



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 13TH OCTOBER 2025 AT 6.30PM IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 13th October 2025 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors L Auletta, C Beavis, T Bennett, J Chinnock, J Hannam, D Peters, E Price and M Trant.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 90 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

To receive apologies and to confirm that any absence has the approval of the Council.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 8th September 2025 and update on any matters arising. Document attached [page 3].

3. BUDGET MONITOR

To consider the Budget Monitor. Documents attached [see separate document].

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendation from the Economy Working Group, 8th October 2025. Document attached and to follow [page 6].

5. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since July 2025 and the current budget. Document attached [page 6].

6. CAPABILITY POLICY AND PROCEDURES

To review the Capability Policy and Procedures. Document attached [page 8].

7. WHISTLEBLOWING POLICY

To review the Whistleblowing Policy. Document attached [page 14].

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th November 2025 at 6.30pm in the Guildhall. No document.

*The Committee will be asked to **RESOLVE** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

9. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for September (financial). Documents attached.

10. LEISURE FACILITIES

To consider an informal update on local leisure facilities. Verbal update.

11. STAFF ATTENDANCE

To note sickness and overtime balances (staffing). Document attached.

12. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing). Verbal update.

Catherine Marlton
Town Clerk
8th October 2025

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.

ITEM 2 – CONFIRMATION OF MINUTES



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 8TH SEPTEMBER 2025 AT 6.30PM IN THE GUILDHALL

Present: Councillors D Peters (Chair), L Auletta, C Beavis, T Bennett, J Chinnock and E Price.

Apologies: Cllrs Hannam and Trant.

In Attendance: Member of the public, Cllr Hodgson, C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

The Committee adjourned for the following items:

PUBLIC QUESTION TIME

Totnes Rural Area Youth Engagement (TRAYE) representatives presented their final accounts and the implications of not receiving Town Council funding in the 25/26 financial year. Members used the opportunity to ask questions about other funding stream, service operation, interlinking with statutory services run by Devon County Council.

The Committee convened to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 14th July 2025 and update on any matters arising.

The minutes were **AGREED** unanimously as an accurate record of the proceedings.

3. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED**.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following:

- a. **Community Working Group, 15th July 2025.**
- b. **Economy Working Group, 13th August 2025.**
- c. **Environment and Public Realm Working Group, 30th July 2025.**

It was **RESOLVED** to agree the recommendation for the Town Maintenance Team to install the signage once funded and agreed by SHDC – subject to confirmation that the Town Council does not take ownership, liability or future maintenance responsibilities.

5. COUNCIL GRANT - TRAYE

To consider the Council grant application submitted by Totnes Rural Area Youth Engagement (TRAYE) for delivery of the project in 2025.

To **RECOMMEND** to Full Council that:

- a. The second homes premium element of the precept totalling £11967 should be reallocated to youth provision; and
- b. If recommendation 6a is agreed, that TRAYE is awarded £10500 for the 2025/26 financial year for the protection of three fortnightly youth services.

6. CONFIDENTIALITY, DATA PROTECTION AND IT USAGE POLICY

To review the Confidentiality, Data Protection and IT Usage Policy.

To **RECOMMEND** to Full Council that the Confidentiality, Data Protection and IT Usage Policy is adopted.

7. HEALTH, SAFETY AND WELLBEING POLICY

To review the Health, Safety and Wellbeing Policy.

It was **AGREED** to adopt the Health, Safety and Wellbeing Policy subject to a widening of the wording around Young Persons to include all vulnerable people such as those with a disability, older persons, etc.

8. LONE WORKING POLICY

To review the Lone Working Policy.

It was **AGREED** to adopt the Lone Working Policy.

9. PAY POLICY

To review the Pay Policy.

It was **AGREED** to adopt the Pay Policy.

10. EXTERNAL AUDIT CERTIFICATE

To note the external audit certificate.

Noted.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th October 2025 at 6.30pm in the Guildhall.

Noted.

*The Committee will be asked to **RESOLVE** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

It was **RESOLVED** to extend the meeting by 30 minutes.

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for July and August (financial).

These were reviewed and **AGREED**.

13. TOTNES CHRISTMAS MARKET AND LATE-NIGHT SHOPPING: EVENT MANAGEMENT 2026-2028

To consider tenders for the Christmas Market and late-night market event management 2026-28 (commercially sensitive).

To **RECOMMEND** to Full Council that Miss Ivy Events be appointed as the 2026–2028 delivery partner for the Christmas Late Night events

14. TOTNES MUSEUM

To consider the following works for Totnes Museum (commercially sensitive):

- a. A quote and brief for a condition survey of the building to be conducted.**
- b. A quote for works to the party wall.**

It was **RESOLVED** to accept both quotes, without pursuing further quotes, due to the specialist nature of the works.

15. CASTLE MEADOW

To consider a recommendation for Castle Meadow from the Environment and Public Realm Working Group (legal).

To **RECOMMEND** to Full Council to agree the recommendation of the Environment and Public Realm Working Group.

16. CHURCH WALL

To note an update on the St Mary's Church wall (legal).

Noted.

17. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing).

Noted.

The meeting closed at 8.30pm

Catherine Marlton
Town Clerk
September 2025

ITEM 4 – STRATEGY DELIVERY WORKING GROUPS

There are no budgetary recommendations from the Economy Working Group held on 13th August or the Environment and Public Realm Working Group held on 17th September 2025.

Any recommendations for the Economy Working Group held on 8th October will follow.

ITEM 5 – MAYOR'S ENGAGEMENTS AND BUDGET

Date	Event
July	
1	Meeting RNLI at Guildhall
3	South Devon CAMRA Beer Festival
3	Exeter Lammas Fair
4	Make Votes Matter Event (photo)
12	Sky Rise Festival Fundraising
12	Opening of community dark room in Bridgetown
16	Totnes Hospital League of Friends AGM
19	Brutus Pageant
21	Meeting with Mail Online
August	
15	Wreath Laying for VJ Day
20	Skate Park Photo
September	
6	Skate Park informal launch
11	Book launch at Venus Dental
14	Launch of South Hams Way (Postponed)
27	Fair Trade Event
27	Heritage Festival
27	Bike Hub Birthday Event

Mayoral Budget

Allocation	479.45	<u>Expenditure</u>	
		TB rail fare	32.00
<u>Expenditure</u>			
Y/E adjustment	-10.00		
Poppy wreath	20.00		
Medal ribbons	4.96		

			32.00
Balance remaining to c/f	<u>464.49</u>		
		Balance remaining	<u>178.00</u>

21/5/25 -
31/3/26

Tim Bennett

Allocation	3020.55
B/f	464.49
Civic Event income	

<u>Expenditure</u>	
Elizabethan Society reception	8.18
Food for Mayoral Choosing	100.44
Buffet for Mayoral choosing	281.60
Medal engraving	42.00
Mayoral board signwriting	95.00
Installation of Judy's memorial bench	28.59
Poppy wreath	27.50

Balance remaining	<u>2901.73</u>
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<u>Event costs</u>	382.04
Mayoral Choosing	



CAPABILITY POLICY & PROCEDURES

TOTNES TOWN COUNCIL
OCTOBER 2025

1 Introduction

This procedure is used to support, enhance, and improve the performance of employees. This procedure sets out a framework for resolving issues relating to poor performance, in accordance with the Employment Rights Act 1996, Human Rights Act 1998, and the ACAS Code of Practice on Disciplinary Procedures. The procedure aims to ensure that consistent and fair treatment is given to all individuals.

2 Scope

Where there are issues of misconduct or of negligence, these will be dealt with under the Disciplinary Procedure. For matters of sickness, disability, or ill health, the Absence Management Policy will be used.

3 General Principles

The Procedure is not a substitute for good management practices. It should only be invoked when initial attempts to improve performance have been unsuccessful following discussions between the employee and their manager.

The employee must be given at least 5 working days' notice of the requirement to attend a formal review meeting or an appeal.

The employee has the right to be represented at formal review meetings or appeals.

In the event of a formal warning or a dismissal, the employee has the right of appeal.

4 Related Procedures

When using the procedure, it may be necessary to refer to the contents of other agreed documents within the Staff Handbook including, but not limited to:

- The Equality and Diversity Policy
- The Grievance Procedure
- The Absence Management Policy

5 Representation

Employees have the right to representation at hearings and appeals relating to any stage of the formal procedure. This can be a trade union representative, non-union employee representative, or a work colleague.

Representatives can take an active part in review meetings.

6 Action against a Trade Union Official

In normal circumstances no action will be taken against an officer of a recognised Trade Union until the matter has been discussed with a full-time officer of that union.

7 The Informal Procedure

The line manager (or Hearings Panel in relation to matters concerning the Town Clerk) should deal with minor issues of poor performance in the first instance.

A meeting with the employee to discuss poor performance should be arranged and any problems or areas for concern should be raised by the line manager. Appropriate support and training should be offered to assist the individual towards meeting the required standards in the future. Realistic targets should be agreed with the individual and future expectations made clear by the line manager. The line manager will record the points discussed in the meeting and confirm this in writing to the employee along with the agreed plan to achieve acceptable levels of performance. A review meeting should be arranged within 2 months to assess whether the targets have been met and whether the performance is satisfactory.

In most cases, these meetings should provide sufficient guidance, support, and clarification of standards to rectify the situation.

However, the formal procedure will apply when:

- Previous informal advice or guidance has proved ineffective; or
- The performance is so poor that informal discussions are unlikely to help.

8 The Formal Review

If informal discussions have proved unsuccessful in raising performance levels to the standards set by the line manager then the formal procedure will be invoked. There are three stages to the formal procedure. The employee has the right of representation at each stage.

During each stage, the employee's performance will be monitored closely. The method of doing this will be made clear to them at the conclusion of each review meeting.

Stage 1 - The Capability Review

The Capability Review should build on the informal discussions. It should be sufficiently specific so that the employee knows exactly what it is about their performance that is unsatisfactory and how they can improve to the required standard. The senior line manager will carry out the Review.

The review has four main purposes:

1. To allow the senior line manager to discuss with the employee:
 - (i) the standards of work required;
 - (ii) what improvement is necessary;
 - (iii) how the employee can be helped to achieve them;
 - (iv) how improvement will be assessed and the timescale which must be reasonable.
2. To allow the employee to:
 - (i) obtain a clear understanding of what is expected of them;
 - (ii) give an explanation or comment on their work;
 - (iii) give their views on how the problem can best be tackled.
3. To allow the senior line manager and the employee to explore other options, such as:
 - (i) additional instruction, training, or personal development activity;
 - (ii) referral to occupational health, which may involve alternative action under the Council's Absence Management Policy.
4. To make clear to the employee:
 - (i) the timescale for improvement;
 - (ii) how and by whom their work will be monitored during the review period;
 - (iii) the consequences if their work does not improve or if improvement is not maintained.

Ideally, standards of performance should be agreed between the senior line manager and employee. However, in the absence of such an agreement, the senior line manager must satisfy himself or herself that any targets set are reasonable and non-discriminatory. If training has already been given then its effectiveness should be reviewed and any further training and support agreed.

If the senior line manager feels at the conclusion of the review that there is a shortfall in performance, the employee will be issued with a formal warning and an action plan, including timescales, to achieve. It will also be made clear that failure to achieve the action plan will lead to the next stage of the formal procedure. The length of time given to improve will depend on the nature of the job and the performance gap but in normal circumstances it should not be more than 3 months. The senior line manager should confirm the outcome of the meeting in writing to the individual within 5 working days.

Stage 2 – The Capability Review

If the employee fails to achieve the standards or the timescales set out in the action plan then Stage 2 of the procedure is invoked. This involves a further review based on the same structure as Stage 1.

Stage 2 of the Capability Review will be conducted by the Town Clerk. If it is concluded that there is still a performance issue to be addressed, a further formal warning should be issued along with an action plan giving details of the standards of performance required and the timescales within which these must be achieved. The employee should be reminded that if the action plan is not achieved, then Stage 3 will be invoked. It needs to be made clear that Stage 3 may result in a decision to dismiss the employee. Again, the length of time given to improve will depend on the nature of the job and the performance gap but in normal circumstances should not be more than 3 months. A letter to confirm the outcome of the meeting should be sent to the employee within 5 working days, it should also explain the employee's right to appeal against any warning issued.

Stage 3 – The Final Capability Review

The Final Capability Review will be heard by the Hearings Panel.

The officers who conducted Stages 1 and 2 should also be present to provide details of the previous review meetings and of the steps taken to encourage improvement in the employee's performance.

The employee will have the opportunity to respond and put forward any points they wish to be considered.

Consideration should be given to any alternatives to dismissal, such as redeployment or options of downgrading. However, this may not always be possible and will depend on each individual situation and the circumstances of the organisation.

The Panel must satisfy themselves that they have heard all of the relevant information and that the employee has been given sufficient opportunity to improve. If they consider that

the employee's performance remains unsatisfactory, they must inform the employee that their employment is terminated on the grounds of capability or any alternatives to dismissal.

The employee's dismissal will be with notice or, if serving their notice period is not in the interests of the Council, they will receive pay in lieu of notice. The dismissal must be confirmed in writing within 5 working days, stating the reasons for it, and informing the employee of their right of appeal.

9 Levels of Authority

Guidance is given here on the appropriate levels of authority, although alternative arrangements may have to be made on occasion.

Formal	Officer	Authority
Stage 1 & 2	First & second tier management posts	Formal warnings
Stage 3	Hearings Panel	Dismissal

10 The Right of Appeal

In the event of a formal warning or dismissal, the employee has the right to submit an appeal to the Town Clerk (Hearings Panel-in relation to matters concerning the Town Clerk). The Appeal must be made in writing within 10 days of the date of the letter confirming dismissal.

The Appeals Panel will hear the appeal, providing that they have had no previous involvement in the matter. They will be assisted by an independent suitably qualified adviser.

The appeal will take place as soon as is practically possible.

The objective is:

- To review the decision of the Stage 3 Hearings Panel and decide whether that action is warranted or not; and
- If the action is not warranted, to determine what action if any is appropriate.

The procedure to be followed is:

1. Presentation of the details of the poor performance by the Chair of the Final Capability Review;
2. Opportunity for the panel to ask questions of the Chair of the Final Capability Review;
3. Presentation of the appellant's case;
4. Opportunity for the panel to ask questions of the appellant;

5. Adjournment of the Panel to make their decision;
6. The appeal is reconvened if possible and the appellant is informed of the decision;
7. Confirm the decision in writing.

The decision of any appeal hearing is final.

11 Training

Appropriate training will be given to the Officers or any Members who might be involved in capability or appeals meetings to ensure that they fulfill their responsibilities under this procedure.

12 Interpretation

In matters relating to the application of these provisions to the Town Clerk the words 'Town Clerk' or 'senior/line manager' within this document shall be replaced with 'Hearings Panel' or 'Appeals Panel' as appropriate.



WHISTLEBLOWING POLICY

TOTNES TOWN COUNCIL
OCTOBER 2025

INTRODUCTION

Employees are often the first to realise that there may be something wrong within their organisation. However, they may not feel able to express their concerns because they feel that speaking up would be disloyal to their colleagues or to their employer. They may also be apprehensive about the consequences and they may mistakenly feel that it may be easier, therefore, to ignore the concern rather than report what may be no more than a suspicion of malpractice.

Totnes Town Council is committed to the highest standards of openness, probity, and accountability. It expects employees, and others that it deals with, who have serious concerns about any aspect of the Council's work, to come forward and voice those concerns. The word 'whistleblowing' in this procedure refers to the disclosure, internally or externally, by employees of malpractice, as well as illegal acts or omissions at work.

This policy makes it clear that all employees can report, in a confidential manner, their concerns without fear of victimisation, subsequent discrimination or disadvantage, and is intended to encourage and enable serious concerns to be raised with the Council, rather than overlooking a problem or 'blowing the whistle' outside. It is stressed that under the Public Interest Disclosure Act 1998, employees of the Council who speak out against corruption or malpractice at work have statutory protection against victimisation, dismissal or other disadvantage.

SCOPE

This policy applies to employees of Totnes Town Council. Agency workers, casual workers and other individuals performing functions for the Council, such as contractors, are also encouraged to use the procedure.

AIMS

This policy aims to:

- Encourage employees to feel confident in raising serious concerns in those cases where they do not wish to use the normal reporting routes within their departments;
- Provide alternative avenues for raising concerns;
- Ensure that responses to concerns are made;
- Reassure employees that they will be protected from possible reprisals or victimisation if they have made a qualifying disclosure to address their concerns.

BACKGROUND

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that one of the following is being, has been, or is likely to be committed:

- A criminal offence;
- A miscarriage of justice;
- An act creating a risk to health and safety;
- An act causing damage to the physical environment;
- A breach of any other legal obligation; or
- Concealment of any of the above

It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient.

An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment (e.g. disciplinary action), or victimised because he/she has made a disclosure.

The employee has no responsibility for investigating the matter; it is Totnes Town Council's responsibility to ensure that an investigation takes place.

The Council fully understands that employees who are members of a Trade Union may, in the first instance, wish to seek advice and guidance from their Union on the application of this Procedure.

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that his/her own contract has been, or is likely to be, broken, he/she should use the Council's Grievance Procedure.

PRINCIPLES AND SAFEGUARDS

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

Confidentiality

All concerns will be treated in confidence and every effort will be made to protect an employee's identity if that is their wish. At the appropriate time, however, they may need to be called as a witness, following a full factual investigation of the concerns raised.

GDPR/Data Protection Act 2018 obligations will be followed when handling whistleblowing disclosures.

Anonymous Allegations

In order to ensure that employees receive the protection of the Public Interest Disclosure Act 1998, employees should put their name to their concern.

Concerns expressed anonymously are much less convincing. Anonymous concerns and allegations will therefore be investigated at the discretion of the Council.

In exercising the discretion the factors to be taken into account would include:

- The seriousness of the issues raised;
- The credibility of the concern;
- The likelihood of confirming the allegation from factual evidence.

PROCEDURE FOR MAKING A DISCLOSURE

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

The action taken will depend on the nature of the concern. The matters raised may:

- be investigated internally by management, or through the disciplinary or other internal process
- be referred to the Police
- be referred to the External Auditor
- form the subject of an independent inquiry.

Concerns or allegations which fall within the scope of specific procedures of Totnes Town Council will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation.

If urgent action is required this will be taken before any investigation is conducted.

You will be written to within ten working days:

- acknowledging that the concern has been received
- indicating how the Council proposes to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing you if any initial enquiries have been made
- whether further investigations will take place and, if not, why not

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) (Amendment) Order 2022.

If a matter is taken outside Totnes Town Council, you must take all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, check.

ATTENDING MEETINGS

When any meeting is arranged you have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

SUPPORT

Totnes Town Council will take steps to minimise any difficulties you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, Totnes Town Council will advise or arrange for you to have advice about the procedure.

Totnes Town Council will not tolerate harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

Totnes Town Council accepts that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

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