

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 11th APRIL 2022 AT 7.30PM

Councillors Present : Cllrs Young (Chairman), Hanson, I. Alexander, Sullivan, Trundle, Goldsmith, Parsons, S. Alexander, Bell, and Campbell.

Clerks in attendance : John Fullbrook

Members of the Public : 9 {including District Cllr Bob Platt and Wardens Conroy and Pearce}

Meeting commenced : 7.33 pm

DRAFT MINUTES

ACTION

FULL/21/104 APOLOGIES FOR ABSENCE

104.1 Apologies were received from Cllrs Lloyd, Rudkin, Northam, Norcross and WSCC Cllr Linehan.

FULL/21/105 DECLARATIONS OF INTEREST

105.1 Cllr I Alexander declared an interest in item 111.2, as he is chairman of the Steyping & District Community Partnership and the project being discussed is being driven by that group.

FULL/21/106 QUESTIONS FROM THE FLOOR (in Summary)

106.1.1 **Q** - Paul Maidment – I have been involved in a voluntary capacity with the Steyping Ukrainian refuge project. There are now 125 local residents volunteering to help. I'm pleased that you are considering a grant of £250 for the cause but hoped that you might consider a great deal more.

106.1.2 **A** – The Chair thanked Paul for his comments and said they would be considered when discussing that item.

106.2.1 **Q** - Nick Muggridge – Asked why the CCTV agenda item was to be discussed under Confidential session rather than in open session.

106.2.2 **A** – The Clerk responded that during the course of the discussion it was likely that members would want to talk about details as to the current CCTV coverage, and possible future coverage, that would be confidential in nature, and what we don't want to do is compromise having a full discussion as that might lead to deferring agreement to move this subject forward. It is however a very reasonable request as I'm sure residents may want to know where councillors stand on the issue, and noted future discussions are liable to be in open session.

106.2.3 **Q** - Nick Muggridge – I accept that, but can I urge councillors to make a decision as this has been an item for discussion since 2015.

106.3.1 **Q** - The Clerk referred to correspondence received that morning and including three questions for the Chair. As the questions were directed at the Chair who was not in attendance, and because they were concerning the planned review of SPC by Hoey Ainscough and asking for her opinions, it was suggested that these questions be responded to by a letter posted on the SPC Web site, together with the minutes of the meeting.

106.3.2 **A** – The Clerk did respond however in part to Question 2, {As this was a matter of fact rather than opinion}. It said in reference to Code of conduct complaints – How can the Parish Council possibly justify further expenditure {£12 - £20K}? The Clerks' response - It should be noted that it will not be a cost to the Parish Council rather it is a cost borne by Horsham District Council and it is a cost that they would therefore have to justify.

Cllr
Norcross

FULL/21/107 **MINUTES OF PREVIOUS MEETINGS**
107.1 Cllr Campbell had raised issues concerning details within the previous meetings minutes.
Cllr Young **proposed, seconded** by Cllr I. Alexander that the 21st February 2022 draft minutes {acceptance} be deferred until the next meeting. **Agreed**

FULL/21/108 **MATTERS ARISING** - These were taken as read
108.1 Cllr Linehan to report back on Bus Subsidies, Police station manning of front desk and Cuthman Centre – **As Cllr Linehan not in attendance, this item to be brought back**
108.2 Steyning in Bloom donation paid – **Actioned**
108.3 Contractor appointed to complete water service works at Rublees allotments – **Actioned**
108.4 SPC to publicise Horsham Old Peoples Forum Meetings – **Actioned**
108.5 Wardens Steering Committee meeting to be attended in March- **Actioned**
108.6 JPYC to continue to secure Youth Club venue – **See item 114.1**
108.7 Neighbourhood Plan Steering Committee to be convened – **Actioned / See item 113.1**
108.8 N. Plan Terms of Reference to be amended and distributed to Steering Committee members - **Actioned**
108.9 Date availability for Chairman’s function considered and councillors informed – **Actioned**
108.10 External Auditors 2019/20 End of Year Review published – **Actioned**
108.11 SDNP ‘Landscape Review’ consultation taken to Community Committee- **Actioned**
108.12 SDNP ‘Self- Build and Custom Housing register’ consultation taken to Planning and Premises Committee - **Actioned**
108.13 Additional amendments made to SPC Councillors Code of Conduct policy - **Actioned**
108.14 Adopted SPC Code of conduct policy published, and Standards Dept. informed - **Actioned**
108.15 Clerk to investigate any need for an additional Councillor / Officer protocol – **See item 114.2**
108.16 SPC Standing Order amendments completed, and new document published and circulated – **Actioned**
108.17 CCD Local Transport Plan Consultation taken to Community Committee - **Actioned**
108.18 Huddleston Farm Proposed Solar Farm planning application to be discussed by SPC Planning Committee – **Actioned**
108.19 HDC Letter re Code of Conducts – Councillor comments taken back to HDC Standards Team - **Actioned**
108.20 Staffing Salary agreements processed - **Actioned**
108.21 Cllr Young **proposed, seconded** by Cllr S Alexander that matters arising be taken as read. **Agreed**

Cllr
Linehan

FULL/21/109 **REPORT FROM DISTRICT AND COUNTY COUNCILLORS**
109.1 **{Cllrs Lloyd and Linehan were not in attendance}**
Cllr Bob Platt – (HDC) updated in summary as follows : -

- Water neutrality issue will continue to hold up the Local Plan - It needs Natural England and Southern Water to work out a resolution.
- The new Horsham District Council Leader – Jonathon Chowen, is holding three public meetings to discuss amongst other things the carbon reduction plan
- HDC are embracing ‘Healthy Homes and Places’ principles for Horsham district residents, concentrating on promoting Fire safety, Warm and comfortable Living spaces, using more natural daylight and reducing Carbon emissions.
- The aim would be to reduce Carbon emissions by 60% by 2024/5 across the region
- The recent district Cllr vacancy has been won by a member of the ‘Green Party’

FULL/21/110 **NEIGHBOURHOOD WARDENS’ REPORT**
110.1 The Neighbourhood Wardens reports for February and March 2022 were discussed. – In addition, they were asked if they supported additional CCTV coverage in Steyning and if it would be of benefit to them.

- They responded that they definitely would support it and agreed that anything which helped the process of identification of individuals in certain circumstances would be of great benefit.

FULL/21/111	COMMUNITY MATTERS	
111.1	To agree a request for funding support for the Steyning 'Ukrainian disaster refuge'. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC give the £250 grant to them {Ukrainian Refuge Charity} now, with an option for them to return to us when their charity has been set up. Agreed 9 For, 1 Abstained	CLERK
111.1.2	The Chair also proposed that perhaps SPC consider having a councilor representative on the Steyning Ukrainian Refuge charity committee. Cllr Bell put his name forward and the Clerk said he would ask the groups leader for permissions and then bring back to next Council meeting where representations are to be voted in for external bodies anyway.	CLERK
111.2	To discuss support for the 20's plenty group and their project to consider ways to reduce speed on the Steyning bypass. Cllr I Alexander reported on the project via elaboration upon the supporting papers, and especially in relation to the mechanisms for gaining a reduction in speed limits – the main point being that the first step is to gain data about current traffic speeds hence an imminent introduction of speed loops. Cllr S Alexander proposed, seconded by Cllr Trundle that SPC formally support this project and approve the first stage of this information gathering regarding speed on the A283{Steyning Bypass}. Agreed 9 For, 1 Abstained	CLERK
FULL/21/112	REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS	
112.1	Cllr Trundle and Cllr Lloyd – (HALC/ WSALC/NALC). Cllr Trundle reported on the recent 16th March HALC meeting. Three main points being – 1. 70% of Parish Councils had adopted the New Code of Conduct policy by the end of last year. 2. They are inviting Parish councils to report back on issues associated with the current 'Cost of Living' crisis. 3. WSCC are proposing putting a 'Resettling' page on their Web Site to support Ukrainian refugees. Clerk to send out Minutes of the Meeting	CLERK
112.2	Cllrs Young and Bell – Isolation and loneliness / PPG – Vintage Years club day which is on the first Friday of the month is functioning well. Also, the PPG is keen that residents sign up on their Web site to receive the regular updates on what's going on in the Health Centre.	CLERK
112.3	Wardens Steering Committee – The Clerk attended the 17th March meeting and reported there was discussion on the latest parish and HD council priorities, progress made on individual and team warden objectives and reciprocal working arrangements during periods of staff absence, plus continuing to make the wardens more visible within the community. The Clerk stated that when notes were published, he will forward them onto Councillors	CLERK
112.4	Cllr Northam and Norcross – Joint Parishes Cemetery Committee – No meeting to report	
112.5	Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – There had been a meeting on April 7th, with many topics discussed. It was felt important to re-identify lines of communication and representation with Greening Steyning to ensure that environmental concerns were always part of the discussion in terms of Council agenda items and ensure mutual support. It was suggested there was a need for more regular meetings, and quarterly meetings were agreed upon, and that the Greening Steyning newsletter details be sent around to raise the profile of some important projects taking place. There was an idea to produce a feasibility study to improve Solar panel production at the Steyning Centre and to calculate the Council's Carbon footprint. Finally, that if there were changes or review of Neighbourhood plan, for Council to ensure 'Green' elements included, plus for SPC to have external representation on Greening Steyning committee and increase W. Party Nos to 5 Cllrs.	CLERK

112.6	Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting to report.	
112.7	Cllr Norcross and S. Alexander – The Joint Parishes Youth Committee – See item 114.1	
112.8	Cllr I. Alexander – Steyning Society – The Steyning Society have completed their Heritage list as per reported at SPC Planning & Premises committee and have compiled a letter to be sent to Owners /Occupiers of those buildings, with also the full 60-page Heritage plan copied and made available for public scrutiny at Steyning Centre and Library.	
FULL/21/113	NEIGHBOURHOOD PLAN	
113.1	To agree recommendations from the working party to include an approval of the reply back to Horsham District Council following their request for SPC to ‘Fact Check’ the Examiners report on the SPC Neighbourhood Development Plan. The Clerk updated on the Steering committee meeting on the 31st March as per supporting papers. Cllr Young proposed, seconded by Cllr Hanson that SPC Clerk send to HDC the two Typo errors {as per supporting papers}. Agreed	CLERK
113.2	Cllr Campbell proposed, seconded by Cllr Sullivan that Andrew Metcalf, ‘our’ consultant, makes the necessary modifications to the existing plan in line with the finalised examiners report, subject to those modifications first being agreed by Full Council. Agreed 9 For,1 Against	CLERK
FULL/21/1143	GOVERNANCE MATTERS	
114.1	To agree possible relocation of Steyning youth service into the MPF changing rooms on a Monday early evening, and until another more suitable venue becomes available. Cllrs discussed at length all perspectives, and to ensure all the other possible location options had been discussed and that the Cricket clubs’ views were understood and taken into account. Cllr Young proposed, seconded by Cllr S Alexander that the Youth Service use the Changing rooms on a Monday between 4.30pm and 6.30pm, until another venue can be found and that this is subject to a review in six months. Agreed 7 For, 2 Against, 1 Abstained	CLERK
114.2	To discuss whether there is a need for an additional Councillor / Officer protocol. The Clerk gave a summary of his views and suggested that at present SPC policies and information was adequate, but that this was subject to the review and any further recommendations by Hoey Ainscough.	
Note	<i>The Chair decided at this point to bring forward Agenda items 14, 15, 16 and 17.</i>	
FULL/21/1115	CORRESPONDENCE AND INFORMATION ITEMS	
115.1	Correspondence from the HDC Standards Department. The Clerk had asked the Standards team if they were able to give SPC more detail as to what was proposed concerning the proposed Hoey Ainscough review and support process. The resultant letter was sent to the Clerk on Friday 8th April and sent out as a supporting paper. The letter outlines in further depth why HDC are pursuing this process, what the process will involve, and when it is likely to commence – that being due to be very shortly after the Easter break.	CLERK
115.2	Invitation from the Leader of Horsham District Council to public meetings to discuss The Climate and Environment, The Local Plan and water Neutrality, and the Queens Platinum Jubilee – The details are available on Web Site and Notice boards	
115.3	The Clerk informed that a number of communications from the Steyning in Bloom group had been received noting their thanks for the recent SPC grant Award.	
Note	<i>The Chair brought before Agenda items 16.1</i>	

FULL/21/116 116.1	STAFFING MATTERS To agree staff discounts for Steyning Centre Hall Hire fees, for personal events only. The Personnel Committee had made a recommendation to accept the new Staff Discount Policy as per supporting papers. Cllr Bell proposed, seconded by Cllr S Alexander an amendment to the policy to include an additional sentence {under 'discount criteria'} saying ' <i>There may be occasions when a particular request may be refused</i> ' Agreed 5 For, 1 Against, 4 Abstained	CLERK
116.2	Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC adopt the Staff Discount Policy as per supporting papers and to include the agreed amendment {noted above}. Agreed 7 For, 3 Abstained	CLERK
FULL/21/117 117.1	CONFIDENTIAL SESSION Cllr Young proposed, seconded by Cllr S. Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under (Agenda) items 16.2 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed 8 For, 2 Against	
FULL/21/118 118.1	STAFFING MATTERS To agree a recommendation from the Personnel Committee concerning the Clerks annual appraisal. Cllr Young and other members of the Personnel Committee reported on this matter. Cllr S Alexander proposed, seconded by Cllr D Hanson to accept the Personnel Committee's recommendation that having considered the Clerk's appraisal of 24.03.2022, the subsequent pay award be made in line with previous Full Council agreement. Agreed. 7 For, 3 Against	CLERK
118.2	To agree if Full Council considers the enhancement of the existing SPC CCTV operation to be a worthwhile project for the current fiscal year - 2022/23. Cllr S Alexander proposed, seconded by Cllr Hanson that SPC want to continue to consider CCTV generally and to include all options. Agreed 7 For, 2 Abstained	CLERK
Note	<i>Meeting closed and had run out of time before Agenda items 12, and 13 could be discussed – these taken therefore to next Full Council meeting</i>	CLERK
FULL/21/119	DATE OF NEXT FULL COUNCIL MEETING: 16th May 2022 at 7.30pm Meeting Closed at 10.03pm	

Signed Date 16th May 2022
Chairman

A Video recording of this meeting is available on the SPC Website or via this link
<https://youtu.be/vc7aUyfCVDE>

Briefing Note for 8.0 –

Adoption of Standing Orders and Finance Regulations

You will note that under 8.1 we are adopting Standing Orders – You will also see that there are some amendments to this version which I am asking that you consider adopting {on pages 21 and 22} – This is because there has been a statutory change as notified by NALC and it means that these amendments are a necessity (statutory requirement). I would ask for you to therefore adopt these please.

Under item 8.2 we are considering the adoption of our SPC Finance regulations. Worthy of note is that the NALC Model Financial Regulations have been amended slightly within the contracts section, and with this in mind I am going to discuss with our internal auditor his opinion on what if anything of our Finance regs might need amending to and then bring that back to Full Council if needs be. In the meantime, I would ask that you consider adopting this version please.



STEYNING PARISH COUNCIL

STANDING ORDERS

Adopted 17th May 2021

Amended and adopted 21st February 2022

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (2) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, ask and answer questions and give evidence, at a meeting which they are entitled to attend.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (2) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 - and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (2.5) hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, which will include the following standing committee and maximum membership of each

Community Committee – 9 Councillors with a quorum of 5 Councillors

Planning and Premises Committee – 8 Councillors with a quorum of 3 Councillors

Neighbourhood Plan Steering Committee – 4 Councillors and 8 Unelected members with a quorum of 5 members

Finance and General Purposes Committee – 9 Councillors including the Chair of the Council, Chair of Community and Chair of Planning and Premises. With a quorum of 5 councillors.

- i. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- ii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- iv. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;

- v. shall, after it has appointed the members of a standing committee, appoint the chairman and Vice-Chairman of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; but five in the cases of Finance and General Purposes Committee and the Neighbourhood Plan Steering Committee.
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (3) days of having been requested to do so by
- e (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (8) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c This standing order does not apply to decisions made in the six months prior to polling day in an election year.

8. **VOTING ON APPOINTMENTS**

Where there are more persons nominated and prepared to stand for a position than there are places available, then each councillor will have available to them the number of votes as per the number of places, e. g. if there are nine members of a committee each councillor will be able to vote for up to nine representatives (which can include themselves if they wish). Once all votes have been cast they will be collated and counted by the Clerk and or Deputy Clerk and the nine councillors with the greatest number of votes will then be proposed as the members of the committee, working party or representative group and ratified by Full Council. In the event that there are fewer than the requisite number of councillors with a majority of the votes, then those councillors who are not initially elected will be voted for a second time, this time the number of votes being available being limited to the number of places that are still to be filled. This process will continue until all places have been filled by a majority of the votes cast.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;

- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings	•
Committee meetings	•
Sub-committee meetings	•

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **The Council will publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place and will endeavour to do so within five working days.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (4) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 ~~which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity~~ unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and , if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- f.g. ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or~~

~~other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~

- ~~g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel committee subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel Committee or, if he is not available, the vice-chairman if there is one of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c Two councillors from the Personnel Committee, usually the chairman and vice-chairman of the Personnel committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported back to the Personnel Committee in writing and are subject to approval by resolution the Full Council
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Personnel committee or in his absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk or Deputy Clerk relates to the chairman or vice-chairman of the Personnel committee this shall be communicated to another member of Personnel committee, which shall be

- reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
 - g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (8) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



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Financial Regulations

Adopted by Steyning Parish Council May 2021

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1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

² Accounts and Audit (England) Regulations 2011/817

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Community Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and

display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Community Committee and Full Council.
- 3.3. The council shall consider annual budget proposals in relation to the council's annual forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000
- prior approval by delegated committee for items - £1,000 to £5,000
- Clerk has authority to spend within the budget heading for items - £0 - £1000.

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to general reserves as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually and no later than the end of December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes legal advice, repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in general reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or Finance and Community Committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or Finance and Community Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance and Community Committee meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments

shall be submitted to the next appropriate meeting of council or Finance and Community Committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Community Committee; or
- c) Fund online transfers within the councils banking arrangements (only between the Parish Council Current Account and Parish Council Investment Account) up to the sum of £150,000 and between the Parish Council's Investment Account and Parish Council's Current Account up to the sum of £50,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of the Finance & Community Committee.
- d) Fund online payments from the Parish Council Current Account only, up to the sum of £10,000 (to cover staff salaries), provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Community Committee.

- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or Finance and Community Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Community Committee].
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. Chair Finance and Community Committee will check payments list, bank statement and invoices prior to Finance and Community Committee meeting.
- 5.8. In respect of grants, the Finance and Community Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO and one Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or Finance and Community Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the invoice for payment.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council Finance and Community Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by the RFO or Deputy Clerk and one authorised bank signatory are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site, in addition to the continual back up to a cloud system.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and one authorised bank signatory. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the RFO and Deputy Clerk and will also be restricted to a single on-line transaction maximum value of £300 or cash withdrawal maximum value £30 unless authorised by council or Finance and Community Committee in writing before any order is placed.

- 6.19. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Finance and Community Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained. is generally understood to include all fixed assets.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.

- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- e. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders³ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Agreed by Steyning Parish Council

At Full Council on 17th May 2021

Amended and agreed at Full Council on 17th January 2022



Steypning Scheme of Delegation

To avoid Full Council having to make every decision the Council Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively, with decision making powers being given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Groups.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adoption of or, changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Appointment of Standing Committees, their Chairs and Vice-Chairs.
- 1.7 Appointment of Council representatives to outside bodies.
- 1.8 Appointment of the Clerk and Deputy Clerk of the Council.
- 1.9 Receive and adopt the minutes of committees and to consider and approve any recommendations.
- 1.10 Approval of payments by committees for any single expenditure item over £5,000. (*See Appendix 1 – 4.1 Financial Regs*)
- 1.11 Consider and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
- 1.12 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

Committees are given decision-making powers in respect of specific matters delegated by Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may only 'resolve' those matters within their delegated powers, making 'recommendations' to Council on all other matters. Committees may decide not to exercise delegated responsibilities and instead make a 'recommendation' to the Council.

2.1 All Committees

- 2.1.1** Power to create working parties and sub-committee, with power to appoint councillors and/or members of the public to either, and to appoint officers to working parties but not to sub-committees
- 2.1.2** Appointment of Councillors to Working Groups by the Chair and Vice-Chair of the committee and the appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality agreements consistent with those required of Councillors.

2.2 Finance, General Purposes Committee

All matters (except for creating Council Policy) relating to:

- 2.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.2.2** Review of budget position
- 2.2.3** To recommend and oversee the Council's Reserves policy.
- 2.2.4** Consideration of annual budget request from all standing Committees for recommendation to Council and to recommend to Council the precept for next financial year
- 2.2.5** Approval and award of grants and donations.
- 2.2.6** Ensure the Council meets its obligations to HMRC
- 2.2.7** Approval of expenditure within the budget set for the committee up to a limit of £5,000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per 4.1 of the financial regulations, see appendix 1.
- 2.2.8** Monitor the availability of section 106 and CIL Funds and make recommendations to Council on non-Council applications for S106 and CIL Funding
- 2.2.9** Consider and agree recommendations to Council on action to all Internal & External Audit reports
- 2.2.10** Approval of Risk management strategy and review annual insurance policies.
- 2.2.11** Review and agree all contractual matters regarding leases on the buildings owned by the Council or, land owned by the Council on which buildings are situated.

- 2.2.12** Review annually the Council's Fixed Asset Register and ensure that insurance cover is adequate.
- 2.2.13** Oversee all maintenance contracts and where necessary make recommendations to Full Council.
- 2.2.14** Review and make recommendations to Council on Standing Orders, all policies and protocols and other legal, administration or accounting matters.
- 2.2.15** Oversee the Council's media
- 2.2.16** Neighbourhood Wardens
- 2.2.17** To delegate authority to the Proper Officer actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper officer reports back to the Council on what actions have been taken on its behalf.
- 2.2.18** Matters specifically delegated by the Council or, any other committee

2.3 Community Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.3.2** Review and submit an annual budget to the F&GP committee
- 2.3.3** Oversee the committee's annual budget
- 2.3.4** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.
- 2.3.5** Review and make recommendations to F&GP on contracts pertaining to the grass cutting of the playing fields and open spaces, the street cleaning and bin emptying in the High Street and the Memorial Playing Field.
- 2.3.6** Oversee the management and maintenance of the playing fields, Allotments and open spaces under the ownership of the Council and oversee the Public Rights of Way
- 2.3.7** Oversee in liaison with the Tree Warden the management and maintenance of all trees and hedgerows on Council Land.
- 2.3.8** Oversee the management of land, MPF Car Park and Changing rooms and other resources and oversee all matters concerning these premises including letting, maintenance, cleaning and Health and Safety.
- 2.3.9** Oversee the maintenance of all play areas and fitness/outdoor gym areas.

- 2.3.10** Report to and liaise with WSCC on strategic local highway matters and flooding (These matters not being the responsibility of Steyning Parish Council)
- 2.3.11** Oversee the maintenance of Council (SPC) owned street lighting and to liaise with HDC over the operation of all HDC owned car parks and to oversee all other parking issues.
- 2.3.12** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.3.13** Matters specifically delegated by Council or, any other committee.

2.4 Planning & Premises

All matters (except for creating Council Policy) relating to:

- 2.4.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.4.2** Oversee the Committee budget and review and submit an annual budget to the F&GP committee
- 2.4.3** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.
- 2.4.4** Planning applications, making representations on all planning consultations, and making representations on all applications for public entertainment licences or liquor licences.
- 2.4.5** Tree works applications.
- 2.4.6** All other planning or highway matters the Parish Council is consulted on.
- 2.4.7** Review of the Steyning Area Conservation Character Appraisal; ensuring that development is in accordance with national or, local Conservation Area Requirements, and seeking additional protection as appropriate.
- 2.4.8** CCTV management, maintenance and renewal
- 2.4.9** Oversee all matters concerning premises owned by Steyning Parish Council including letting, maintenance, Health & Safety, staffing and cleaning.
- 2.4.10** Matters specifically delegated by Council or, any other committee.
- 2.4.11** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.

2.5 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.5.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 2.5.2** All personnel matters not delegated to officers or Sub-Committees.
- 2.5.3** Make recommendations to Council or F&GP on all staffing matters including salaries
- 2.5.4** Oversee the recruitment and appointment of staff.
- 2.5.5** To support and appraise the Clerk of the Council and ensure that as the Proper Officer and Financial Officer the Clerk is complying with the job description and delegated authority and make recommendations to Council as necessary.
- 2.5.6** Amend staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.5.7** To manage the provision of training of Officers and all staff and Councillors.
- 2.5.8** Consider and deal with all potential disciplinary matters relating to the Parish Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.
- 2.5.9** Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.5.10** Consider and resolve appeals to decisions relating to a Staff complaint, where this is unable to be dealt with by Officers.
- 2.5.11** Consider all appeals against decisions relating to Staff where this is available within a policy.
- 2.5.12** Matters specifically delegated by Council or, any other committee.
- 2.5.13** Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.
- 2.5.14** Consider agreement on Staff incremental pay rises subject to satisfactory performance, usually managed by a performance management system and appraisal.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

3.1 Parish Clerk – Proper Officer & Responsible Financial Officer

- 3.1.1** The Parish Clerk shall be the Proper Officer and Responsible Financial Officer of the Council as defined in law.
- 3.1.2** See the table at 3.1.23 for the Parish Clerk's delegated responsibilities and for the delegation arrangements in the Parish Clerk's absence
- 3.1.3** Proper administration of the Council's financial affairs.
- 3.1.4** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.1.5** Ensure compliance with Financial Regulations.
- 3.1.6** Ensure compliance with all financial procedures.
- 3.1.7** Determine accounting policies, records and control systems.
- 3.1.8** Manage risk management of the Council.
- 3.1.9** Overall responsibility, and the day to day management of all council employees.
- 3.1.10** Arrange and manage the Council's insurance arrangements.
- 3.1.11** Day to day management of land, buildings and other resources.
- 3.1.12** Management of maintenance contracts and where necessary, to enter into new contracts using the procedure laid out within the SPC 'Finance Regulations Policy.
- 3.1.13** Overall responsibility for Health & Safety across all Council owned sites
- 3.1.14** Developing income generating activities for the Steyning Centre with the Deputy Parish Clerk.
- 3.1.15** Responsible for the management of the budget in accordance with Council Policy.
- 3.1.16** Ensure that employees and councillors follow the policies and protocols of the Council.

- 3.1.17** Dealing with all FOI/SAR requests as per the FOI Policy and report these to F&GP.
- 3.1.18** Dealing with all complaints as per the Complaints Policy.
- 3.1.19** Management of recruitment and payroll of Council employees in accordance with contracts of employment and the currently adopted staff structure and pay scales .
- 3.1.20** Consider and resolve all staff grievances in accordance with Grievance Policy.
- 3.1.21** Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.
- 3.1.22** Consider potential disciplinary matters relating to the Deputy Parish Clerk and make recommendations to the Personnel Committee in accordance with the provisions of the Council's complaints and disciplinary procedures
- 3.1.23** The following responsibilities of the Parish Clerk are delegated as follows in the absence of the Parish Clerk .

Delegated responsibilities in the absence of the Parish Clerk:

	Delegated Responsibility	Responsible in Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Deputy Parish Clerk
b.	Issue all statutory notifications.	Deputy Parish Clerk
c.	Receive Declarations of Acceptance of Office.	Deputy Parish Clerk
d.	Receive and record notices disclosing pecuniary interests.	Deputy Parish Clerk
e.	Receive and retain documents and plans.	Deputy Parish Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Deputy Parish Clerk
g.	Sign notices or other documents on behalf of the Council.	Deputy Parish Clerk
h.	Receive copies of By-laws made by principal authority.	Deputy Parish Clerk
i.	Prepare agendas and minutes for all committee meetings	Deputy Parish Clerk
j.	Sign summons to attend meetings.	Deputy Parish Clerk
k.	Ensure compliance with Standing Orders.	Deputy Parish Clerk
l.	Manage all Parish Council staff, either directly or indirectly.	Deputy Parish Clerk

m.	Manage the provision of Council services, buildings, land and resources.	Deputy Parish Clerk
n.	Incur expenditure in an emergency up to £1,000 whether budgeted or not.	Deputy Parish Clerk
o.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Deputy Parish Clerk
p.	Deal with dispensation requests from Members under the Code of Conduct.	Deputy Parish Clerk
q.	Deal with matters specifically delegated by Council or Committee.	Deputy Parish Clerk
r.	Take all decisions relating to the training of Councillors & staff.	Council/Personnel Committee/Deputy Parish Clerk
s.	Appoint all employees in accordance with the Council's staff structure.	Council/Personnel Committee/D. Parish Clerk
t.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
u.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Council/Personnel Committee/Deputy Parish Clerk
v.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
w.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Council/Personnel Committee/Deputy Parish Clerk
x.	Responsible for the overall management of all budgets in accordance with Council policies.	Council/F&GP Committee/Deputy Parish Clerk
y.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Deputy Parish Clerk
z..	Overall responsibility for Health & Safety across all Council owned sites.	Council/F&GP Committee/Deputy Parish Clerk
aa.	Matters specifically delegated within Council policies.	(broadly speaking) Financial Policies – Council/F&GP Committee/Deputy Parish Clerk Personnel Policies – Council/Personnel Committee Freedom of information / Consultation Policies – Council/FOI Panel/ Deputy Parish Clerk To be assessed individually by Council as and when required.

3.2 Deputy Parish Clerk

- 3.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 3.2.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3** Day to day management of the Steyning Centre.
- 3.2.4** Day to day management of the Council's website and social media activities.
- 3.2.5** Day to day management of caretakers.
- 3.2.6** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by the Parish Clerk.
- 3.2.7** Developing income generating activities for the Steyning Centre with the Parish Clerk.
- 3.2.8** Matters specifically delegated by Council or Committee.

Steyning Parish Council – Adopted 17th May 2021

Appendix 1.

{Excerpt from SPC Financial Regulations – Agreed 2020}

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- the council for all items over £5,000.*
- prior approval by delegated committee for items - £1,000 to £5,000*
- Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000.*
- Clerk has authority to spend within the budget heading for items - £0 - £500.*

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulation



STEYNING PARISH COUNCIL

CODE OF MEMBERS' CONDUCT

Adopted by SPC on 21st February 2022

Statement from Horsham District Council Standards Committee

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as Councillors we can be held accountable, and all adopt the behaviours and responsibilities associated with the role. Our conduct as individual Councillors affects the reputation of all Councillors. We want the role of Councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.

As Councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

NB - This Model Code of Conduct was agreed by HDC and distributed for adoption to all Councils under its control to ensure continuity of service provision, and was amended by SPC Councillors on the 21st February 2022 at the Full Council meeting to suit the needs and requirements of SPC and then adopted at that meeting

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and Councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local Councils can offer advice and support to Town and Parish Councils.

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a Member or co-opted Member of a Local Authority or a directly elected Mayor. A “co-opted Member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a Member of the authority but who

- a) is a Member of any committee or sub-committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” covers county councils, district councils, London borough councils, parish councils, town councils, neighbourhood councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Local Authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and Local Authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Local Authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a Councillor and/or as a representative of your Council
- you are claiming to act as a Councillor and/or as a representative of your council
- you are giving the impression that you are acting as a Councillor and/or as a representative of your Council
- you refer publicly to your role as a Councillor or use knowledge you could only obtain in your role as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. *Respect*

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat Local Authority employees, employees and representatives of partner organisations and those volunteering for the Local Authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Local Authority, (you can contact the Monitoring Officer or Standards Team) and/or the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and Local Authority employees, where concerns should be raised in line with the Local Authority's Councillor-officer protocol.

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equality and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Local Authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. *Impartiality of officers of the council*

As a Councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Local Authority.**

Officers work for the Local Authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. *Confidentiality and access to information*

As a Councillor:

- 4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the Local Authority; and**
 - 3. made in consultation with either the Clerk in the first instance and or the Monitoring Officer prior to its release.**

- 4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

- 4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Local Authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or Local Authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your Local Authority and may lower the public's confidence in your or your Local Authority's ability to discharge your/ its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your Local Authority into disrepute.

You are able to hold the Local Authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the Local Authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of Local Authority resources and facilities

As a Councillor:

7.1 I do not misuse Council resources.

7.2 I will, when using the resources of the Local Authority or authorising their use by others:

- a. **act in accordance with the Local Authority's requirements; and**
- b. **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Local Authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Local Authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Local Authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Local Authority's own policies regarding their use.

8. *Complying with the Code of Conduct*

As a Councillor:

8.1 I undertake Code of Conduct training provided by my Local Authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Local Authority or its governance. If you do not understand or are concerned about the Local Authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the Local Authority

9. *Interests*

As a Councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, Local Authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of value, which could give rise to a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Local Authority or from persons who may apply to the Local Authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Local Authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the Local Authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor/Member or co-opted Member, or a person connected with the Member or co-opted Member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where the matter affects the financial interest or well-being of a person or body, referred to in paragraph 8 above:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward or parish affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to declare the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. (a) 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)— (a) the landlord is the Council; and the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial (b) interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

You must register as an Other Registerable interest:

A: Any unpaid Directorships	
B: Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
C: Any Body -	(i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a Local Authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A Local Authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the chair or by the Parish Council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A Local Authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



STEYNING PARISH COUNCIL

DISPENSATIONS SCHEME

1 Applicability

The following arrangements for seeking dispensations from prohibitions on participation apply from 1 July 2012. The statutory basis for the rules is to be found in the Localism Act 2011 sections 33 and 31(1) and (4).

The authority may on a written request made to the proper officer by a member or co-opted member of the authority grant a dispensation (a) relieving the member or co-opted member from either or both of the restrictions in section 31(4) of the Localism Act in cases described in the dispensation and/or (b) relieving the member or co-opted member from the restrictions in Paragraph 12 of the Code of Member's Conduct in cases described in the dispensation.

2 Legal Criteria

2.1 If a member or co-opted member of the authority (a) is present at a meeting of the authority, or of any committee, sub-committee, joint committee of the authority (b) has a disclosable pecuniary interest and/or a prejudicial interest in any matter to be considered, or being considered at the meeting, and (c) is aware that the condition in paragraph (b) is met the member or co-opted member may not participate in the matter.

2.2 These rules apply:

2.2.1 to either or both of the prohibitions from participation set out in the Localism Act 2011 section 31(4) concerning the matter in which a member or co-opted member has a disclosable pecuniary interest; and

2.2.2 to prohibitions from participation concerning a matter in which a member or co-opted member has a prejudicial interest.

Section 31(4) of the Localism Act 2011 provides in relation to disclosable pecuniary interests: "(4) The member or co-opted member may not -

- (a) participate, or participate further, in any discussion of the matter at the meeting, or
- (b) participate in any vote, or further vote, taken on the matter at the meeting but this is subject to section 33"

Paragraph 12 (1) of the Code of Member's Conduct provides in relation to prejudicial interests:

“(1) Where you have a prejudicial interest in any business of your authority:

(a) you must withdraw from the room or chamber where a meeting considering the business is being held (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence; (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation from your authority.”

2.3 A dispensation can only be granted if after having had regard to all relevant circumstances the authority:

2.3.1 considers that without the dispensation the number of persons prohibited by section 31(4) from participation in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, or

2.3.2 considers that without the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business, or]

2.3.3 considers that granting the dispensation is in the interests of persons living in the authority's area, or

2.3.4 considers that it is otherwise appropriate to grant a dispensation.

3 Maximum period

A dispensation will specify the period for which it has effect and the period specified may not last for more than 4 years from the date of the giving of the dispensation.

4 How to apply for a dispensation

If a member wishes to seek dispensation to enable him or her to participate in the consideration of a matter from which he or she would be excluded by the provisions of section 31(4) of the Localism Act 2011 or the Code, he or she should write to or email the Clerk a request for a dispensation explaining why it is desirable for a dispensation to be granted. At least fourteen days' notice must be given before the dispensation is required to enable the appropriate committee together with all necessary consultations to be undertaken.

5 Records

The authority will record the existence, duration and nature of any dispensation and the record is to be kept with the register of members' interests and a copy provided to the authority's monitoring officer.

6 The authority's Finance & Community Committee's consideration of an application for dispensation

The following is a summary of what might be regarded as good practice in considering an application for a dispensation:

- 6.1 Dispensations should be granted only in exceptional circumstances.
- 6.2 Dispensations cannot be granted other than in the circumstances set out in the Localism Act 2011 Section 33(2) set out in paragraph 2.3 above.
- 6.3 A dispensation cannot authorise a member to act unlawfully.
- 6.5 Any dispensation that has already been granted will be ignored when applying the legal criteria in paragraph 2.
- 6.6 The interest of the member seeking the dispensation will be balanced against the potential effect of the outcome of the vote if the member is unable to participate.
- 6.7 A dispensation may be granted to enable a member to speak only or to speak and vote.
- 6.8 A dispensation should not be granted where the dispensation would conflict with the general principles which underlie the Code of Members' Conduct:
 - 6.8.1 **Selflessness**—members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.
 - 6.8.2 **Integrity**—members should not place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
 - 6.8.3 **Objectivity**—members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
 - 6.8.4 **Accountability**—members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

- 6.8.5 **Openness** — members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.
- 6.8.6 **Honesty** – Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour.
- 6.8.7 **Leadership** – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.
- 6.9 A dispensation should not be granted where the nature of the member's interest would damage public confidence in the conduct of the authority's business were the dispensation to be granted.
- 6.10 If a dispensation is granted it should usually be for one specific item of business at one meeting of the authority.
- 6.11 Consideration must take account of any legal requirement or statutory guidance issued by the Department for Communities and Local Government.
- 6.12 Section 31(4) of the Localism Act 2011 does not apply in relation to anything done for the purposes of deciding whether to grant a dispensation under this section.

7 Help

Further assistance can be obtained from the Clerk at clerk@steyningpc.gov.uk

Adopted by Full Council 17th May 2021

To be reviewed April 2021



DATA PROTECTION POLICY

Agreed by Full Council 17th May 2021



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steypningcentre@btconnect.com

One of the Council's roles is to encourage community involvement and participation; publication of some personal information is integral to this aim. At the same time, such publication must minimise any potential negative impact on individuals, e.g. intrusive marketing or identity theft.

The Council is bound by law to abide by the provisions of the Data Protection Act 1998. The eight principles of the act are given at the end of this Policy along with a link to the full online definition of the Act. It should be noted that any individual has the right to make a complaint to the Information Commissioner and that any upheld complaint against the Council could result in a fine.

The simplest way of ensuring compliance is to adopt a simple set of over-arching principles, since individuals acting for the Council may not be familiar with the full Act. The following principles apply:

Principle 1: Permission

The Council will not gather or publish any personal data unless the purpose of the data is made clear to, and permission has been obtained from, the data owner.

Principle 2: Single Use

Any personal data gathered as above will not be used for any purpose other than that stated when it was obtained. For example, if the Council gathers personal data for a paper publication it may not subsequently publish that data on the internet, and vice versa.

Principle 3: Protection of Electronic Data

The Council will ensure the safe keeping of any electronic files containing personal data and will not release those files to any external party except for the purpose of printing or publication. The Council will require that any files thus released are deleted after use.

As further protection, avoid presenting long lists of personal data. In general, contact information should be "dotted around" and presented in the context of other information. This is because there are always people who will use data from the internet for purposes other than that intended. An example would be gathering contact lists for onward sale; in this case, understanding the demographic or locality of contacts makes them more valuable. The way data is presented online may deter such misuse.

The Data Protection Act 1998

For full information see: http://www.ico.gov.uk/for_organisations/data_protection.aspx

The following are the eight principles of the Act reproduced from UK Government web site above:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Agreed: May 2021
Review: April 2022



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
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Data Retention and Disposal Policy

Adopted Date: 17th May 2021
Review Date: April 2022

1 Introduction

1.1 The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However it is important to note that this is a live document and will be updated on a regular basis.

1.3 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2 Aims and Objectives

2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council do and the services that it provides to its residents. This document will help us to:-

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3 Scope

3.1 For the purpose of this Strategy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4 Standards

4.1 The Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
- Personal information will be retained in locked filing cabinets within the Clerk's Office and/or the Senior Assistant's office, access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Clerk's Office.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office or the Senior Assistant's Office.

5 Breach of Policy and Standards

5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

6 Roles and Responsibilities

6.1 The Clerk has overall responsibility for the policy.

6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

6.2 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

6.3 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste')

7 Confidential Waste

7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.

7.3 Examples of what constitutes confidential waste:

- Exempt information contained within committee reports.
- Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example completed application forms and letters.
- Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt

8 Disposal of Documentation

8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

9 Retention

9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.

9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.

9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

10 Storage and Access

10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or the Senior Assistant.

11 Handling

11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

11.2 Personal information will only be available to those who are authorised officers.

11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

12 Usage

12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

12.2 Where Disclosure information is shared with anyone other than the Clerk, the Senior Assistant and the direct Manager the employee must be given a reason why this information is being shared.

APPENDIX A

Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document contact the Parish Clerk or the Senior Assistant for clarification.

Document Retention Period

Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	3 years
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	5 years
Ledger / Trial Balance	10 years
Year end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely Medium Term
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement (Disk Space) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years
Cheques presented / drawn on the Council bank accounts	3 years

Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	5 years
Time sheets and overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of contract
Final accounts of contracts executed under seal	12 years from completion of contract
All Other reconciliations	3 years

Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	1 year
Successful applications forms and CVs	For duration of employment + 5 years
References received	For duration of employment + 5 years
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 5 years
Annual leave records	For duration of employment + 5 years
Unpaid leave/special leave	For duration of employment + 5 years
Annual appraisal/assessment records	Current year and previous 2 years
Time Control Records	2 years
Criminal Records Bureau Checks	6 months
Personnel files and training records	5 years after employment ceases
Disciplinary or grievance investigations – proved - Verbal - Written - Final warning - Anything involving children	6 months 1 year 18 months permanently
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal

Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc	6 years

Corporate

Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Equalities data	Indefinitely
Questionnaire data	Indefinitely
Details regarding burials	Indefinitely
Drivers logbooks and mileage	6 years
Vehicle maintenance and registration records (all necessary certificates, MOT certificates , test records and vehicle registration documents etc)	2 years after vehicle disposed of
Fuel usage records	3 years
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Show health & safety statements	2 Years
Show application including caterers, displays, competition entrants	1 year
Services and equipment quotations – show	1 year
Contacts for show	1 year
Show stalls database inc handcraft and horticulture entrants' details	1 year
trips tenders for coach hire	1 year
Trip database of applicants Coach Tours	1 year
Paper application	1 year
Pre-tender qualification document Summary list of expression of interest received Company contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years
Unsuccessful tender documentation	Until final payment is made
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement

Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Electronic booking information Is held in the system indefinitely due to the need to gather statistical information	
Premises License applications	Indefinitely

Health & Safety

Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years

Additional Items	
Approved Minutes	Indefinite
Draft/Rough notes taken at meeting	Until minutes are approved
CCTV	14 days

STEYNING PARISH COUNCIL SUBJECT ACCESS REQUEST POLICY

1. Scope

All personal data processed by Steyning Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether Steyning Parish Council is processing any personal data about that individual and, if so, to be given:
 - a description of the personal data;
 - the purposes for which it is being processed; and,
 - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which Steyning Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

2. Responsibilities

GDPR-*info* Ltd are responsible for the application and effective working of this procedure, and for reporting to the Parish Clerk on Subject Access Requests (SARs).

GDPR-*info* Ltd is responsible for handling all SARs.

3. Procedure

- 3.1 Subject Access Requests must be made using our web page <https://gdpr-info.com/data-protection-contact-form/>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that Steyning Parish Council holds, without specifying that data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; Steyning Parish Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.
- 3.5 The SAR application is immediately forwarded to GDPR-*info* Ltd, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- 3.5.1 Collecting the data specified by the data subject, or
 - 3.5.2 Searching all databases and all relevant filing systems (manual files) in Steyning Parish Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives. The Parish Clerk maintains a data map that identifies where all data in Steyning Parish Council is stored.
- 3.6 GDPR-info Ltd maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.
- 3.7 GDPR-info Ltd is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.
- 3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:
- 3.8.1 Crime prevention and detection.
 - 3.8.2 Negotiations with the requester.
 - 3.8.3 Management forecasts.
 - 3.8.4 Confidential references given by Steyning Parish Council (not ones given to Steyning Parish Council).
 - 3.8.5 Information used for research, historical or statistical purposes.
 - 3.8.6 Information covered by legal professional privilege.
- 3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.
- 3.10 The electronic formats used for responses to SARs are:
- 3.10.1 .CSV file

STEYNING PARISH COUNCIL

CCTV POLICY AND CODE OF PRACTICE

Introduction

Closed circuit television (CCTV) is installed at the Council premises for the purpose of staff and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

Data Protection Statement

1. Steyning Parish Council are the Data Controllers under the Act.
2. CCTV is installed for the purpose of staff, and premises security.
3. Access to stored images will be controlled on a restricted basis within the Council.
4. Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.
5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
6. CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
7. External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

Retention of Images

Images from cameras are recorded on a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage,

and access controlled. Recordings which are not required for the purposes of security of staff, and premises, will not be retained for longer than is necessary (14 day *retention period*).

The system has / has not an automatic power backup facility which may operate in the event of a main supply power failure.

Access to Images

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Access to Images by Council Staff

Access to recorded images is restricted to *the Data Controllers*, who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

Removal of Images for Use in Legal Proceedings

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party
- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

Access to Images by Third Parties

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

Disclosure of Images to the Media

If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

Access by Data Subjects

This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

Procedures for Dealing with an Access Request

All requests for access by Data Subjects will be dealt with by the Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the data controllers will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

The Data Controller will provide a written response to the data subject within **30** days of receiving the request setting out the data controllers' decision on the request.

A copy of the request and response should be retained.

Complaints

Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Appendix 1
Data Protection Act/General Data Protection Regulation
- Application for CCTV Data Access

ALL Sections must be fully completed.

Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

COUNCIL USE ONLY	COUNCIL USE ONLY
Access granted (tick)	
Access not granted (tick)	Reason for not granting access:
Data Controller's name: Signature: Date:	



Freedom of Information & Environmental Information Regulations Requests Policy

1.0 Background

Under the Freedom of Information Act, individuals have the right to access information held by the Council. The Council must also advise and assist the individual in making their request.

The Freedom of Information Act 2000 (FOIA) was passed on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.

The Act came into force in January 2005 and anyone wishing to exercise the right has to make a written request to the local authority. If such a request is made the Council is under obligation to inform the person whether or not the requested information exists and to supply access to the information, unless it is subject to an exemption.

Section 39 of the Freedom of Information Act exempts environmental information from being dealt with under the Freedom of Information Act and provides it should be dealt with under the Environmental Information Regulations [EIR], which also came into force on 1st January 2005.

Environmental Information is defined in the EIR as information falling into one of the six categories below:

1. the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms and the interaction among these elements.
2. factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in 1.
3. measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the state of the elements and factors mentioned above, and as well as measures or activities designed to protect those elements.
4. reports on the implementation of environmental legislation.
5. cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to above.
6. the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures in as much as they are or may be affected by the state of the elements of the environment or, through those elements by any of the factors or measures referred to above.

2.0 Procedure

The FOIA requires that all requests must be made in writing (by letter or email) whereas the EIR also allow requests for environment information to be made verbally. Requests must clearly indicate what information is being required and state the name of the applicant and contact details for correspondence. Applicants do not have to state the purpose of their request.

- 2.1 Any individual making an enquiry under the FOIA should be advised that all requests for information must:
- be made in writing, including email.
 - include a name and address for the response to be sent to.
 - state clearly the information required.
- 2.2 Any individual making an enquiry, written or verbal, under the EIR should be advised that all requests for information must:
- include a name and address for the response to be sent to.
 - state clearly the information required.
- 2.3 On receipt of a request for information under the FOIA or EIR, an acknowledgement should be sent out within three working days advising whether the information is subject to the Act or not and how the Council will be responding to the request.

Where the request is deemed to be contentious the Responsible Officer may convene an FOI panel to assist him with the compilation of the response

Where the information is subject to the Act or Regulations, it should be dealt with accordingly and a response given to the enquirer within 20 working days. The Act or Regulations allow the Council to extend this deadline if further clarification of the request is needed but must advise the individual accordingly.

Where the information is not subject to the Act, it should be dealt with in line with the Council's complaints procedure.

- 2.4 Most requests for information will be free of charge. However, the Council reserves the right to charge the enquirer for photocopies or postage.

The individual may request that the information be given to them in a particular form and the Council may take into account the cost of providing the information in this form before complying with the request.

If the Council believes that it will cost more than £450 to find the information and prepare it for release, then the request can be refused. However, in all such cases the Council will ask the enquirer to narrow down the request by being more specific.

- 2.5 The FOIA and EIR do not place restrictions on how the individual may use the information, but does not transfer copyright in any information sent to the enquirer. The Council should advise the enquirer in writing if any of the information is copyrighted.

- 2.6 Under Section 36 of the Freedom of Information Act 2000 the Clerk together with the Chairman/Chairman of the relevant committee will make decisions about the disclosure of information that is believed to prejudice the conduct of public affairs. In the absence of the Clerk, this will be performed by the Deputy Clerk together with the Chairman / Chairman of the relevant committee.
- 2.7 If the Council refuses a request or withholds some of the information that has been requested, the enquirer will be advised of the reasons for the refusal. (see Section 3.0 Exemptions).
- 2.8 Under Section 16 of the FOIA and Section 9 of the EIR, the Clerk has a duty to provide advice and assistance to applicants. The Council will provide advice and assistance so far as it would be reasonable to expect it to do so to anybody who proposes to make or have made an Information Request.
- 2.9 Where the cost of compliance in providing the information to a number of related requests, whether from the same or different individuals, exceeds the “appropriate limit” the Council will not be obliged to comply with the request. However, the Council may, on a discretionary basis, be prepared to offer assistance as to what could be disclosed in a more cost effective manner. It will be a matter for the Council to determine whether the various requests are related and form part of an organised campaign.
- 2.10 If the Council receives an Information Request for information that it does not hold, but is aware that another public authority holds this information, the Council will provide assistance to the applicant and transfer their request to the public authority known to hold the requested information. If the Council holds any part of the information that has been requested by the applicant it will treat that part of the request as an official Information Request and process it accordingly.

3.0 Exemptions

- 3.1 In certain instances, the Council will withhold information if it considers an information disclosure would be subject to one or more of the exemptions included in the FOIA and EIR, e.g.
- Regulation 12(3) Personal Information
 - Regulation 12(4) – exemptions based on the type of information:
 - Regulation 12(4)(a) – the Council does not hold the information
 - Regulation 12(4)(b) – the request for information is manifestly unreasonable
 - Regulation 12(4)(c) – the request is too general
 - Regulation 12(4)(d) – the request relates to information which is unfinished or in the course of being completed
 - Regulation 12(4)(e) – the request involves the disclosure of internal communications.

- Regulation 12(5) – exceptions based on the content of the information requested
 - Regulation 12(5)(a) – international relations, defence, national security and public safety.
 - Regulation 12(5)(b) – the course of justice, the ability of a person to obtain a fair trial or the ability of a public authority to conduct an inquiry of a criminal or disciplinary nature.
 - Regulation 12(5)(c) – Intellectual property rights.
 - Regulation 12(5)(e) – the confidentiality of commercial or industrial information where such confidentiality is provided by law to protect a legitimate economic interest.
 - Regulation 12(5)(f) – the interests of the supplier of the information
 - Regulation 12(5)(g) – Protection of the environment
- Regulation 12(6) and (7) – Neither confirm nor deny
- Regulation 12(9) – Emissions

3.2 The Council will always explain its reasons for applying an exemption to the applicant within 20 days.

3.3 The Council will not classify information as exempt unless there are reasons for doing so. Where documents contain exempt information, the remaining information contained within the requested document will be available under the FOIA and EIR.

3.4 Qualified exemptions will only be applied if the Council believes it is not in the public interest to disclose the information having considered the Public Interest Test.

4.0 Public Interest Test

4.1 The Public Interest Test (PIT) will apply to all qualified exemptions under the FOIA. The PIT requires that information should be withheld under an exemption if, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5.0 Appeals

5.1 If the Council refuses a request for information, the individual has the right to appeal the decision and should, in the first instance, request an internal review of the decision in writing within 5 working days of notification of the refusal.

5.2 The Council does have the right to refuse to review the decision.

5.3 The review should be conducted by a panel of three Councillors who were not connected with the initial decision having been appointed by Full Council. The Chairman or Vice Chairman will Chair the review. The individual should be advised of the outcome of the review within 15 working days.

- 5.4 If the individual is unhappy with the outcome of the review, or the Council has refused to undertake a review, the individual has the right to appeal directly to the independent Information Commissioner. The Commissioner has the power to investigate the way the Council handled the request and the response given by the Council. If the Commissioner agrees that the Council has wrongly withheld information, the Council can be ordered to disclose it.

The Information Commissioner can be contacted as follows:

Information Commissioner's Office Helpline:

08456 30 60 60 or 01625 54 57 45 Fax: 01625 524510

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

By email: If your enquiry is about a new or existing notification under the Data Protection Act, please email notification@ico.gsi.gov.uk

**Adopted by Steyning Parish Council
On 17th May 2021**



Freedom of Information & Environmental Information Regulations Requests Policy

1.0 Background

Under the Freedom of Information Act, individuals have the right to access information held by the Council. The Council must also advise and assist the individual in making their request.

The Freedom of Information Act 2000 (FOIA) was passed on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.

The Act came into force in January 2005 and anyone wishing to exercise the right has to make a written request to the local authority. If such a request is made the Council is under obligation to inform the person whether or not the requested information exists and to supply access to the information, unless it is subject to an exemption.

Section 39 of the Freedom of Information Act exempts environmental information from being dealt with under the Freedom of Information Act and provides it should be dealt with under the Environmental Information Regulations [EIR], which also came into force on 1st January 2005.

Environmental Information is defined in the EIR as information falling into one of the six categories below:

1. the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms and the interaction among these elements.
2. factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in 1.
3. measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the state of the elements and factors mentioned above, and as well as measures or activities designed to protect those elements.
4. reports on the implementation of environmental legislation.
5. cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to above.
6. the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures in as much as they are or may be affected by the state of the elements of the environment or, through those elements by any of the factors or measures referred to above.

2.0 Procedure

The FOIA requires that all requests must be made in writing (by letter or email) whereas the EIR also allow requests for environment information to be made verbally. Requests must clearly indicate what information is being required and state the name of the applicant and contact details for correspondence. Applicants do not have to state the purpose of their request.

- 2.1 Any individual making an enquiry under the FOIA should be advised that all requests for information must:
- be made in writing, including email.
 - include a name and address for the response to be sent to.
 - state clearly the information required.
- 2.2 Any individual making an enquiry, written or verbal, under the EIR should be advised that all requests for information must:
- include a name and address for the response to be sent to.
 - state clearly the information required.
- 2.3 On receipt of a request for information under the FOIA or EIR, an acknowledgement should be sent out within three working days advising whether the information is subject to the Act or not and how the Council will be responding to the request.

Where the request is deemed to be contentious the Responsible Officer may convene an FOI panel to assist him with the compilation of the response

Where the information is subject to the Act or Regulations, it should be dealt with accordingly and a response given to the enquirer within 20 working days. The Act or Regulations allow the Council to extend this deadline if further clarification of the request is needed but must advise the individual accordingly.

Where the information is not subject to the Act, it should be dealt with in line with the Council's complaints procedure.

- 2.4 Most requests for information will be free of charge. However, the Council reserves the right to charge the enquirer for photocopies or postage.

The individual may request that the information be given to them in a particular form and the Council may take into account the cost of providing the information in this form before complying with the request.

If the Council believes that it will cost more than £450 to find the information and prepare it for release, then the request can be refused. However, in all such cases the Council will ask the enquirer to narrow down the request by being more specific.

- 2.5 The FOIA and EIR do not place restrictions on how the individual may use the information, but does not transfer copyright in any information sent to the enquirer. The Council should advise the enquirer in writing if any of the information is copyrighted.

- 2.6 Under Section 36 of the Freedom of Information Act 2000 the Clerk together with the Chairman/Chairman of the relevant committee will make decisions about the disclosure of information that is believed to prejudice the conduct of public affairs. In the absence of the Clerk, this will be performed by the Deputy Clerk together with the Chairman / Chairman of the relevant committee.
- 2.7 If the Council refuses a request or withholds some of the information that has been requested, the enquirer will be advised of the reasons for the refusal. (see Section 3.0 Exemptions).
- 2.8 Under Section 16 of the FOIA and Section 9 of the EIR, the Clerk has a duty to provide advice and assistance to applicants. The Council will provide advice and assistance so far as it would be reasonable to expect it to do so to anybody who proposes to make or have made an Information Request.
- 2.9 Where the cost of compliance in providing the information to a number of related requests, whether from the same or different individuals, exceeds the “appropriate limit” the Council will not be obliged to comply with the request. However, the Council may, on a discretionary basis, be prepared to offer assistance as to what could be disclosed in a more cost effective manner. It will be a matter for the Council to determine whether the various requests are related and form part of an organised campaign.
- 2.10 If the Council receives an Information Request for information that it does not hold, but is aware that another public authority holds this information, the Council will provide assistance to the applicant and transfer their request to the public authority known to hold the requested information. If the Council holds any part of the information that has been requested by the applicant it will treat that part of the request as an official Information Request and process it accordingly.

3.0 Exemptions

- 3.1 In certain instances, the Council will withhold information if it considers an information disclosure would be subject to one or more of the exemptions included in the FOIA and EIR, e.g.
- Regulation 12(3) Personal Information
 - Regulation 12(4) – exemptions based on the type of information:
 - Regulation 12(4)(a) – the Council does not hold the information
 - Regulation 12(4)(b) – the request for information is manifestly unreasonable
 - Regulation 12(4)(c) – the request is too general
 - Regulation 12(4)(d) – the request relates to information which is unfinished or in the course of being completed
 - Regulation 12(4)(e) – the request involves the disclosure of internal communications.

- Regulation 12(5) – exceptions based on the content of the information requested
 - Regulation 12(5)(a) – international relations, defence, national security and public safety.
 - Regulation 12(5)(b) – the course of justice, the ability of a person to obtain a fair trial or the ability of a public authority to conduct an inquiry of a criminal or disciplinary nature.
 - Regulation 12(5)(c) – Intellectual property rights.
 - Regulation 12(5)(e) – the confidentiality of commercial or industrial information where such confidentiality is provided by law to protect a legitimate economic interest.
 - Regulation 12(5)(f) – the interests of the supplier of the information
 - Regulation 12(5)(g) – Protection of the environment
- Regulation 12(6) and (7) – Neither confirm nor deny
- Regulation 12(9) – Emissions

3.2 The Council will always explain its reasons for applying an exemption to the applicant within 20 days.

3.3 The Council will not classify information as exempt unless there are reasons for doing so. Where documents contain exempt information, the remaining information contained within the requested document will be available under the FOIA and EIR.

3.4 Qualified exemptions will only be applied if the Council believes it is not in the public interest to disclose the information having considered the Public Interest Test.

4.0 Public Interest Test

4.1 The Public Interest Test (PIT) will apply to all qualified exemptions under the FOIA. The PIT requires that information should be withheld under an exemption if, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5.0 Appeals

5.1 If the Council refuses a request for information, the individual has the right to appeal the decision and should, in the first instance, request an internal review of the decision in writing within 5 working days of notification of the refusal.

5.2 The Council does have the right to refuse to review the decision.

5.3 The review should be conducted by a panel of three Councillors who were not connected with the initial decision having been appointed by Full Council. The Chairman or Vice Chairman will Chair the review. The individual should be advised of the outcome of the review within 15 working days.

- 5.4 If the individual is unhappy with the outcome of the review, or the Council has refused to undertake a review, the individual has the right to appeal directly to the independent Information Commissioner. The Commissioner has the power to investigate the way the Council handled the request and the response given by the Council. If the Commissioner agrees that the Council has wrongly withheld information, the Council can be ordered to disclose it.

The Information Commissioner can be contacted as follows:

Information Commissioner's Office Helpline:

08456 30 60 60 or 01625 54 57 45 Fax: 01625 524510

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

By email: If your enquiry is about a new or existing notification under the Data Protection Act, please email notification@ico.gsi.gov.uk

**Adopted by Steyning Parish Council
On 17th May 2021**



EMAIL POLICY

1.0 INTRODUCTION

1.1 The Council recognises that email is an important communication system for use during the course of Council business. This policy provides guidelines and procedures to protect users and the Council.

1.2 This policy applies to all employees emailing via Council computers and to all councillors in their correspondence with employees and/or other councillors, members of the public and external organisations.

1.4 The Council owns the email facility, and emails that employees or councillors produce, send, or receive are the property of the Council.

1.5 The Council's email facility should be used for sending SPC related communications and associated attachments.

1.6 Council email addresses should not be used to register for non-SPC-related online services and/or forums.

2.0 SENDING AND RECEIVING EMAILS

2.1 All internal emails (and other internal communications) are confidential unless the contrary is clearly expressed. This means that they should never be disclosed to third parties unless with the consent of the author and any parties identifiable. If in doubt, councillors and employees should check with the Clerk and the author. Breach of this principle will likely mean a breach of the confidentiality provision in the Code of Conduct in the case of a councillor, and may lead to disciplinary action in the case of an employee.

2.2 Emails should be regarded as written documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000, the Environmental Information Regulations, the Data Protection Act and similar legislation. Personal information should be kept and processed in accordance with the principles established in the Data Protection Act 2018.

2.3 Councillors and employees should be aware that the Council as a body always has the right to open any email file stored on the Council's computer system and, while that is delegated to the Clerk on a day to day basis, there may be circumstances in which, after an appropriate resolution of Full Council or court order, other councillors, employees or third parties may be entitled to open and view same, subject to the fair processing provisions of the Data Protection Act (GDPR).

2.4 Councillors and employees should always have in mind whether when sending an email, it is:

- In fulfilment of a process delegated to the councillor or employee by the Council and accordingly is being written on SPC's behalf,
- As an individual councillor or employee representing his or her own views as a councillor or employee which may not reflect the views of their colleagues or SPC; or
- As a private individual.

In all cases councillors and employees should make this clear to the recipient and should always use their official SPC email address for the first two, and never for the third.

2.5 Councillors and employees should always have in mind the principles of the Data Protection Act so, for example, generally they should use the BCC field when writing to several recipients who have not consented to their email details being shared and should have in mind that whatever is written is potentially disclosable under the Freedom of Information Act and similar legislation.

2.6 Councillors and employees should have in mind that what is written may be defamatory.

2.7 If in doubt, councillors and employees should consult the Clerk, and always copy him in when writing on behalf of SPC.

3 EMAIL GUIDANCE

NB This Guidance should be used as that – it is not a set of rules and while some principles should never be breached (such as never to threaten), others such as the two emails per day limit are subject to common-sense departures.

All emails:

- 3.1.1 Should comply with common codes of courtesy, decency and privacy
- 3.1.2 Should use appropriate language to avoid unintentional misunderstandings
- 3.1.3 Should respect the confidentiality of information contained within emails, even if encountered inadvertently
- 3.1.4 Should not pass off personal views as those representing the Council
- 3.1.5 Should never be used to criticise, threaten, tell off, be rude to, bully, harass, intimidate or blame any person. If an individual has a problem with someone else's actions, behaviour or performance, they should pick up the telephone and/or arrange to meet in person
- 3.1.6 Should meet the criteria of being dignified and respectful, so should be kept in draft format and re-read and then modified if required, before sending
- 3.1.7 Should not be cc'd to other people, unless agreement is secured from the original sender.
- 3.1.8 Should only be copied to the Clerk where the email contains important Council related information that the Clerk needs to be aware of
- 3.1.9 Should not be sent to multiple persons, unless there is a genuine (non-controversial) piece of information to share that is official 'need to know'

- 3.1.10 Should be limited so that the time it takes to write and read them, should be no longer than half a page of A4, and preferably much shorter and use concise language and bullet points. If the intended communication requires more space than this to set out, a telephone call or one to one meeting should be arranged instead.
- 3.1.11 Should only be sent during normal business hours and up to 7pm on weekdays and up to 1.00pm on Fridays and not to be sent during weekends and holiday periods.
- 3.1.12 Should be no more than two per day sent by one individual to another.
- 3.2 Any person who receives an email from an employee or another councillor that is clearly in breach of any of the above points has the right to ignore the email.

4 SECURITY:

- 4.1 Check with the sender if there is any doubt regarding the authenticity of a message
- 4.2 Avoid introducing computer viruses by not opening any attachment unless certain of the authenticity of the sender and if there are concerns the email should be deleted immediately

5 REPORTING AND SANCTIONS

- 5.1 If a councillor receives an email from an employee which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the Council's formal disciplinary procedure
- 5.2 If an employee receives an email from another employee which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the Council's formal disciplinary procedure
- 5.3 If an employee receives an email from a councillor which they believe is contrary to the guidance provided in this policy, the employee is entitled to consider use of the Council's grievance policy and/or reporting the issue through the procedures outlined in the councillors' Code of Conduct.
- 5.4 Serious or persistent breaches of this protocol could amount to breach of the Council's Dignity at Work Policy or the Code of Conduct.

Approved by Working Practices Group

March 2021

Adopted by Full Council on the 17th May 2021



STEYNING PARISH COUNCIL COMPLAINTS PROCEDURE

1. This Complaints procedure covers complaints from the public or outside bodies about the administration of the council or its procedures and
2. does not cover complaints about an employee of the Council i.e. the Clerk, Deputy Clerk or Caretakers. All complaints about employees are dealt with internally as an employment matter.
3. does not cover complaints about a Councillor acting or giving the impression of acting as such as these come under the jurisdiction of the Code of Conduct and are dealt with directly by the Horsham District Council
4. does not cover local electors' statutory right to object to the Council's audit of accounts (s.16 Audit Commission Act 1998)
5. does not cover criminal activity which is the responsibility of the police

This Complaints Procedure is intended to deal with those complaints that cannot be satisfied by less formal measures or explanations provided by the Clerk or other Proper Officer or Chairman of the Council.

In normal circumstances on receipt of a complaint the Clerk will:

1. Consult with the Chairman/Vice Chairman of the Parish Council and/or the Chairman of the relevant committee.
2. Draft a response to the complainant and agree its content with the responsible Chairman/Vice Chairman.
3. A full written response to the complainant will then be sent by the Clerk.
4. If the complainant is not satisfied with this response and wishes to pursue the matter further then the following procedure will apply:

A Review will be undertaken by a review panel of the Council which will be nominated by the Chairman and Vice Chairman as and when required. This review group will be as independent as possible and will not comprise of members of the committee under whose jurisdiction the complaint falls unless the complaint relates to the full council.

The name of the complainant will only be made known to the review panel.

Review Procedure

Before the meeting.

1. The complainant should be asked to put the complaint about the Council's procedures or administration in writing to the Clerk (if this has already been done, the complainant should be asked to give any further new explanation as to why the original response is not acceptable).

2. If the complainant does not wish to put the complaint to the Clerk or other proper officer, they may be advised to put it to the Chairman of the Council.

3. The Clerk or the Chairman of the Council shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the review panel established for the purposes of hearing the complaint.

4) The complainant shall be invited to attend the meeting of the panel and bring with them a representative, (normally no more than 2 other persons), in exceptional circumstances, and with prior agreement of the Chairman, more representatives may accompany the complainant.

5) 7 clear working days prior to the meeting, the complainant shall provide the Council with copies of any additional documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting

.At the Review Meeting

1. Chairman to introduce everyone.

2. Chairman to explain procedure.

3. Complainant (or representative) to outline grounds for complaint.

4. Members to ask any question of the complainant.

5. If relevant, Clerk or other proper officer to explain on behalf of the Council, the Council's position.

6. Members to ask any question of the Clerk or other Proper Officer.

7. Clerk or other Proper Officer and complainant to be offered opportunity of last word (in this order).

8. Clerk or other Proper Officer and complainant to be asked to leave room while panel decides whether or not the grounds for the complaint have been made (if a point of clarification is necessary, both parties to be invited back).

9. Clerk or other Proper Officer and complainant return to hear decision or to be advised when decision will be made.

10. Any decision of the review panel will be final and will be reported at the next Full Council meeting

After the Meeting

1. The decision of the review panel will be confirmed to the complainant in writing within seven working days together with details of any action to be taken.

NOTE: A log of any written complaints or compliments will be kept.

Approved by Working Practices Group

19 February 2020

Adopted by SPC Full Council May 2021



Social Media Policy

What is Social Media?

'Social media' is the term commonly given to websites and online tools allowing users to interact with each other in some way – by sharing information, opinions, knowledge and interests. This interaction can be through computers, mobile phones and tablets.

Examples of social media websites include:

- social networking (e.g. www.facebook.com)
- video sharing (e.g. www.youtube.com)
- blogs (e.g. www.london2012.com/blog)
- micro-blogging (e.g. www.twitter.com)
- wikis (e.g. www.wikipedia.org)
- social bookmarking (e.g. www.delicious.com)
- Commenting on online news sites (e.g. <https://www.wscountytimes.co.uk/>)

Council Use of Social Media

Principles

NB The principles of this policy apply to parish councillors and Council staff and also apply to others communicating with the Steyning Parish Council (SPC)

- SPC supports the appropriate use of social media as a means of publishing and promoting its work to a wider audience.
- To support, guide and protect councillors and staff members with regards to their own privacy and professional reputations and the reputation of SPC.
- Councillors should refrain from entering into online debates on the work of the SPC.
- With the exception of placing vacancy advertisements, social media must not be used in the recruitment process for employees or councillors as this could lead to breaches of privacy, potential discrimination claims and also data protection issues
- The use of social media does not replace existing forms of communication
- The policy sits alongside relevant existing policies which need to be taken into consideration
- SPC's Code of Conduct applies to online activity in the same way it does to other written or verbal communication
- Individual councillors and council staff are responsible for what they post either in a council or a personal capacity and should always make it clear in which capacity they are doing so.

Advice for Councillors using Social Media

The HDC Monitoring Officer's advice concerning the criteria / threshold to look at with regard to when a member is acting in that capacity is : -

- *A member is acting in his or her capacity as a member when he or she is clearly conducting authority business, when attending authority meetings and functions, and when dealing with constituents as ward councillor.*
- *A member is probably acting in his or her capacity as a member when blogging, tweeting, commenting in newsletters and the like and the member uses the word "councillor" or equivalent in a heading or by signature.*
- *A member is probably acting in his or her capacity as a member when he or she makes use of information obtained as a member, especially if the information could not have been obtained elsewhere.*

Approved Council Social Media

- Parish Council website www.steyningpc.gov.uk
- In accordance with the SPC's adopted standing orders, the Parish Clerk is the SPC's nominated Press Officer authorised to issue press releases. No other member of staff (except for the Deputy Clerk deputising for the Parish Clerk) is permitted to issue public statements on behalf of SPC.

Guidance for Councillors and Council Employees on the Use of Social Media

- The key to whether a councillor's online activity is subject to the Council's Code of Conduct is whether they are, or even appear to be, acting in their capacity as a councillor rather than as a private individual
- If a councillor is not, or may not be, acting as councillor but in their private capacity then posting, hosting or moderating concerning council matters using social media could still amount to breach of SPC's Dignity at Work Policy.
- When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.
- Online content should be accurate, objective, balanced, informative and transparent, and all persons posting should know the terms of use on third party websites, e.g. Facebook
- While councillors and council staff are free to communicate in appropriate contexts, they should be careful not to say anything that they would not be comfortable justifying at a public meeting
- Be mindful that this information may stay in the public domain indefinitely.

Councillors and Council employees should:

- not post in haste.
- not hide their identity by using false names or pseudonyms.
- not present personal opinions as those of the Council.
- not publish an untrue statement about a person which is damaging to their reputation, as that could result in libel action against the Council or the councillor.
- not post any information that infringes the copyright of others without obtaining permission, as it is likely to breach copyright laws.
- not publish the personal data of individuals without having their express permission.
- not say anything through social media (or indeed anywhere) when involved in making any decisions which suggests predetermination on an issue that is due to be formally decided on.
- not use social media to make personal attacks or indulge in rude, disrespectful, inflammatory, offensive or defamatory comments.
- not post offensive language.
- comply with equality laws relating to race, sexuality, disability, age, gender, religion and belief.
- not bully, harass or intimidate anyone – including not saying anything, particularly if it is part of similar comments about a person or on a theme, that might be construed as bullying or intimidation, whether the comments relate to a SPC employee, another councillor or anyone else.
- not publish anything that could reasonably be perceived as bringing SPC in general into disrepute.
- not disclose information given in confidence by anyone, or information acquired which it is believed, or ought reasonably to be aware is of a confidential nature. This includes all internal emails unless the reverse is expressly stated.
- not publish or report on conversations internal to SPC without permission.
- not publish photographs or videos of minors without parental permission.
- not conduct any online activity that violates laws, regulations or which constitutes a criminal offence.
- not reference other organisations without their approval. When making a reference, link back to the source where possible.
- not publish SPC related information that is not already in the public domain, e.g. already available on the SPC's website or disclosed at a meeting held in public.
- not publish anything that would not be acceptable in the workplace.
- not use SPC's facilities for personal or political blogs.

Councillors and council employees should

- set appropriate privacy settings for any blog or networking site where a councillor or employee is responsible as publisher, controller or moderator.
- remove threatening, defamatory, obscene, abusive or inflammatory posts made by others as soon as possible to avoid the perception that such views are condoned, while councillors and employees should never make such postings themselves.
- be aware that the higher the profile as a councillor or employee, the more likely it will be seen as acting in an official capacity when blogging or networking, hosting or moderating.
- when using an SPC provided blog site or social networking area councillors and employees should ensure the facilities are used appropriately as any posts are likely to be viewed as made in an official capacity.
- be aware that by publishing information that could not have been accessed without being in the position of a councillor or employee they are likely to be seen as acting in an official capacity
- When making political points they should be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful or worse, whereas general comments about another party or genuine political expression is less likely to be viewed as disrespect.

Code of Conduct

SPC has adopted a Code of Conduct and if using social media in an official capacity as a parish councillor, or when it may be being perceived to be acting in an official capacity, any author should be mindful of the seven Nolan principles of the public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If posting in a personal capacity it is important for any author to have proper regard to the Council's Dignity at Work and Unacceptable Behaviour Policies.

Approved by Working Practices Group

4 June 2020

With minor amendments by Cllrs Tim Lloyd and Paul Campbell

6 June 2020

Adopted by SPC Full Council May 2021



Unacceptable Behaviour Policy

1. Introduction

1.1 This policy sets out the Council's approach to dealing with unacceptable behaviour by members of the public

It is anticipated the application will be minimal. However, the Council has a duty to safeguard its employees from unacceptable behaviour. It will similarly protect its councillors

2. Policy Aims

2.1 SPC aims to:

2.1.1 Deal fairly, respectfully and consistently with all. Employees of the Council and its councillors have the right to expect this to be reciprocal.

2.1.2 Manage an individual's contact with SPC's employees and/ or councillors where it is considered that a person's behaviour or actions are unacceptable.

2.1.3 Ensure that employees and councillors each enjoy the same level of protection.

3. Definition

3.1 Unacceptable Behaviour

3.2.1 This includes the use of language (oral or written - including on social media) or behaviour that may cause employees or councillors to feel afraid, threatened, abused, bullied or the subject of harassment. Examples include threats, physical aggression, abuse, rudeness and the use of insulting and offensive remarks. Untrue or inflammatory statements and unsubstantiated allegations can also be abusive behaviour.

3.2.2 The Council has a zero-tolerance policy with regards to racist, sexist, ageist, homophobic or other prejudicial conduct related to 'protected characteristics' as defined in accordance with the Equality Act (2010).

4. Managing Unacceptable Behaviour

4.1 A person should almost always be given an opportunity to rectify their behaviour.

4.1.1 Employees or councillors should explain (through a third party if necessary) that they find someone's behaviour or language unacceptable and allow the person a chance to remedy, moderate or change the behaviour.

4.2 If the behaviour continues, employees and councillors should:

- End telephone calls if the caller is considered aggressive, abusive or offensive.
- Report the matter to the Clerk to decide whether the police need to be contacted or to consider how to manage contact with the person.
- Refuse to meet with someone/take a telephone call
- Block an email address
- Ask the person to leave the premises.

4.3 It may be appropriate to manage an individual's contact with the Council. This is a very serious step. Accordingly, the Policy must not be implemented by the Clerk without first consulting with the Chairman of the Council and in most cases securing a formal resolution from the F and GP Committee.

4.4.1 After proper consultation, the Clerk may be authorised by the F and GP Committee or Full Council to write to the perpetrator advising them of the way(s) in which contact with employees and/or councillors will be restricted. The perpetrator will be advised of the period the restriction(s) will be in place - which in exceptional cases may be indefinite.

4.4.2. The following are examples of possible restrictions. The list is not exhaustive:

- Restricting telephone calls to specified days/times/duration.
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Requiring contact to take place with one named member of staff or councillor only.
- Requiring contact to take place in a specified process or manner, for example, only by telephone, only by email, or only by letter.
- Informing the perpetrator that the Council will not reply to or acknowledge any further contact from them on the specific topic (in this case, a designated member of staff should be identified who will read future correspondence).
- Restricting the perpetrator from making contact by telephone except through a third party, for example, a solicitor, a councillor or a friend acting on their behalf.
- Restricting the perpetrator from sending emails to an individual and/or all council officers/councillors and insisting they only correspond by letter or in an identified way.
- Restricting the perpetrator from using certain council's services, for example The Steyning Centre or Council owned open spaces such as allotments.
- Restricting the perpetrator from entering any Council building except by appointment.

4.4.3 Where restrictions are not complied with or where the behaviour may threaten the immediate safety and welfare of others the Council may report the matter to the police or take other safeguarding action including proceedings in the civil courts. In such cases the Council may not give the perpetrator warning of the action to be taken.

5. Appealing and Reviewing a Decision to Manage Contact

5.1 It is important that a person has an opportunity to appeal a decision to manage contact. Any appeal should be made in writing to the Clerk. The appeal should be made within ten working days of the decision to manage contact unless there are exceptional circumstances as to why an appeal cannot be raised within this timeframe. The procedure to be adopted thereafter will be the same as the review procedure in the SPC Complaints Policy and will be undertaken by a panel of councillors.

5.2 A decision to manage contact may be reconsidered if the perpetrator demonstrates a more acceptable manner or if the circumstances that led to the original decision have changed.

Approved by Working Practices Group

4 June 2020

Adopted by SPC Full Council May 2021



Overarching Protocol for Councillors' Personal and Official Conduct Including Social Media, Emails and Meetings

Purpose

The Code of Conduct and its sanctions applies only when a councillor is, or appears to be, acting as such.

In contrast, this Protocol offers guidance to conduct which may not be regulated by the Code, but is distressing to staff, other councillors, or members of the public and/or the conduct risks bringing the Council or the councillor into disrepute.

Dignity at Work

The Council has an adopted Dignity at Work Policy. This applies to everyone, including staff, councillors and members of the public.

It applies to all interactions including social media, emails and meetings.

Depending on the circumstances, an alleged breach of this can be dealt with as: -

- a grievance (by a member of staff only)
- a disciplinary issue (against a member of staff only)
- a Code of Conduct issue (against a councillor acting or giving the impression of acting as such); or
- under SPC's Unacceptable Behaviour Policy (against a member of the public).

Please refer to SPC's Dignity at Work Policy and to SPC's Unacceptable Behaviour Policy for details of the procedures and potential consequences.

Social Media Policy

The Council has an adopted Social Media Policy. Breach of its principles may give rise to a breach of the Dignity at Work policy and hence to a Code Complaint.

Email Policy

The Council has an adopted Email Policy. Breach of its principles may also give rise to a breach of the Dignity at Work Policy and hence to a Code Complaint.

Approved by Working Practices Group

4 June 2020

Adopted by SPC Full Council May 2021



STEYNING PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy, and the way in which it has operated will be reviewed every year by the Full Council.
- 1.4 Although risk assessment is a continuing process, it shall form part of the Council's annual review.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Steyning Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Clerk will be responsible as his/her designated duties.

2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Deputy Clerk	Steyning Centre	
Caretaker	MPF Changing Rooms	

2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.

2.6 The Accident Record Book is kept in the Steyning Centre Office.

3. FIRST AID

3.1 First Aid boxes are located as follows:

Box 1: The Steyning Centre Office

3.2 Appointed persons responsible for boxes are:

Box 1: The Deputy Clerk

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected monthly in the Steyning Centre by the Deputy Clerk. Fire extinguishers shall be maintained annually.

4.2 The fire alarm system at the Steyning Centre shall be tested monthly by the Deputy Clerk. A fire drill shall be held annually at the Steyning Centre. Annual electrical certificates shall be obtained on all Council occupied premises.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached.

7. SPECIFIC POLICIES / RISK ASSESSMENTS

Policies for particular premises and activities are attached as Annexes as follows:-

1. Use of the Steyning Centre and Offices
2. Use of MPF and changing rooms
3. Use of the allotments
4. Use of the public toilets and bus shelter.
5. Caretaking and Cleaning – staff are provided with the following:

- 5.1 HSE Manual Handling at Work Guidance
- 5.2 HSE Working at Height Guidance
- 5.3 HSE Safe use of Ladders and Stepladders Guidance
- 5.4 HSE Preventing Slips and Trips at Work Guidance
- 5.5 HSE COSHH Guidance – Storing Chemical Products (small scale)
- 5.6 HSE COSHH Guidance - Manual Cleaning and Disinfecting Surfaces.
- 5.7 A Caretakers Products COSHH Guide is held in the office.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Deputy Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed anywhere in the Steyning Centre, its offices or any other premises owned and managed by Steyning Parish Council.

OFFICES

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends. All equipment used in the Steyning Centre should be PAT tested.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length. All temporary extension leads must be secured to the floor with the appropriate hazard tape.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.

- b) Emergency exits, corridors, landings and staircases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Wastepaper bins must be of Fire-resistant construction and be emptied each day.
- e) In the case of a fire emergency and the evacuation of the building, the meeting point will be the Fletchers Croft car park.

GROUNDS MAINTENANCE

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

ROOM HIRERS

All persons hiring rooms must be given a copy of the Health & Safety Policy and must sign a copy to confirm that they understand and will comply with the policy. The signed copy will be retained by the Clerk

It is the responsibility of hiring the room to ensure that they acquaint all the users of the room with the exits and meeting point in case of an emergency.

It is the responsibility of the person hiring the room to ensure that all users have exited the room safely during an emergency and are accounted for.

Agreed and adopted by Steyning Parish Council – 17th May 2021

Review of Outside subscriptions

Item 12

We need to consider agreeing our subscriptions to these outside bodies please

12.1 – WSALC - West Sussex Association of Local Councils (WSALC) represents the interests of its member Local Councils and is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise and train its member councils and ensure that the voice of the first tier of local Government is heard across West Sussex.

12.1 – NALC - Established in 1947, the National Association of Local Councils is the only national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

Qty	Description	Rate	Total
1	WSALC Subscription 2022/23	1,603.02	1,603.02
1	NALC Subscription 2022/23	346.11	346.11

Net: £1,949.13

TOTAL: £1,949.13

12.2 – HALC – Horsham District Association of Local Councils – Our local Association

HALC INVOICE

Annual subscription for HALC

01/04/21 – 31/03/22

£15.00

12.3 - SLCC Society of Local Council Clerks – It's the professional body for Local Council Clerks. This association is by way of advice and support directly to the Clerks office rather than necessarily to the Council as a whole, although the advice sought by Clerks would clearly benefit the Council

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: John Fullbrook (40398) Due:01/01/2022	£234.00	£234.00	0.00	£0.00

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: Hazel Roxby (1003844) Due:01/01/2022	£171.00	£171.00	0.00	£0.00

12.4 - Open Spaces Society - The Open Spaces Society is a campaign group that works to protect public rights of way and open spaces in the United Kingdom, such as common land and village greens. It is Britain's oldest national conservation body and a registered charity – It provides advice on the management of our open spaces

Membership No :

Item	Cost	No	Total
Annual subscription to the Open Spaces Society PARISH COUNCIL due 1 ST May 2021	45.00	1	45.00

Notifications under Items 13.1 to 13.5

These items are a series of notifications which do not need agreement but do need to be noted by Full Council

13.1 - THE SPC PARISH COUNCIL INSURANCE COVER.

To note that we have cover and that the Council's insurance policy expires on 31st August '22

13.2 - SPC FINANCIAL RISK ASSESSMENT.

Agreed at the 15th of March '22 F&GP Meeting

13.3 - EXPENDITURE UNDER S137 OF THE LOCAL GOVERNMENT ACT

We need to note each year what expenditure comes under S137 each year for our Council – this is to notify that we will be discussing this at the next Full Council meeting, subsequent to going through a few details with our internal auditor at the Year end Audit

13.4 - MEETING SCHEDULE. - Agreed at January 17th '22 Full Council Meeting – see below

2022-23 Steyning Parish Council Meetings



7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning and Premises (Mondays)
Jan-22	No Meeting	11th	17th	24th
Feb-22	8th	No Meeting	21st	28th
Mar-22	8th	15th	21st Annual Parish Meeting	28th
Apr-22	5th	No Meeting	11th	25th
May-22	No Meeting	10th	16th Annual Parish Council Meeting	23rd
Jun-22	7th	14th	20th	27th
Jul-22	5th	12th	18th	25th
Aug-22	No Meeting	No Meeting	No Meeting	22nd
Sep-22	6th	13th	19th	26th
Oct-22	No Meeting	No Meeting	No Meeting	24th
Nov-22	8th	15th	21st	28th
Dec-22	6th	13th	No Meeting	19th
Jan-23	No Meeting	10th	16th	23rd
Feb-23	7th	No Meeting	20th	27th
Mar-23	7th	14th	20th Annual Parish Meeting	27th
Apr-23	4th	No Meeting	17th	24th
May-23	No Meeting	9th	15th Annual Parish Council Meeting	22nd

Agreed by Full Council January 2022

13.5 - PROGRESS REPORT & ITEMS NOT DISCUSSED AT 11th APRIL '22 MEETING

This to notify that the items not discussed at that meeting including Committee minutes reports and recommendations to be adopted plus ongoing items on the progress report will be dealt with at the June meeting instead

LAND REGISTER - Steyning Parish Council (May 2022)

{The details of this register are currently being reviewed and updated,
See accompanying Maps with location of these land parcels numbered}

1. Steyning Community Centre Land – Land surrounding the Steyning Community Centre. Includes tarmac access, Parking area, two patios, Grass lawn and decorative borders and trees.

Registered 1st October 1991

Title Number - *WSX166216- 1991*

Freehold

Ordnance Survey Reference: *TQ 178/112*

2. Memorial Playing Field – This land is within the conservation area and the western half is within the curtilage of the South Downs National Park. It is registered as Village Greens VG93 and VG65. Bounded by Charlton Street, Newham Lane, and the Mill Road Footpath, with Rublees allotments to the West, and contains land and buildings leased to sports clubs. Also includes Cricket pitch, large children's Play Area, Orchard, Basketball hard court and large grassed area sometimes marked for sports pitches.

Conveyance Documents held

Part of the land is unregistered

Title Number - *WSX 118062* - (land formally known as Newham land Nursery)

Freehold

Tennis Courts Area Leasehold for 25 years from 2nd December 2010 - *WSX340741*

Cricket Club Area Leasehold for 20 years from 2008

Bowls Club Area Leasehold for 6 years from 2020

Ordnance Survey Reference: *TQ 174/112*

3. Chandler's Way Play Area – Accessed via Chandlers Way, but footpath the property of WSCC. Bounded by Laines Road and Chandlers Way properties. No access from Laines Road. Grassed space with small children's play area.

Registered 2 October 1984

Title Number – *WSX147959*

Freehold

Ordnance Survey Reference: *TQ 173/108*

4. South Ash Play area – Accessed from South Ash and bounded by properties in Middle Mead. Almost entirely tarmacked small children's Play area with two pieces of equipment and one seat. The fence abounding 34 Middle Mead is a jointly owned fence.

Title Number *WSX 147572*

Freehold

Ordnance Survey Reference: *TQ 179/117*

5. Abbey Road Land – Open space which is registered as a village green. The eastern area forms a meadow (as requested by residents) and is mown twice yearly, with small pond and trees on east boundary and in centre of area. The area to the west is mown regularly to provide an open space for recreation. A stream runs adjacent its northern boundary.

Registered 31st December 1999

Title Numbers – *WSX240572 — WSX192659 – WSX137207*

Freehold

Ordnance Survey Reference: *TQ 179/115 and TQ 181/116*

6. Abbey Road Play area – Accessed from Abbey Road, with some play equipment provided. Small wooded area behind (East) of play area.

Registered 31st December 1999

Title Number - *WSX240564*

Freehold

Ordnance Survey Reference: *TQ 182/115*

7. Fletcher's Croft Play area – Land leased from HDC. Licence is currently under review. Large play area bounded by fencing with tarmacked 'open' Fitness zone adjacent including equipment and exercise framework.

Title Number – *WSX294881*

Licensed

Ordnance Survey Reference: *TQ 179/113*

8. Norman's Way – Tarmac area with basketball Hoop, bounded by Norman Way properties. Area surrounding is owned by WSCC. Access area owned and maintained by HDC.

Freehold

Ordnance Survey Reference: *TQ 179/121*

9. Allotments – Canada Gardens (50 plots) - Accessed via Newham Lane, bounded by Newham Lane and dirt track road. This land is within the South Downs National Park.

Unregistered land

Freehold – Land transferred to Steyning Parish Council on 30th September 1946.

Document Envelope D10062. -

Conveyance Document held

Ordnance Survey Reference: *TQ 171/107*

10. Allotments – Rublees (87 plots) - Accessed from Newham Lane and Mill Road footpath. It is bounded by the MPF, Newham Lane and a public footpath to the Lower and Upper Horseshoe. This land is within the South Downs National Park.

Unregistered land

Purchased 3rd March 1979 (occupied as Allotments since 1947)

Freehold

Ordnance Survey Reference: *TQ 173/112*

11. Land at Godstall's Lane – Slim strip of land adjacent Godstall's Lane. Small grass strip on west side of road and small clump of trees and shrubs on east side and to the rear of Newham close properties.

Title Number – *WSX345123*

Freehold

Ordnance Survey Reference: *TQ 174/109*

12. Cripps Lane – Small parcel of land on the junction with Jarvis lane containing mostly hedge and trees.

Registered 5th March 1973

Title Number – *SX152550*

Freehold

Ordnance Survey Reference: *TQ 182/113*

Register of Common Land (not owned by Steyning Parish Council)

Common Land Registered in 1970*

CL274 Penland Way / A283 Verge

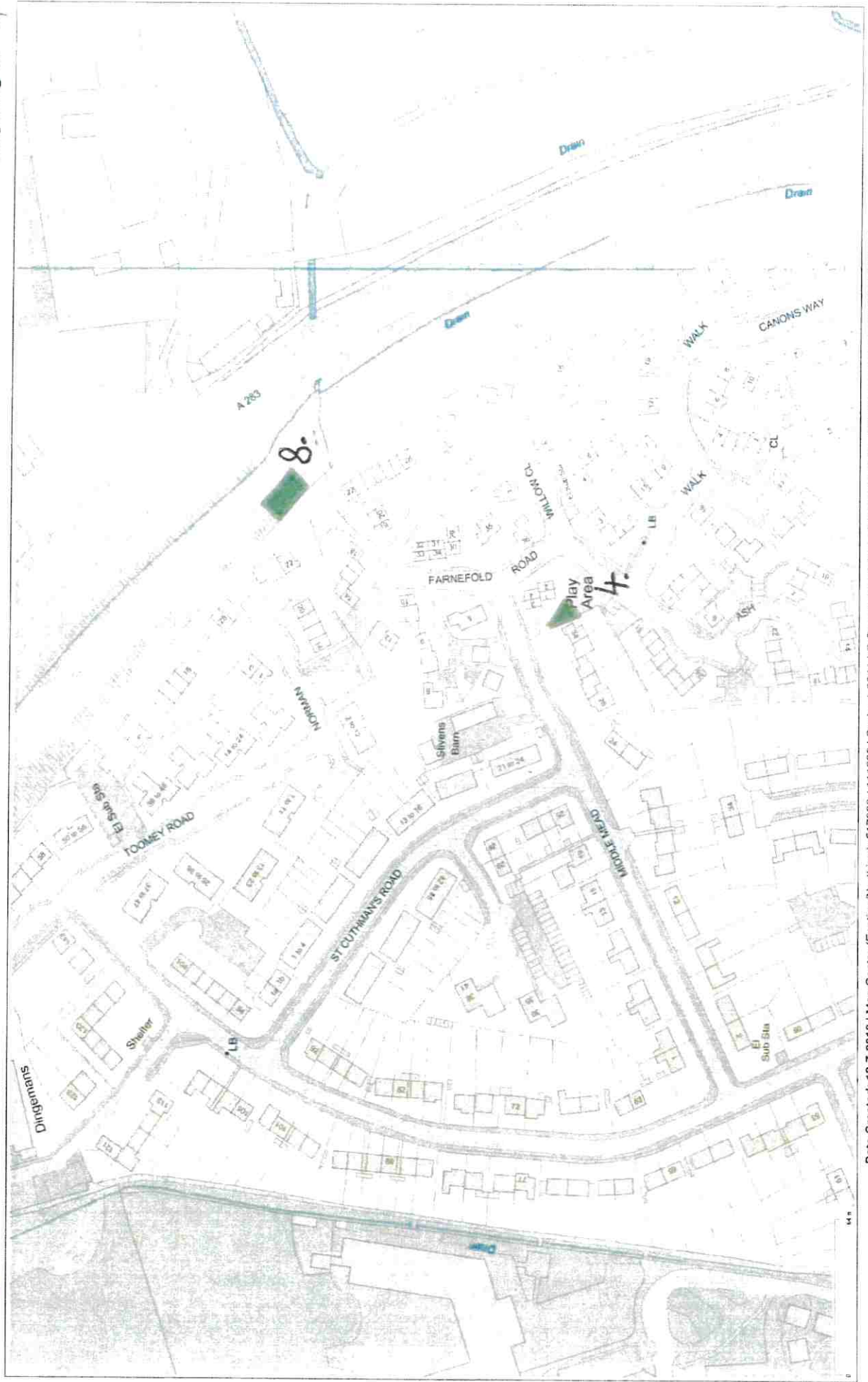
CL275 Castle Lane adjacent Clivedale

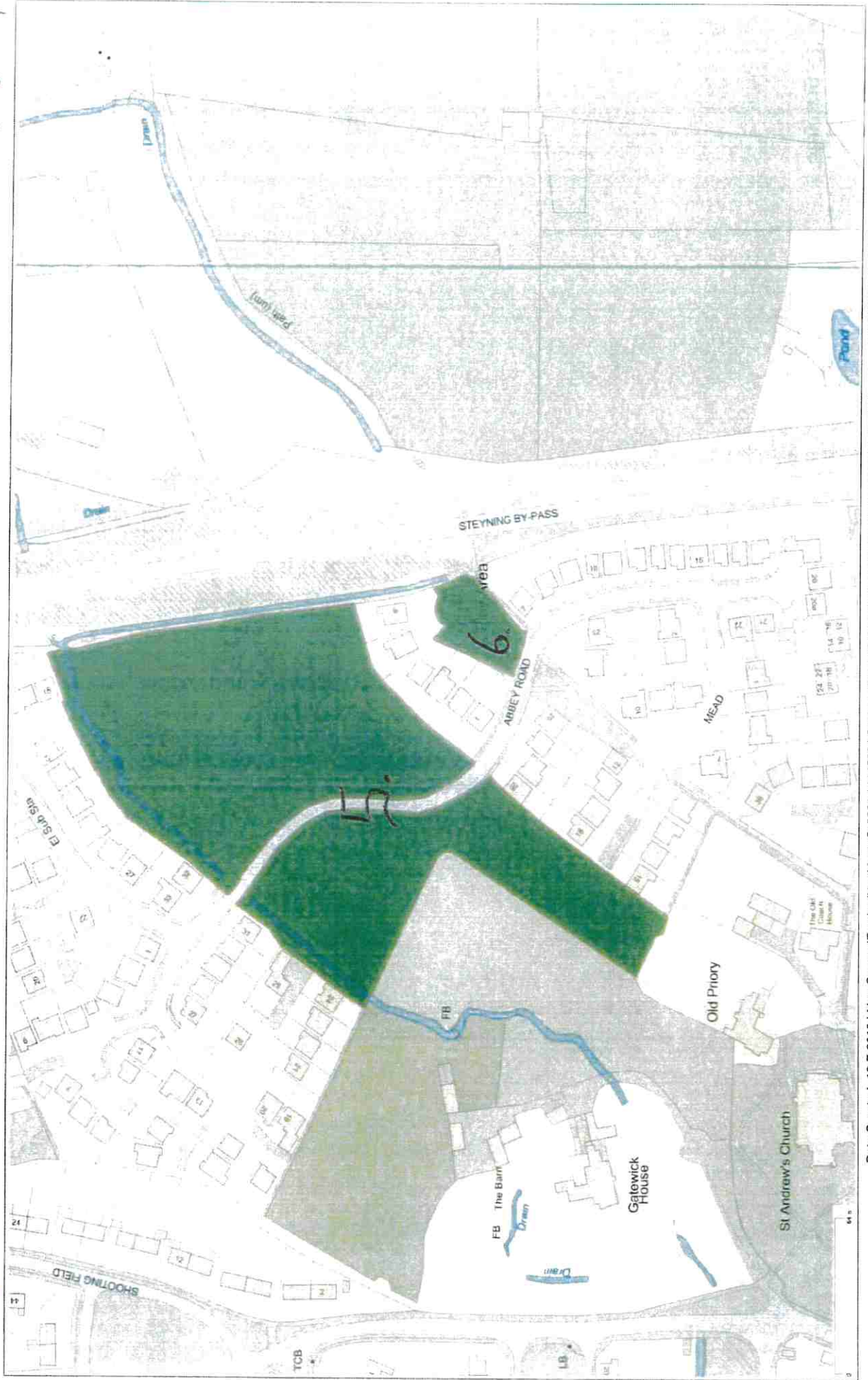
CL278 Land opposite Southdown Terrace

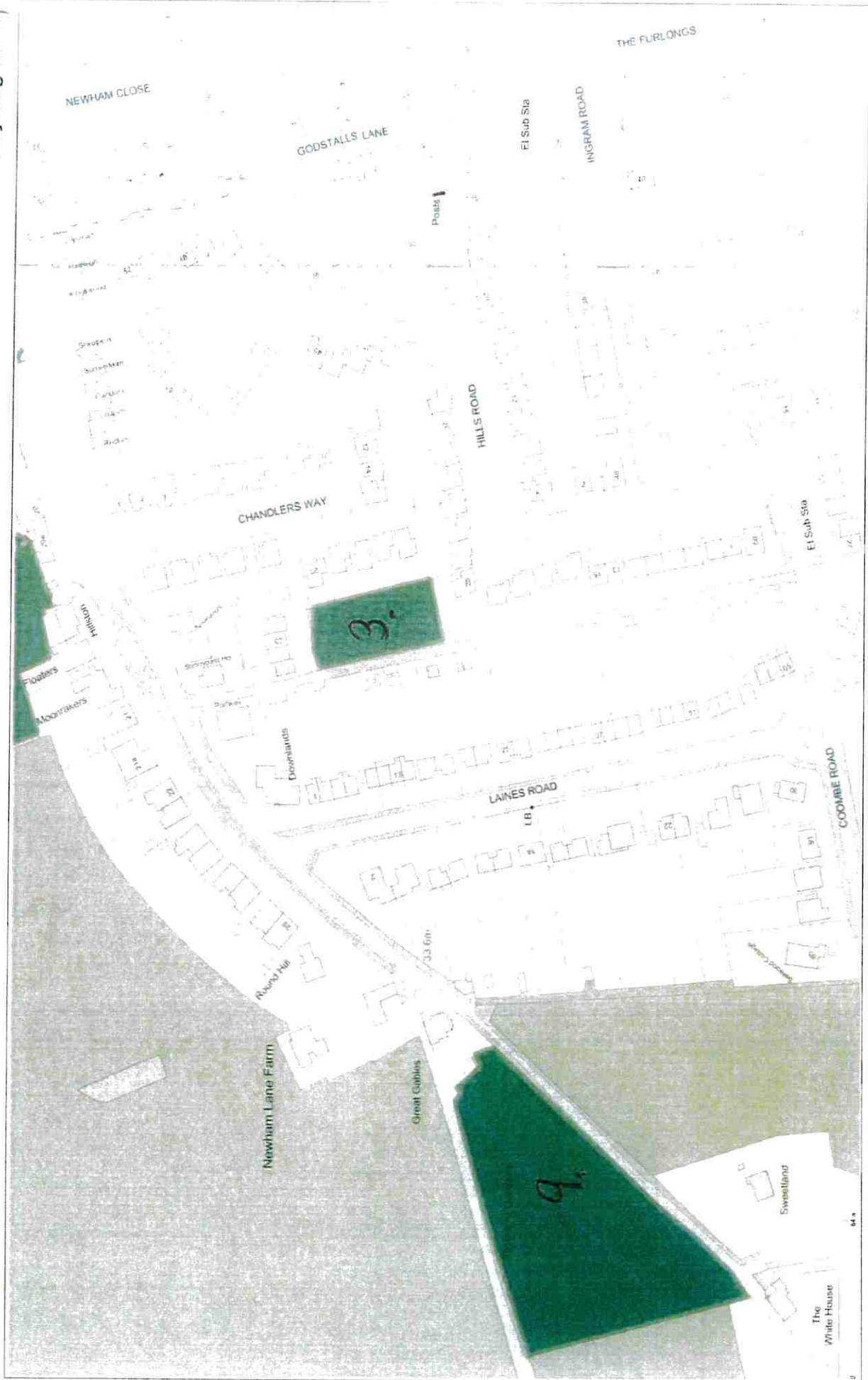
CL277 Church Street Verge

*Confirmed by Peter Jupp, WSCC 29/10/14 and 24/07/15.













STEYNING PARISH COUNCIL SCHEDULE OF INSURED ASSETS 1st September 2021 - 31st August 2022

Purchase date (if known)	Asset	Location	Condition	Custodian	Date last inspected	Replacement date (Estimated)	Cost or proxy cost	Reinstatement building valuation	Insured values	Lease expiry dates	Insured By:
	Buildings							As at May 2019	As at August 2021		
	Steyning Centre	Fletcher's Croft	Good	SPC	Daily / Annually	Maintained	£ 1,852,811.12	£ 1,900,000.00	£ 2,100,000.00		SPC
	Marley Shed Recreation Gnd	MPF	Average	Cricket Club	Annually	Maintained	£ 8,358.26		£ -		Cricket Club
	Bowling Green Pavilion	MPF	Average	Bowls Club	In 2018	Next 10 Years	£ 124,630.00	£ 155,000.00	£ -	2020 - 2027	Bowling Club
	Changing Rooms	MPF	Good	SPC	Weekly	Maintained	£ 192,757.04	£ 190,000.00	£ 210,000.00		SPC
	Clock Tower	High Street	Average	SPC	Due by Aug '22	Maintained	£ 124,258.12		£ 158,859.79		SPC
	Clock	High Street	Good	SPC	Annually	Maintained	£ 17,823.12		£ 22,786.25		SPC
	St. Cuthman's statue	Fletcher's Croft	Good	SPC	In 2015	Maintained	£ 23,420.91		£ 29,942.84		SPC
	Cricket Club building	MPF	Good	Cricket Club	In 2018	Next 10 years		£ 350,000.00	£ -	2008-2028	Cricket Club
	Tennis Club building, courts and floodlights	MPF	Good	Tennis Club	In 2018	(Last replaced 2018)		£ 230,000.00	£ -	2010-2035	Tennis Club
	Steyning Town Pump and Trough	High Street	Poor	SPC	Unknown	Maintained	?		£ -		
	Total building Costs						£ 2,344,058.57		£ 2,521,588.88		
	Contents										SPC
Various	Play & Exercise Equipment various locations (jointly owned fence at South Ash)	Various	Good / Fair	SPC	Fortnightly and annually	Some Due	£ 121,549.70		£ 145,600.00		
Various	Safety Surfacing various locations	Various	Good / Poor	SPC	Fortnightly and annually	Some Due	£ 89,229.23		£ 81,343.54		
Year 2019	Other Sports Surfaces - Basketball Court	MPF	Excellent	SPC	2020	(Last replaced 2019)	£ -		£ 24,000.00		
	Steyning Centre:										
	Outsite Steyning Centre 2 x Memorial bench										
	Office Contents**	Steyning Centre	Good	SPC	Annually		£ 7,043.77		£ 10,400.00		
	General contents**						£ 88,958.00		£ 196,673.87		
	Outside equipment						£ 47,211.69		£ 8,500.00		
	Street furniture***	Various	Good / Fair	SPC	Annually				£ 48,750.00		
	Gates & Fences	Various	Good	SPC	Monthly		£ 1,350.00		£ 1,841.32		
	Mowers & Machinery****						£ 964.10		£ 2,360.32		
Year 2019	Sports Equip Basketball stand	MPF	Excellent	SPC	Monthly		£ 750.00		£ 1,020.58		
21.05.15	War Memorial								£ 45,058.10		
	* OFFICE CONTENTS INCLUDES			SPC							
	fax machine						£ 120.63		£ -		
	Telephones						£ 180.25		£ 1,000.00		
	Zoostorm computers and equip						£ 2,128.98		£ -		
	Lenovo B5400 Laptop								£ 2,000.00		
Year 2020	New Lap Top										
Year 2021	New Lap Top										
Year 2019	New network computers / monitors						£ 600.00		£ 3,250.00		
	photocopier						£ 4,013.91		£ 4,150.00		
	**GENERAL CONTENTS INCLUDES			SPC							
	Steyning Centre - General						£ 25,080.00				
added 2019	Piano & stool						£ 800.00				
	Phillips Audion system						£ 571.00				
	Various Kitchen equip						£ 35,000.00				
	Sound system main hall						£ 8,450.00				
	Film screens main hall & Saxon room						£ 3,287.00				
	Sound equip speakers and amplifier						£ 2,450.00				
	Cinema equip.screen,DVD & ampplifier						£ 10,525.00				
	Television trolley						£ 140.00				
	Overhead projector						£ 175.00				
	Panasonic projector						£ 1,250.00				
	Sony TV						£ 230.00				
	Sony DVD						£ 100.00				
	Sony VCR						£ 100.00				
	Chairmans Badge of office						£ 800.00				
Nov-15	Water colour painting by J Binns (Gift to PC)								£ 450.00		
	***STREET FURNITURE			SPC							
	Street lights (49 lamps) - See separate sheet	Various	Fair				£ 26,793.00		£ 26,800.00		
2000	Poem on the stone	Mouse Lane	Good				£ 2,924.00		£ 2,924.00		
Various	Seats / Benches	Various	Varies				£ 2,703.00		£ 5,328.00		
2 x Added '20	Notice Board	Allotments/High St	Good				£ 1,091.69		£ 2,000.00		
	CCTV	Various	Good / Poor				£ 8,000.00		£ 6,000.00		
Added May19	Steyning Welcome Sign		Excellent				£ 4,600.00		£ 4,600.00		
Added April 20	St Cuthman silhouette		Excellent				£ 1,100.00		£ 1,100.00		
							£ 47,211.69		£ 48,750.00		
	****MOWERS & MACHINERY			SPC							
	Maint. tools						£ 575.00				
	4xgoalmouth irons & large roller						£ 389.10				
2018 /2019	Strimmers										
2020	Dust Cart										
	Totals						£ 2,647,976.26		£ 3,078,636.61		

Note: Since 2010 / 11 the External Auditor have advised that for the purposes on the Annual Return, the historic cost of items should be recorded, with no allowance for appreciation of depreciation.

The total value of fixed assets will only change when an item is purchased or disposed of. For insurance purposes, the Parish Council insurance provider shall recommend the percentage increase in uninsured values.

Also Note: The Bowls pavilion had previously been noted as an SPC asset, however in 2020 it has been established as being owned by the Bowls Club, hence it being removed from 2020 August insured value listing. The Cricket club, Tennis club and now Bowls club building valuations are noted but these are not owned nor insured by SPC.

Disposed assets:			
Nov-14	Old office Laptop - stored until hard drive deleted.	£ 400.00	
Jun-15	Fax - no longer used Disposed 2020	£ 120.63	
Sep-18	Telephones	£ 180.25	
Aug-19	Zoostorm - computer and equipment	£ 2,128.98	

Please also note that Steyning Parish Council owns land at the Memorial playing field, Chandlers Way, South Ash, Abbey Road, Fletchers Croft, Normans Way, Cripps Lane, Godstall Lane, Rublees Allotments and Canada Gardens Allotments, and the details of these Land assets are noted within the SPC Land register.