in a situation where they could be vulnerable to an allegation of inappropriate behaviour or abuse. It is advisable that work with individual children, young people or vulnerable adults should always be conducted in view of at least one other adult.
- If an allegation is made against a member of staff or a volunteer, the person receiving the allegation must immediately inform the Town Clerk (as the DSO)
- If an allegation is made against a Councillor, the person receiving the allegation must immediately inform the Monitoring Officer at Somerset Council and the Town Clerk.

## **Confidentiality**

Every effort will be made to maintain confidentiality and guard against publicity whilst an allegation is being investigated or considered.

## **Behaviour of staff, volunteers and councillors**

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect staff, volunteers and Councillors from situations where false allegations may occur.

The guidelines apply to everyone working with vulnerable persons or children involved in activities organised by or on behalf of North Petherton Town Council or at services provided by North Petherton Town Council.

**You must:**

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture or religious beliefs.
- Provide an example of good conduct you wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Respect a person's right to personal privacy.
- Provide access for young people to talk to others about any concerns they may have.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Recognise that special caution is required when you are discussing sensitive issues, such as bullying, bereavement, abuse or personal development.
- Recognise that some children or vulnerable adults will be more vulnerable to abuse than others, and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background or culture.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Be identifiable and wear a name badge (if issued) at all times.

**You must not:**

- Engage in physical horseplay, such as wrestling or tickling.
- Have any inappropriate verbal or physical contact with children or vulnerable people, or make suggestive remarks or gestures.
  - Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying, etc.)
  - Play physical contact games with children or vulnerable adults.
  - Jump to conclusions about others without checking the facts.
  - Ask children or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
  - Exaggerate or trivialise abuse issues.
  - Show favouritism to any individual.
  - Rely on just your good name to protect you.
  - Believe it could "never happen to me".
  - Take chances when common sense, policy or practice suggest a more prudent approach.
  - Allow allegations made to go unchallenged, unrecorded and not acted upon.

## **Designated Safeguarding Officer**

The Designated Safeguarding Officer (DSO) is responsible for:

- Ensuring that all staff and volunteers are aware of their responsibilities and obligations to safeguard individuals.
- Providing advice, guidance, and support to staff and volunteers on safeguarding matters.
- Ensuring that the council's policies and procedures relating to safeguarding are up to date and are being implemented effectively.
- Ensuring that concerns or allegations of abuse are reported and responded to appropriately.
- Liaising with external agencies, including the local authority and police, as required.

The DSO for Marlborough Town Council will be the Town Clerk, unless otherwise agreed by the Full Council

## **Useful Contacts, Links And Information:**

**North Petherton Town Clerk** – Tel: 01278 574 074 or email  
[Joy.norris@northpethertontowncouncil.gov.uk](mailto:Joy.norris@northpethertontowncouncil.gov.uk)

**North Petherton Town Mayor:** Councillor Linda Hyde

**Avon & Somerset Constabulary Child Protection unit**  
**Police Central Referral Unit:** 0845 605 116.

Somerset Children's Services

Somerset Safeguarding Adults Board

**South West Child Protection Procedures** [www.swcpp.org.uk](http://www.swcpp.org.uk)

**Care Quality Commission** (only to be used if contact cannot be made with Somerset Council social services) 03000616161 [enquiries@cqc.org.uk](mailto:enquiries@cqc.org.uk)

**Child Exploitation and Online Protection Agency** [www.ceop.org.uk](http://www.ceop.org.uk) and  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

NSPCC

help for adults concerned about a child – 0808 800 5000  
help for children and young people 0800 1111

**For further guidance please see HM Government – What to do if you're worried that a child is being abused.**

**[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/281231/DFES-04319-2006-ChildAbuse\\_Summary.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281231/DFES-04319-2006-ChildAbuse_Summary.pdf)**

## Definitions

- **A child or young person** is anyone under the age of 18 years. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
- **A vulnerable adult** is someone who by reason of mental or other disability, age, or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation. An adult for the purpose of this policy is anyone over 18 years of age.
- **Safeguarding and promoting the welfare of children and adults as defined for the purposes of this policy:** - protecting children and adults from maltreatment, or harm - preventing impairment of children's and adult's health or development - ensuring that children and adults are participating in experiences, using services, or facilities consistent with the provision of safe and effective care and provision - taking action to enable all children and adults to have the best life chances, or user experience.
- **Abuse:** A form of maltreatment of a child or adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children or adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Abuse can also be mistreatment that violates a person's human and civil rights
- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
- **Domestic violence** – psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence
- **Sexual abuse** – rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks
- **Financial or material abuse** – including theft, fraud, internal scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions; the misuse or misappropriation of property, possessions or benefits
- **Modern slavery** – including slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment (because of race, gender and gender identity, age, disability, sexual orientation, religion)
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting, such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practices as a result of the structure, policies, processes and practices within an organisation
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs; failure to provide access to appropriate health, care and support or educational services; the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect** – covering a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a safeguarding response is required will depend on the adult's ability to protect themselves by controlling their own behaviour.

**DRAFT SUGGESTED RESPONSE FROM NPTC TO THE LOCAL GOVERNMENT  
BOUNDARY COMMISSION ON RECOMMENDED NEW ELECTORAL ARRANGEMENTS  
FOR SOMERSET COUNCIL**

When responding to the Boundary Commission's first set of proposals, North Petherton Town Council (NPTC) emphasised the shared sense of identity, belonging and central focus across the town council area, despite the apparent differences between the established original settlement of North Petherton, the rural villages and hamlets, and the new large housing developments of Wilstock and Stockmoor. There had been considerable concern about the proposal to split the different parts of the town area across neighbouring divisions, with no obvious transport links and in some cases cut off by the river, canal or the M5 motorway. The Town Council is therefore pleased and relieved to see in the current recommendations that these important close links across the whole town area have now been acknowledged and that it is now proposed for the parish boundary of North Petherton to remain largely unchanged.

NPTC had also proposed that North Petherton should remain as a two-councillor division, as that arrangement has largely been working well; however, as the Boundary Commission wants to have single-councillor divisions across the whole of Somerset, North Petherton Town Council agrees that if this is to be the case, it would make best sense for North Petherton to be divided into two electoral divisions, with one councillor covering the original North Petherton, together with the surrounding rural villages of North Newton, Moorland and smaller hamlets, and the second councillor representing Wilstock and Stockmoor, together with the forthcoming developments at Bridgwater Gateway.

NPTC also agrees that the very small number of properties on the northern boundary with Bridgwater, who already identify more with Bridgwater than North Petherton, should move over to the Bridgwater Hamp ward.

The Boundary Commission's proposal for the consequent ward boundary for North Petherton reassuringly leaves the current town council ward boundaries largely intact. NPTC sees the logic of establishing separate wards for Wilstock and Stockmoor (one joint ward) and the original settlement of North Petherton, in addition to the smaller existing wards of North Newton, Northmoor Green and Hamp Bridge. The town council agrees with the proposed total number of councillors remaining the same as at present and with the recommended numbers of councillors for each of the wards.

In conclusion North Petherton Town Council is broadly in favour of the Draft Recommendations published in June 2025.



# National Joint Council for local government services

**Employers' Secretary**  
Naomi Cooke

**Trade Union Secretaries**  
Kevin Brandstatter, GMB

Mike Short, UNISON

**Address for correspondence**  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7664 3000  
[info@local.gov.uk](mailto:info@local.gov.uk)

**Address for correspondence**  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[l.government@unison.co.uk](mailto:l.government@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(to be shared with Finance Director and HR Director)  
Regional Employer Organisations  
Members of the National Joint Council**

24 July 2025

Dear Chief Executive,

## LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

***NB: This circular replaces the one dated 23 July 2025 as it contained rounding errors in some of the hourly rates. The correct figures are now shown as underlined italics in the pay spine at Annex 1.***

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2025** (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 per cent per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should also be increased by 3.20 per cent, in accordance with Green Book Part 2 Para 5.4<sup>1</sup>.

The new rates for allowances, uprated by 3.20 per cent, are set out at **Annex 2**.

The NJC has agreed that **from 1 April 2026, Spinal Column Point (SCP) 2 will be permanently deleted** from the NJC pay spine.

### Backpay for employees who have left employment since 1 April 2025

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2025 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if

---

<sup>1</sup> The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

the ex-employee has pre-April 2014 LGPS membership and / or underpin protection) accordingly.

Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)

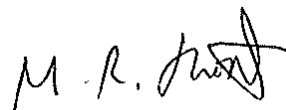
Yours faithfully,

*Naomi  
Cooke*

**Naomi Cooke**

A handwritten signature in black ink, consisting of a stylized 'K' followed by a long horizontal stroke.

**Kevin Brandstatter**

A handwritten signature in black ink, appearing to read 'M. R. Short' with a stylized flourish at the end.

**Mike Short**

## ANNEX 1

SCP	01-Apr-24		01-Apr-25	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£23,656	£12.26	£24,413	£12.65
3	£24,027	£12.45	£24,796	£12.85
4	£24,404	£12.65	£25,185	£13.05
5	£24,790	£12.85	£25,583	£13.26
6	£25,183	£13.05	£25,989	£13.47
7	£25,584	£13.26	£26,403	<u>£13.69</u>
8	£25,992	£13.47	£26,824	£13.90
9	£26,409	£13.69	£27,254	£14.13
10	£26,835	£13.91	£27,694	<u>£14.35</u>
11	£27,269	£14.13	£28,142	<u>£14.59</u>
12	£27,711	£14.36	£28,598	£14.82
13	£28,163	£14.60	£29,064	<u>£15.06</u>
14	£28,624	£14.84	£29,540	£15.31
15	£29,093	£15.08	£30,024	£15.56
16	£29,572	£15.33	£30,518	£15.82
17	£30,060	£15.58	£31,022	£16.08
18	£30,559	£15.84	£31,537	£16.35
19	£31,067	£16.10	£32,061	£16.62
20	£31,586	£16.37	£32,597	<u>£16.90</u>
21	£32,115	£16.65	£33,143	£17.18
22	£32,654	£16.93	£33,699	£17.47
23	£33,366	£17.29	£34,434	<u>£17.85</u>
24	£34,314	£17.79	£35,412	<u>£18.35</u>
25	£35,235	£18.26	£36,363	<u>£18.85</u>
26	£36,124	£18.72	£37,280	£19.32
27	£37,035	£19.20	£38,220	£19.81
28	£37,938	£19.66	£39,152	£20.29
29	£38,626	£20.02	£39,862	£20.66
30	£39,513	£20.48	£40,777	£21.14
31	£40,476	£20.98	£41,771	£21.65
32	£41,511	£21.52	£42,839	<u>£22.20</u>
33	£42,708	£22.14	£44,075	£22.85
34	£43,693	£22.65	£45,091	£23.37
35	£44,711	£23.17	£46,142	<u>£23.92</u>
36	£45,718	£23.70	£47,181	£24.46
37	£46,731	£24.22	£48,226	£25.00
38	£47,754	£24.75	£49,282	£25.54
39	£48,710	£25.25	£50,269	£26.06
40	£49,764	£25.79	£51,356	£26.62
41	£50,788	£26.32	£52,413	<u>£27.17</u>
42	£51,802	£26.85	£53,460	£27.71
43	£52,805	£27.37	£54,495	£28.25

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

**1 April 2025**  
£43.12

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2025  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

**1 April 2025**  
£1,539

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

**1 April 2025**  
£251

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

**1 April 2025**  
£181

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2025**  
£1,045

Outer Fringe Area:

**1 April 2025**  
£729

**Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

**1 April 2025**  
£34.71

## **FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

### **Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2025**

£1,045

Outer Fringe Area:

**1 April 2025**

£729