2025

POLICIES DOCUMENT

For Great and Little Parish Council

Standing Orders (based on Module Standing Orders as produced by NALC) -
Financial Regulations
Risk Assessment Added July 2025
Complaints Procedure
Code of Conduct
Register of Interests
Data Protection
Equal Opportunities
Retention
What is GDPR?
Data Protection Policy
General Privacy Notice
Consent Form
Information Security Incident Policy
Information Protection Policy
Social Media
Virtual Meetings
Email Policy
Civil Contingency Plan
Biodiversity Plan
IT Policy

Adopted at the AGM 6th May 2010
Amended and Reviewed May 2013
Signed at the AGM 24th May 2013
Signed at the AGM 16th May 2014
Signed at the AGM 11th May 2018
New Financial Regulations to added October 2019
Virtual Meetings – April 2020
New DPO – April 2020
Reviewed and signed at the AGM 16th May 2020
Reviewed Annual Meeting of the Council 12th May 2022
New Code of Conduct for Councillors Added and Adopted July 2022
New Email Policy Added and Adopted January 2023
Civil Contingency Plan Added July 2024
New Financial Regs Added October 2024
Biodiversity Added October 2024 Adopted November 2024
Annual Review – May 2025
Financial Regulations Added July 2025 Adopted TBA
IT Policy Added July 2025 Adopted TBA

Clerk
Great and Little Chishill Parish Council

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Meetings

Mandatory for full Council meetings

Mandatory for committee meetings

Mandatory for 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 **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**

c **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.**

d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

e The period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed 10 minutes.

f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.

g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response.

i A record of a public participation session at a meeting shall be included in the minutes of that meeting.

j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.

k Any person speaking at a meeting shall address his comments to the Chairman.

l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

m **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's** prior (written) **consent**.

n **In accordance with standing order 1(c) above, the press shall be provided 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 may in his absence be done by, to or before the Vice-Chairman (if any).**

p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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 model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

r **The Chairman 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 also standing orders 2 (i) and (j) below.*)

s **Unless standing orders provide otherwise, voting on any 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 record the names of councillors present** and absent.

u If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

v **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

w **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (*See also standing orders 7 and 8 below.*)

x **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 3.**

y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

- **z** Meetings shall not exceed a period of 2 hours.

Ordinary Council meetings

See also standing order 1 above

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 new councillors elected take office.**

b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d (*England*) **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 directs.**

e (*Wales*) **In addition to the annual meeting of the Council, other ordinary meetings may be held in each year on such dates and times as the Council may direct.**

f **The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.**

g **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.**

h **The Vice-Chairman of the Council, if any, 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.**

i **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 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 must give a casting vote in the case of an equality of votes.**

j **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 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 must give a casting vote in the**

case of an equality of votes.

k Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.

i. In an election year, delivery by councillors of their declarations of acceptance of office.

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.

iv. Review of the terms of references for committees.

v. Receipt of nominations to existing committees.

vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

vii. Review and adoption of appropriate standing orders and financial regulations.

viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

ix. Review of representation on or work with external bodies and arrangements for reporting back.

x. (*England*) In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

xi. Review of inventory of land and assets including buildings and office equipment.

xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

xiii. Review of the Council's and/or employees' memberships of other bodies.

xiv. Establishing or reviewing the Council's complaints procedure.

xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

xvi. Establishing or reviewing the Council's policy for dealing with the press/media

xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

Proper Officer

a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

b The Council's Proper Officer shall do the following.

Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.

- **i.** **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee** or a sub-committee **(provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)**.
- **ii.** Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it.
- **iii.** **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order** [**3(b)i**] OR [3(b)ii] **above**.
- **iv.** Make available for inspection the minutes of meetings.
- **v.** **Receive and retain copies of byelaws made by other local authorities.**
- **vi.** **Receive and retain declarations of acceptance of office from councillors.**

vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

viii. Keep proper records required before and after meetings;

ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

xii. Arrange for legal deeds to be signed by 2 councillors and witnessed (*See also model standing orders 14(a) and (b).*)

xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's 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 the Vice-Chairman of the Council] within 2 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 Council.

xvi. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

xvii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

Motions requiring written notice

a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.

b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the

mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.

d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.

e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.

ii. To approve the absences of councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To dispose of business, if any, remaining from the last meeting.

vi. To alter the order of business on the agenda for reasons of urgency or expedience.

vii. To proceed to the next business on the agenda.

viii. To close or adjourn debate.

ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

x. To appoint a committee or sub-committee or any councillors (including substitutes)

thereto.

xi. To receive nominations to a committee or sub-committee.

xii. To dissolve a committee or sub-committee.

xiii. To note the minutes of a meeting of a committee or sub-committee.

xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.

xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

xvi. To authorise legal deeds signed by two councillors and witnessed.

(See standing orders 14(a) and (b) below.)

xvii. To authorise the payment of monies up to £500.

xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xix. To extend the time limit for speeches.

xx. To exclude the press and public for all or part of a meeting.

xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xxii. To give the consent of the Council if such consent is required by standing orders.

xxiii. To suspend any standing order except those which are mandatory by law.

xxiv. To adjourn the meeting.

xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

xxvi. To answer questions from councillors.

b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.

c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by

the councillor who tabled it, may be treated as withdrawn.

d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

f Any amendment to a motion shall be either:

i. to leave out words;

ii. to add words;

iii. to leave out words and add other words.

g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 5 minutes.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very

end of debate and immediately before it is put to the vote.

o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

p During the debate of 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 irregularity in the meeting he is concerned by.

q A point of order shall be decided by the Chairman and his decision shall be final.

r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

s Subject to standing order 6(o) above, when a councillor's 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 silent or for him 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;

ix. to suspend any standing order, except those which are mandatory.

t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

Code of conduct (England)

See also model standing orders 1(d)–(i) above

A revised statutory code of conduct is expected to come into force in 2010. This was adopted by Great and Little Parish Council In September 2012

a **All councillors shall observe the code of conduct adopted by the Council.**

b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

c **If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**

d **Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**

~~Code of conduct (Wales)~~

~~*See also standing orders 1(d) -(i) above*~~

~~**a All councillors shall observe the code of conduct adopted by the Council.**~~

~~b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.~~

~~**c Councillors may exercise rights contained in standing order 7(d) below, only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**~~

~~d **Councillors who have a prejudicial interest in relation to any item of business being transacted at that meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but**~~

~~must, thereafter, leave the room or chamber.~~

Questions

a A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.

b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c Every question shall be put and answered without discussion.

Minutes

a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.

c Minutes, including any amendment to correct their accuracy, 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 Parish Council held on [date] in respect of ( ) were a correct record but his view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings.”

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

Rescission of previous resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

Voting on appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in

favour of one person. Any tie may be settled by the Chairman's casting vote.

Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

b **The Council's financial regulations shall be reviewed once a year.**

c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

Execution and sealing of legal deeds

See also standing order 5(a)(xvi) above

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b. In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

~~Committees~~

~~*See also standing order 1 above*~~

~~**a** The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:~~
~~**i.** shall determine their terms of reference;~~

~~ii. may permit committees to determine the dates of their meetings;~~

~~iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;~~

~~iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer ( ) days before the meeting that they are unable to attend;~~

~~v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;~~

~~vi. may in accordance with standing orders, dissolve a committee at any time.~~

~~Sub-committees~~

~~*See also standing order 1 above*~~

~~a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.~~

Extraordinary meetings

See also standing order 1 above

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 or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must 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 sub-committee at any time.

d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 3 days of having been requested by to do so by 3 councillors, those 3 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 3 councillors.

Advisory committees

See also standing order 1 above

a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

Accounts and Financial Statement

a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The

Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

Estimates/precepts

a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

Canvassing of and recommendations by councillors

a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of documents

a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

Unauthorised activities

a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
i. inspect any land and/or premises which the Council has a right or duty to inspect; or
ii. issue orders, instructions or directions.

Confidential business

a Councillors [Wales: and employees] shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

Power of well-being (England)

a **Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**

b **The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**

c **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the**

expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.

Matters affecting council employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.

b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman or, in his absence, the Vice-Chairman of any absence occasioned by illness or urgency and that person shall report such absence at its next meeting.

c The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of [the employee's job title] and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution.

e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the Chairman or Vice-Chairman this shall be communicated to another member of Council which shall be reported back and progressed by resolution.

f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.

j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to (the Clerk) and/or the Chairman of the Council.

Freedom of Information Act 2000

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

Relations with the press/media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

Liaison 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 councillor of the District and County or Unitary Council [in Wales: County Borough and County Council] representing its electoral ward.

b Unless the Council otherwise orders, a copy of each letter sent to the District or County or Unitary Council [in Wales: County Borough and County Council] shall be sent to the District or County or Unitary Council [in Wales: County Borough and County Council] councillor representing its electoral ward.

Financial matters

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 accounting records and systems of internal control;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the Internal Auditor 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;

v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.

b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [**£60,000**] shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**

c Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper;

ii. a specification of the goods, materials, services and the execution of works shall be drawn up;

iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;

iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;

v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

Allegations of breaches of the code of conduct

a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Council.

b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.

i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
iii. Ensure that the public and press are excluded from meetings as appropriate.
iv. Ensure that the minutes of meetings preserve confidentiality.
v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman or otherwise from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

f The Council shall have the power to:

i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;

ii. seek and share information relevant to the complaint;

iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

Standing orders to be given to councillors

a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b The Chairman's decision as to the application of standing orders at meetings shall be final.

c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.

2) Bold text indicates legal requirements, which a council cannot change or suspend.

3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.

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Appendix 1 - Tender process

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. 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 control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

3**2.** 1.6. 1.7. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

Risk management and internal control

2.1. 2.2. 2.3. 2.4. 2.5. 2.6. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement. The accounting control systems determined by the RFO must include measures to:
- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or confirm by email (or similar document) as evidence of 4this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. 3.2. 3.3. 3.4. 3.5. 3.6. 3.7. 3.8. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.

The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

5• can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

• perform any operational duties for the council;
• initiate or approve accounting transactions;
• provide financial, legal or other advice including in relation to any future 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.

3.10.For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11.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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually in [May] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the

4.3. Clerk and the Chair.
No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement. {along with a forecast for the following [three financial years]}, 4.4. Unspent budgets for completed projects shall not be carried forward to a
subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Council and a recommendation made to the council.

4.7. Having considered the proposed budget the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the middle of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10.The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11.Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO or Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall seek formal tenders from at least three]suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation1 regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk or other Officer shall seek at least 3 fixed-price quotes;

5.9. where the value is between £750 and £3,000 excluding VAT, the Clerk or other Officer shall try to obtain 3 estimates

5.10.For smaller purchases, the Clerk or other Officer shall seek to achieve value for money.

5.11.**Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
i. specialist services, such as legal professionals acting in disputes;
ii. repairs to, or parts for, existing machinery or equipment;
iii. works, goods or services that constitute an extension of an existing contract;
iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13.When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14.The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15.Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- An Officer, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council for any items below £2,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over [£5,000];

1 The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.
Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
5.16.No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17.No expenditure may be authorised that will significantly exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18.In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19.No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council or duly authorised committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20.A written instruction shall be issued for all work, goods and services unless a formal contract is to be prepared.

6. Banking and payments

6.1. 6.2. 6.3. 6.4. 6.5. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council. The council has resolved to bank with Barclays Bank. The arrangements shall be reviewed periodically for security and efficiency.

The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

All payments shall be made by online banking or cheque in accordance with a resolution of the council, duly delegated committee or a delegated decision by an officer.

96.6. 6.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. £500 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the 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.

iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator otherwise they shall be added as a signatory (with the expectation that this authority will be used to administer the account and only used for making payment in extremis and with the express authority of the Finance Committee or Full Council). The bank mandate agreed by the council shall identify a minimum of 3 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

107.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator the Clerk shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council annually.

7.10.Payment may be made by BACS or CHAPS by resolution of the council or FSR Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or FSR Committee at the next meeting.

7.11.If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to the council or FSR Committee when made.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers periodically.

7.13.Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14.Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

11.Payment of salaries and allowances

11.1.**As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2.**Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
11.3.Salary rates shall be agreed by the council . No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
11.4.Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
11.5.Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6.Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar 12month reported in the cashbook. Payroll reports will be reviewed by two Councillors to ensure that the correct payments have been made.

11.7.Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8.Before employing interim staff, the council must consider a full business case.

12.Loans and investments

12.1.Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2.Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3.The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4.All investment of money under the control of the council shall be in the name of the council.

12.5.All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6.Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13.Income

13.1.The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2.The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.

13.3.Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4.All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

1313.5.Personal cheques shall not be cashed out of money held on behalf of the council.

13.6.The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7.Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8.Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to

the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14.Payments under contracts for building or other construction works

14.1.Where contracts provide for payment by instalments the RFO or Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2.Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15.Stores and equipment

15.1.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.

16.Assets, properties and estates

16.1.The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2.The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, purchase details and tenancies granted, in accordance with Accounts and Audit Regulations.

16.3.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.
16.4.No interest in land 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. In each case a written report 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 14(including an adequate level of consultation with the electorate where required by law).
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, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17.Insurance

17.1.The RFO or Clerk shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2.The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3.The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO or Clerk shall negotiate all claims on the council's insurers.

17.4.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.

18.Charities

18.1.Where the council is sole managing trustee of a charitable body the Clerk and 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 Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19.Suspension and revision of Financial Regulations

19.1.The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2.The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3.The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, 15national restrictions or other exceptional circumstances.

16**Appendix 1 - Tender process**

1) 2) 3) 4) 5) 6) Any invitation to tender shall state the general nature of the intended contract and the Clerk 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 Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

Where a postal process is used, 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. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.

Where 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, 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.

1 REPUTATION

The risk to the reputation of the council is controlled by each member following the Model Code of Conduct for Parish and Town Councils.

All councillors will register their interests, and update these annually, declaring them as required under the code of conduct.

2 LEGISLATION

The council will follow the requirements of Standing Orders in the conduct of Council business, to reduce the risk of acting outside the law.

Guidance on existing and newly introduced legislation will be obtained from the local association of local councils (CALC). Annual membership of CALC will be maintained to allow this to happen.

3 FINANCE

The Council has adopted Financial Regulations, which will be complied with in order to reduce the risks from financial losses, mismanagement or fraud.

Insurance has been arranged to cover the risks from the following:

- Public liability
- Employers' liability
- Loss of money
- Fidelity guarantee
- Property damage
- Personal accident
- Legal expenses

Changes in risk and assets will be reviewed regularly and the insurance cover updated as required.

4 HEALTH AND SAFETY

In order to protect employees, councillors, contractors, visitors and members of the public from accidents or ill-health, risk assessments have been carried out on those council assets which pose more than a trivial risk.

The council will implement measures to reduce these risks to an acceptable level. New activities will be considered by the Clerk and if necessary risk assessed.

Records of the assets of the council, the measures required to reduce risk and inspection reports will be recorded in the Council's Asset Register.

5 REVIEW

This Risk Management Policy will be reviewed annually by the council.

6 GDPR and Data Handling i

Reviewed annually and an audit has been undertaken – see section later on.

Asset:	Bus Shelter and Lights

Date of Acquisition:	Rebuilt in 1970's
Value:	Bus Shelter £8118.03
Description:	Red brick construction with tiled roof. A wooden bench is affixed to back and there is a light on a timer
Risks	Slips and trips on path or entrance. Tiles could slip from roof.
Precautions:	Inspect monthly for slip or trip hazards. Inspect roof annually to ensure in sound condition. Report any hazards to Parish Council for cleaning/repair/removal. If vandalism reported by Police, consider increasing frequency of inspection.

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	Village Lock-Up

Date of Acquisition:	
Value:	£12600.00
Description:	Red brick construction with wooden stable door and window to side. Slate tile and houses hearse
Risks	Slips and trips on path or entrance. Tiles could slip from roof.
Precautions:	Inspect quarterly for slip or trip hazards / damage. Inspect roof annually to ensure in sound condition. Report any hazards to Parish Council for cleaning/repair/removal.

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	The Plaistow

Date of Acquisition:	1971
Value:	Unknown
Description:	Grass area of approximately 1 acre with mature trees and three ditches. Large millennium stone and a seat. Car park area to front
Risks	Loose branches possible tripping hazard. Pot holes in car park area
Precautions:	Inspect quarterly for loose branches

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	Notice Board – Great Chishill and Village Sign

Date of Acquisition:	Great Chishill Board unknown, Village sign 1970's and Little Chishill Board 2008. Little Chishill Notice board has been removed and needs repairs (2019)
Value:	£10,000
Description:	Black wooden notice board at crossroad, with Village sign behind, Wooden notice board by letterbox in Little Chishill
Risks	Rotting to frame and legs to all structures / damage to glass Damaged if a car collides with any of these objects
Precautions:	Inspect monthly Report any hazards to Parish Council for cleaning/repair/removal. If vandalism reported by Police, consider increasing frequency of inspection.

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	War Memorial

Date of Acquisition:	Unknown
Value:	£16,236.12
Description:	Stone war memorial on concrete base with wrought iron gate and decorative wrought ironware to wall
Risks	Cracking to structure Demolition if hit by a car
Precautions:	Inspect half yearly Report any hazards to Parish Council for cleaning/repair/removal. If vandalism reported by Police, consider increasing frequency of inspection.

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	Grit Bins

Date of Acquisition:	November 2010
Value:	£750
Description:	Four green plastic grit bins situated in Great and Little Chishill
Risks	Cracking / damage to bins Loose footings – stability
Precautions:	Inspect half yearly Report any hazards to Parish Council for cleaning/repair/removal. If vandalism reported by Police, consider increasing frequency of inspection.

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	Bench on footpath to chalk pit

Date of Acquisition:	May 2022
Value:	£1,000
Description:	Recycled bench on concrete plinth
Risks	Check bolts securing bench to concrete and general repair
Precautions:	Six monthly

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	Outdoor Gym
Date of Acquisition:	June 2015
Value:	£16,000
Description:	An Outdoor Gym comprising 8* aparatus on Playfield *4 pieces of aparatus
Risks	Loose equipment / damage
Precautions:	Monthly Report any hazards to Parish Council for repair/removal. If vandalism reported by Police, consider increasing frequency of inspection. Yearly inspection by manufacturer. .

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	Telephone Kiosk - Library

Date of Acquisition:	September 2016
Value:	£2500.00
Description:	Red Telephone Kiosk with plaque, shelving, signage and books
Risks	Tripping of books, hand trap on door
Precautions:	Inspect quarterly for slip or trip hazards / damage. Report any hazards to Parish Council for cleaning/repair/removal.

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	Land on the North Side of Hall Lane (The Playing Fields)

Date of Acquisition:	January 2009
Value:	£100,000.00 (as of registration date)
Description:	The playing fields
Risks	
Precautions:	The PFA maintains the land.

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

Asset:	AED Unit

Date of Acquisition:	November 2007 new pads fitted January 2021
Value:	£1000
Description:	AED Unit on the side of the pavilion
Risks	Check the case is complete and the lights work
Precautions:	

Inspection Record:			**Action Taken:**		
Date	**Comments**	**Initials**	**Date**	**Comments**	**Initials**

GREAT AND LITTLE CHISHILL PARISH COUNCIL COMPLAINTS PROCEDURE

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.

2. This procedure does not cover complaints about the conduct of a Member of the Parish Council.

3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.

4. The complainant will be asked to put the complaint in writing (letter/e-mail/standard form) to the Clerk to the Council at 17 Hall Lane, Great Chishill, clerk@greatchishillpc.com. The complaint will be dealt with within 14 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chair.

6. (a) On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chair of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.

7. (b) Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chair of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

8. The Clerk to the Council (or Chair) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.

9. The Clerk to the Council (or Chair) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.

10. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.

11. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.

12. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.

13. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.

14. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

GREAT AND LITTLE PARISH COUNCIL CODE OF CONDUCT FOR MEMBERS

Local Government Association
Model Councillor Code of Conduct 2020

Joint statement

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 behaviors and responsibilities associated with the role. Our conduct as an individual councillor 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.

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

1. a) is a member of any committee or sub-committee of the authority, or;

2. 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" includes county councils, district councils, London borough councils, parish councils, town 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 which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting 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 when acting as a councillor.

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.

1.2I 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, 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 equalities 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.

TheProtectionfromHarassmentAct1997definesharassmentasconductthat 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:**

reasonable and in the public interest; and made in good faith and in compliance with the

reasonable requirements of the local authority; and I have consulted 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 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:

1. **act in accordance with the local authority's requirements; and**
2. **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:

1. **8.1 I undertake Code of Conduct training provided by my local authority.**
2. **8.2 I cooperate with any Code of Conduct investigation and/or determination.**
3. **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.**
4. **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 disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

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 disclose 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 disclosed 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 disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

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

10.Gifts and hospitality As a councillor:

1. **10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or 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.**
2. **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.**
3. **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 disclose 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

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

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.

A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

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.

Non participation in case of disclosable pecuniary interest

Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose 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 disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

[Where you have a disclosable pecuniary 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]

Disclosure of Other Registerable Interests

Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose 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 disclose the nature of the interest.

Disclosure of Non-Registerable Interests

Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you 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 disclose the nature of the interest.

Where a matter arises at a meeting which ***affects*** –

1. your own financial interest or well-being;
2. a financial interest or well-being of a relative or close associate; or
3. 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:

Where a matter (referred to in paragraph 8 above*)* ***affects*** the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward 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 may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you 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 disclose 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. '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.
Licenses	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 (b) 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 have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* '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 Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

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 Practice1:Local authorities should include prohibitions on bullying and harassment in codes of conduct.These should include a definition ofbullying 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 Practice5:Localauthoritiesshouldupdatetheirgiftsandhospitalityregisterat 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:Alocalauthorityshouldhavestraightforwardandaccessible 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, 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 conflictsofinterestwhenundertakingastandardsinvestigation.Possiblesteps 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.

Adopted by Great and Little Chishill PC – July 2022

REGISTER OF PARISH MEMBERS FINANCIAL AND OTHER INTERESTS.

These were completed and signed by the current Parish Councillors and are held at South Cambridgeshire District Council.

DATA PROTECTION POLICY – See GDPR

1. This is a statement of the Data Protection Policy adopted by Great and Little Chishill Parish Council. Great and Little Chishill Parish Council needs to collect and use certain types of information about people with whom it deals in order to perform its functions. This information includes current, past and prospective employees, suppliers, clients, customers, service users and others with whom it communicates.

2. Great and Little Chishill Parish Council is required by law to collect and use certain types of information to fulfil its statutory duties and also to comply with the requirements of the Government. This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

3. Great and Little Chishill Parish Council regards the lawful and correct treatment of personal information as critical to successful operations and to maintaining confidence between those with whom we deal and ourselves. It is essential that it treats personal information lawfully and correctly.

4. To this end the Council fully endorses and adheres to the Principles of data protection as enumerated in the Data Protection Act 1998.

The Data Protection Principles are as follows:

5. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.

6. 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.

7. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

8. Personal data shall be accurate and, where necessary, kept up to date.

9. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

10. Personal data shall be processed in accordance with the rights of data subjects under the Act.

11. 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.

12. 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.

13. Therefore, Great and Little Chishill Parish Council will, through appropriate management, and strict application of criteria and controls:

- Observe fully, conditions regarding the fair collection and use of information.
- Meets its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information only to the extent that it is needed to fulfil

operational needs or comply with any legal requirements.

- Ensure the quality of information used.
- Apply strict checks to determine the length of time information is held.
- Ensure that the rights of people, about whom information is held, can be fully exercised under the Act. (These include: right to be informed that processing is being undertaken, the right of access to

14. one's personal information, the right to prevent processing in certain circumstances and the right to rectify, block or erase information which is regarded as wrong information).

- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that any third party processors contracted by the Authority adhere to appropriate controls.

In addition Great and Little Chishill Parish Council will ensure that:

- The Clerk has specific responsibility for data protection in the organisation.

15. Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice.

16. Documents and any storage media containing input to and output from systems (paper or electronic) detailing personal information will be held, transported and disposed of with due regard to sensitivity.

17. Confidential paper output no longer required will be shredded before it is included in the recycling process.

Responsibilities and Roles:

18. In legal terms, the overall responsibility for the notification of the Council as a data controller and for ensuring compliance rests with the Parish Clerk.

19. It is NOT the responsibility of the Parish Clerk to apply the provisions of the Act. This is the responsibility of the individual collectors, keepers and users of personal data.

20. Therefore the Clerk and Councillors are required to be aware of the provisions of the Data Protection Act 1998, such as keeping records up to date and accurate, and its impact on the work they undertake on behalf of the Council.

21. Any breach of the Data Protection Policy, whether deliberate or through negligence, may lead to disciplinary action being taken or even a criminal prosecution.

Data Security:

22. The Clerk and Councillors are responsible for ensuring that:

- Any personal data they hold, whether in electronic or paper format, is kept securely.
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

Subject Access:

23. An individual is entitled, on making a written request, to be supplied with a copy of all, with limited exceptions, information which forms the personal data held about them.

24. A request for subject access must be responded to within 40 days. If it is not, the individual is entitled to complain to the Information Commissioner.

25. All data subject access requests must be referred to the Parish Clerk, who will co-ordinate the processing of the requests.

GREAT AND LITTLE CHISHALL PARISH COUNCIL - EQUAL OPPORTUNITIES POLICY STATEMENT

Great and Little Chishill Parish Council is committed to Equal Opportunities. We therefore wholeheartedly accept our legal obligations under the Race

Relations 1976 (and 2000 Amendment) Acts; the Sex Discrimination Act 1975; the Disability Discrimination Act 1995; Human Rights Act 1998; the Employment Equality (Religion or Belief and Sexual Orientation) Regulations 2003, and other appropriate legislation and the European Directive 2000; The Employment Equality (Age) Regulations 2006; which make it generally unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, and on the grounds of disability, age, sexual orientation, trade union membership and activity, political or religious belief and unrelated criminal convictions.

Great and Little Chishill Parish Council is committed to implementing Equality of Opportunity in carrying out all its various functions. We are committed to the development of effective policy, strategy and standards, and to the introduction of monitoring and information systems to review and evaluate progress towards the achievement of Equality of Opportunity.

Great and Little Chishill Parish Council also recognises that whilst much can be achieved through the development of policies, practices and procedures to eliminate unlawful and unfair discrimination, real progress towards Equality of Opportunity requires a programme of action which involves the commitment and participation of all staff. Equal Opportunities require a genuine commitment to the policy from everyone.

GREAT AND LITTLE CHISHILL PARISH COUNCIL IS COMMITTED TO EQUALITY OF OPPORTUNITY

Retention Policy **Key** **P = Preserve** **R = Review** **D = Destroy**			
RECORD	**ACTION**	**MINIMUM RETENTION PERIOD**	**REASON**
Administration			
Signed Minutes of council meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives
Agendas (if Minutes do not survive)	P	Indefinite	Archives
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for parish council elections (if Minutes do not survive)	P	Indefinite	Archives
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village amenity areas, plans, etc	P	Indefinite	Audit, Management
Property registers	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Planning applications and related papers for major controversial developments, also planning appeal decisions	P	Indefinite	
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations & tenders for major works	R	12 years/indefinite	Statute of Limitation
Quotations & tenders for minor works	D	12 years	Statute of Limitation
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers & emails	D	Retain as long as useful	
Personnel records		3 months	Limitation period
Health & Safety records		Indefinite	
Planning applications & related papers	D	Retain until appeal period has expired	

for minor works where permission is refused			
Scale of fees and charges	D	5 years	Management
Insurance Policies	D	7 years	
Finance			
Receipt and payment books	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditors (if general accounts do not survive)	D P	7 years	Audit
Cash & Petty Cash books & Rent Books (if general accounts do not survive)	D R	7 years	Tax, VAT, Limitation period
Receipt Books of all kinds	D	7 years	VAT
Postage Books	D	7 years	Tax, VAT, Limitation period
Bank Statements, including deposit/saving a/c's	D	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	7 years	VAT
Paid Cheques	D	7 years	Limitation Period
VAT records	D	7 years	VAT
Time sheets	D	Last completed audit year	Audit
Wage books	D	12 years	Limitation Period
Chairman Allowance Records	D	7 years	Tax limitation
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue	D	7 years	
Precept records and contribution orders	D	Retain as long as of value	
Miscellaneous			
Community News Letters	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	
Any records dating from before 1894 now held by the council	P	Indefinite	Historical
Records of other bodies such as burial boards, charities, fire brigades, home guard units, local societies and *ad hoc* committees	P	See admin and finance	

Reports, Guides, handbooks etc received by the council from other bodies	R D	Retain as long as useful	
Planning applications & related papers for minor works where permission is granted		Retain until development has been completed	

Great and Little Chishill Parish Council: What is GDPR

What has changed since the last data protection policy?

The key changes

Changes to how consent can be obtained from data subjects for the use of their data. For example, data subjects have to explicitly 'opt in' to allowing their data to be shared, and it must be made clear for what purpose their data is being used.

Data subjects have new rights, such as data portability and the right to be forgotten.

Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

Sanctions over sharing data outside the European Economic Area ("EEA") will be strengthened. This requires councils to ensure appropriate privacy safeguards are in place with organisations (e.g. a business hosting and maintaining the council's server) holding data outside the EEA or that the 'importer' of data is on a list of countries which the European Union has deemed to have adequate protection for citizens regarding data protection.

All councillors, managers and other relevant staff must have suitable training and awareness as well as additional sources of guidance and support when required.

Conducting Data Protection Impact Assessments (DPIAs) in order to design data privacy into any new systems and processes will often be mandatory e.g. if new technology is deployed, where there is processing on a large scale of 'sensitive personal data', or if profiling is performed which will have an impact on individuals.

Councils and parish meetings will need to appoint a Data Protection Officer.

Data breaches must be reported (where this is required) to the ICO within 72 hours of the breach.

A new principle of accountability puts the compliance burden on councils, requiring them to produce and maintain documents that demonstrate what actions have been taken to achieve compliance.

The Underlying Principles that the Parish Council must adhere are:

The GDPR has a number of underlying principles. These include that personal data:

b. **Must be processed lawfully, fairly and transparently.** The Parish Council has taken training on the impact of GDPR and has updated its policy (see the next few pages). Great and Little Chishill Parish Council has always taken great care to be an open, fair and transparent organisation.

c. **Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.** Great and Chishill Parish Council has implemented a system whereby consent forms will be sent out and data will not be used without consent. As a small Parish Council, we are only responsible for a small amount of data processing, but are committed to be compliant.

d. **Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.** Great and Little Chishill Parish Council has reviewed its retention policy and has an audit for the files it stores.

e. **Must be accurate and where necessary kept up to date.** Great and Little Chishill Parish Council has reviewed its retention policy and has an audit for the files it stores.

f. **Should not be stored for longer than is necessary, and that storage is safe and secure.** Great and Little Chishill Parish Council has reviewed its retention policy and has an audit for the files it stores. We have introduced new email addresses for the Clerk and Chair and have requested that Parish Councillors personal email addresses are removed from sites such as the Parish Council Website and SCDC. All our electronic files are stored in a secure cloud based environment which is linked to the Parish Council email addresses. The website is secure.

g. **Should be processed in a manner that ensures appropriate security and protection** By undertaking an audit at the beginning of the GDPR implementation process, Great and Chishill Parish Council has made some changes (see above) it is also taking out Cyber Insurance as well as Trustee Insurance. We continue to subscribe to ICO. CAPALC will (as of April 2020 be out DPO).

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

the right to be informed the right of access
the right to rectification the right to erasure

the right to restrict processing
right to data portability
the right to object
the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the council's Freedom of Information Publication Scheme. The council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

The Council must be registered with the ICO.
The policy will be considered as a core policy for the Council.
The Clerk's Contract and Job Description (if appointed as DPO) will be amended to include additional responsibilities relating to data protection.
An information audit will be conducted and reviewed at least annually or when projects and services change.
Privacy notices must be issued.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Data Protection Policy

Introduction We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes.

This policy sets out how we seek to protect personal data and ensure that Councillors and Officers understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires Officers to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Definitions

Business purposes	The purposes for which personal data may be used by us: Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes. *Council purposes include the following:* - *Compliance with our legal, regulatory and corporate governance obligations and good practice* - *Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests* - *Ensuring Council policies are adhered to (such as policies covering email and internet use)* - *Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking* - *Investigating complaints* - *Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments* - *Monitoring staff conduct, disciplinary matters* - *Promoting Council services* - *Improving services*

Personal data	Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts, members of the public, Council service users, residents, market traders, hirers, correspondents *Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV, contact details, correspondence, emails, databases, council records*
Sensitive personal data	*Personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data should be strictly controlled in accordance with this policy.*

Scope

This policy applies to all councillors and staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Who is responsible for this policy?

As our Data Protection Officer, LCPAS has overall responsibility for the day-to-day implementation of this policy.

Our procedures

Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

The Data Protection Officer's responsibilities:

- Keeping the Council updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Assisting with data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, council members and other stakeholders
- Responding to individuals such as members of the public, service users and employees who wish to know which data is being held on them by [council name]
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing

Responsibilities of the IT Manager

- Ensure all systems, services, software and equipment meet acceptable security standards

- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the company is considering using to store or process data

Responsibilities of the Officers
- Approving data protection statements attached to emails and other marketing copy
- Addressing data protection queries from clients, target audiences or media outlets
- Coordinating with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy

The processing of all data must be
- Necessary to deliver our services
- In our legitimate interests and not unduly prejudice the individual's privacy
- In most cases this provision will apply to routine business data processing activities.

Our Terms of Business contains a Privacy Notice relating to on data protection.

The notice:
- Sets out the purposes for which we hold personal data on customers, employees, residents and service users
- Highlights that our work may require us to give information to third parties such as expert witnesses and other professional advisers
- Provides that service users and correspondents have a right of access to the personal data that we hold about them

Sensitive personal data
In most cases where we process sensitive personal data we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply, or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work, comply with burial legislation and allotment legislation). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

Accuracy and relevance
We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO, via CAPALC.

Your personal data
You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records.

Data security
You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

Storing data securely
- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used
- The DPO must approve any cloud used to store data
- Servers containing personal data must be kept in a secure location, away from general office space
- Data should be regularly backed up in line with the council's backup procedures
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All servers containing sensitive data must be approved and protected by security software and strong firewall.

Data Retention
We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

Subject Access Requests
Please note that under the Data Protection Act 1998, individuals are entitled, subject to certain exceptions, to request access to information held about them.

If you receive a subject access request, you should refer that request immediately to the DPO. Who may ask you to help us comply with those requests.

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

Processing data in accordance with the individual's rights
You should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.

Do not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

Please contact the DPO for advice on direct marketing before starting any new direct marketing activity.

Training
All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure.

Training is provided through an in-house seminar on a regular basis.

It will cover:

- The law relating to data protection
- Our data protection and related policies and procedures.

Completion of training is compulsory.

GDPR and Data Protection Act Provisions
Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

Privacy Notice - transparency of data protection

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. The following are details on how we collect data and what we will do with it:

What information is being collected?	
Who is collecting it?	Great & Little Chishill Parish Council
How is it collected?	Email, written correspondence
Why is it being collected?	To transact PC business
How will it be used?	Only as necessary to transact PC business
Who will it be shared with?	Parish Councillors
Identity and contact details of any data controllers	Sarah Scott - clerk@chishillpc.com
Retention period	As per retention policy

Conditions for processing
We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

Justification for personal data
We will process personal data in compliance with all six data protection principles.

We will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

Consent
The data that we collect is subject to active consent by the data subject. This consent can be revoked at any time.

Criminal record checks
Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.

Data portability
Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

Right to be forgotten
A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

Privacy by design and default
Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The DPO will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan.

When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

Data audit and register
Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

Reporting breaches
All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures

Please refer to our Compliance Failure Policy for our reporting procedure.
Monitoring
Everyone must observe this policy. The DPO has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.

Consequences of failing to comply
We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal. A solicitor in breach of Data Protection responsibility under the law or the Code of Conduct may be struck off.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the DPO.

Great and Little Chishill Parish Council GENERAL PRIVACY NOTICE

Your personal data – what is it?

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

Who are we?

This Privacy Notice is provided to you by the Great and Little Chishill Parish Council which is the data controller for your data.

Other data controllers the council works with:

- SCDC
- Cambridge County Council
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

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

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

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

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

physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

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

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

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

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

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

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

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;

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

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

- The data controllers listed above under the heading "Other data controllers the council works with";

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

How long do we keep your personal data?

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

Your rights and your personal data

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

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

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

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

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

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

3) The right to have your personal data erased

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

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

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

5) The right to data portability

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

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

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

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

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

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.greatchishillpc.com. This Notice was last updated in February 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:
The Data Controller, Great and Little Chishill Parish Council
Email: clerk@greatchishillpc.com **Contact Details**

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

Great and Little Chishill Parish Council CONSENT FORM

"Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below."

		If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent
Name	……	……
Address	……	……
	……	……
	……	……
Signature	……	……
Date	……	……

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website www.greatchishillpc.com.

You can withdraw or change your consent at any time by contacting the council office.

- ☐ We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- ☐ We may contact you about groups and activities you may be interested in participating in.
- ☐ We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page).

Keeping in touch:

☐ Yes please, I would like to receive communications by email

☐ Yes please, I would like to receive communications by telephone

☐ Yes please, I would like to receive communications by mobile phone including text message

☐ Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)

☐ Yes please, I would like to receive communications by post

Information Security Incident Policy

1 Purpose

1.1 This document defines an Information Security Incident and the procedure to report an incident

2 Scope

2.1 This document applies to all Councillors, Committees, Departments Partners, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Great and Little Chishill Parish Council purposes.

3 Definition

3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen.

6 Action on becoming aware of the incident

6.1 Follow the information security procedure, according to the type of incident.

7 How to report

7.1 The Clerk must be contacted by email or telephone. They will log the incident and forward it on to the relevant departments.

7.2 The Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- Contact name and number of person reporting the incident
- The type of data or information involved
- Whether the loss of the data puts any person or other data at risk
- Location of the incident
- Inventory numbers of any equipment affected
- Date and time the security incident occurred
- Location of data or equipment affected

- Type and circumstances of the incident.

7.3 Your line manager must also be informed to enable them to investigate and confirm that the details represent a valid security incident as defined above. The outcomes of these actions are to be reported to the Clerk for inclusion in the incident details for the Clerk's investigation.

8 What to Report

8.1 All Information Security Incidents must be reported.

9 Examples of Information Security / Misuse Incident Protocols

9.1 Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

9.2 Malicious Incident

- Computer infected by a Virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters – Including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - Unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records, Inappropriate destruction of records
- Denial of Service, for example
- Damage or interruption to Great and Little Chishill Parish Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

9.3 Access Violation

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing Unauthorised Physical access to secure premises e.g. server room, scanning facility, dept area.

9.4 Environmental

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, burst pipes, lighting etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software

- Information leakage due to software errors.

9.5 Inappropriate use

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

9.6 Theft / loss Incident

- Theft / loss of data – written or electronically held
- Theft / loss of any Great and Little Chishill Parish Council equipment including computers, monitors, mobile phones, Blackberries, Memory sticks, CDs.

9.7 Accidental Incident

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

9.8 Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.

10 Escalation

10.1 Serious incidents will be escalated via the national WARP scheme if determined to be of national value.

Information Protection Policy

Purpose

Information is a major asset that Great and Little Chishill Parish Council has a duty and responsibility to protect.

The purpose and objective of this Information Protection Policy is to specify the means of information handling and transfer within the Council.

Scope

The Information Protection Policy applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Great and Little Chishill Parish Council purposes.

Information takes many forms and includes:

- hard copy data printed or written on paper
- data stored electronically
- communications sent by post / courier or using electronic means
- stored tape or video
- speech

Information Storage

All electronic information will be stored on centralised facilities to allow regular backups to take place.

Information will not be held that breaches the Data Protection Act (1998) or formal notification and guidance issued by Great and Little Chishill Parish Council. All personal identifiable information will be used in accordance with the Caldicott Principles.

Records management and retention policy will be followed.

Staff should not be allowed to access information until line managers are satisfied that they understand and agree the legislated responsibilities for the information that they will be handling.

Databases holding personal information will have a defined security and system management policy for the records and documentation.

This documentation will include a clear statement as to the use, or planned use of the personal information, which is cross-referenced to the Data Protection Notification.

Files which are listed by Great and Little Chishill Parish Council as a potential security risk should not be stored on the network, except for in designated application storage areas. To facilitate this Great and Little Chishill Council will implement an electronic File security solution.

Disclosure of Information - Computer and Paper Based

The disclosure of personal information to other than authorised personnel is forbidden. If there is suspicion of a Member or employee treating confidential Council information in a

way that could be harmful to the Council or to the data subject, then it is be reported to the Data Control Officer (Clerk) who will take appropriate action.

Do not remove printed information from premises without the express consent of the information owner. Consent will only be given in exceptional circumstances

Protectively marked, personal or sensitive documents are not to be left unattended and, when not in use, are to be locked away and accessed only by authorised persons.

Disposal methods for waste computer printed output and other media must be in accordance with Great and Little Chishill Parish Councils disposal policy.

Distribution of information should be via the most secure method available.

Disclosure of Information – Telephone, Fax and E-mail

Where this involves the exchange of sensitive information then the following procedures will be applied.

Telephone calls:
Verify the identification of members before disclosing information. If in doubt, return their call using a known telephone number.

For external callers, verify their identity and their need to know the requested information. Telephone them back before releasing information and ask the caller to provide evidence of their identity (this could be passport, driving license, household bill).

Ensure that you are authorised to disclose the information requested.

Ensure that the person is entitled to be given this information.

Ensure that the information you give is accurate and factual.

Fax transmissions:
Fax should not be used to transmit personal or sensitive information.

Disclosure of information by email:

Personal or sensitive information is at risk if sent outside of the Council's network.

If an e-mail is sent to an address that is not a Council domain address the email will be delivered through the public network and the message may be left at several locations on its journey and could be deliberately intercepted.

Email should not be used for sending personal or sensitive information unless technical measures are in place to keep the message secure.

The sender should be satisfied of the identity of the recipient, if in doubt the email should not be sent and alternative methods should be used.

No identifiable personal information should be included when sending on emails.

The recipient of Great and Little Parish Council emails are prohibited from being forwarded, copied or blind copied to any third party within or outside of the Council.

Any Councillor email contact with a member of the public shall be directed to the Councils Office for the attention of Sarah Scott

Sharing of Personal Information
Information relating to individuals shall not be shared with other authorities without the agreement of the Data Control Officer.

Staff should be aware of their responsibilities to be able to justify the sharing of information and to be able to maintain security when transferring information in person, by email, phone or post.

Social Media Policy

1. 1.1. This policy is intended to help employees including clerks, RFO's, Executive Officers, part- time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn plus other relevant social media websites.
2. 1.2. This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

   The scope of the policy

   2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.

   2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

   3.1. The council has overall responsibility for the effective operation of this policy.

   3.2. The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.

   3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Parish Clerk and/or Chairman.

   3.4. Questions regarding the content or application of this policy should be directed to the Pariah Clerk.

4. Using social media sites in our name

   4.1. Only the Parish Clerk, and nominated volunteers (as approved by the Parish Clerk/Council) are permitted to post material on a social media website in the council's name and on our behalf. --

5. Using social media

5.1. We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.

5.2. Before using social media on any matter which might affect the interests of the council you must:

a) employees and volunteers must have sought and gained prior written approval to do so from the Parish Clerk.

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

1. 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
2. 6.2. Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Parish Clerk and/or the Chairman.
3. 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Parish Clerk and/or the Chairman.
4. 6.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
5. 6.5. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
6. 6.6. When making use of any social media platform, you must read and comply with its terms of use.
7. 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
8. 6.8. You are personally responsible for content you publish into social media tools.
9. 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
10. 6.10. Don't discuss employees without their prior approval.
11. 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
12. 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

1. 7.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
2. 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
3. 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
    1. a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
    2. b) a false and defamatory statement about any person or organisation;
    3. c) material which is offensive, obscene

4. d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
5. e) confidential information about the council or anyone else

6. f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
7. g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Procedure and for employees may result in summary dismissal.

4. 7.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and anywitnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.
5. 7.5. If you notice any use of social media by other employees or volunteers in breach of this policy please report it to the Parish Clerk and/or the Chairman.

8. Monitoring and review of this policy

8.1. The Parish Clerk shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

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Virtual Meetings – March 2020

March 2020 saw the COVID 19 crisis worldwide. During this time, the UK went into lockdown and gatherings of people were prohibited. The Government passed legislation to allow Parish Council meetings to be conducted online using Zoom, Googlemeets, MS Teams and the such like for a year. The Council adopted these measures and is conducting its business using Googlemeets.

Great and Little Chishill Parish Council Email Policy January 2023

Councillors have been provided with an email account 'yourname@greatchishillpc.com' specifically for their work as Parish Councillors. The Council believes this is the most efficient and effective way of working together and keeping in touch with the community but before Councillors can make use of this facility, they need to have the following information:

1. First, and most important: this email account must not be used to make decisions or influence decisions that should be made at a meeting of the Council. Standing Orders and the Code of Conduct are clear on the rules of debate and Councillors should check them if they are in any doubt.
2. The law does not allow Councillors to act independently and every Councillor should make sure that they do not imply that the content of their emails represents the opinion or policy of the Council as a whole. As an individual, a Councillor can think, say and write what he/she likes, but as a Councillor only the view of the whole Council can be given, whether the Councillor agrees with the decision or not.
3. When a Councillor uses the Parish Council account to send an email, the recipient can be excused for thinking it is an 'official' communication sent on behalf of the Council. All Councillors should be particularly careful if they are agreeing to do something that may be seen as a commitment by the Parish Council, so Councillors must put the Disclaimer at the bottom of every Parish Council email.
4. Neither private nor Parish Council emails are confidential; every email is stored in the archive and is available to the public through a Freedom of Information request. Although the emails will be cleared of any personal data before they are released, it is better to avoid disclosing anything personal or confidential in the first place; email is not a secure medium.
5. No disclaimer will help if a Councillor sends an email that contains illegal, offensive, obscene, racist, abusive material or libellous, defamatory or discriminative material which may bring the Council into disrepute.
6. The only person who can send an official email is the Clerk who writes on behalf of the Councillors to give the Council's views. The Clerk prepares a communication report which shows all received emails and this is regularly circulated with the Parish Council. Any items generated by email correspondence which need to be discussed by the Parish Council are added to the agenda for the next meeting. The Chair is copied into other important emails as required (eg. to Highways / District / County Councillor).
7. If important issues are raised by parishioners or other bodies, after discussion with the Chair, the Clerk will forward the email to all Councillors for information but not discussion, as this could be considered pre-determination and add it to the next agenda. The Clerk will however, before doing this, check with the Parishioner / sender if they agree to their email being forwarded (GDPR).
8. At the request of the Clerk and with the agreement of the Parish Council, in exceptional situations it may be appropriate for a Parish Councillor to issue correspondence in his/her own name. Such correspondence must make it clear that it has been written in an official capacity and has been authorised.

The terms and conditions for the greatchishillpc.com domain usage are given below. By using the Parish Council's email address for Parish Council business, a Councillor is agreeing he/she understands them and agrees to abide by them. All Parish Council email addresses (and subsequent correspondence sent and received on the said address) remain the property of Great and Little Chishill Parish Council. If the Councillor leaves then the email address will be closed and a new address allocated to any new Councillor.

The Disclaimer wording and a list of Good Practices for the use of email are also given. These are designed to help keep the email system healthy and avoid potential misunderstandings.

Terms and conditions of use

- Whereas Great and Little Chishill Parish Council (the Council) is the licensee of the domain *greatchishillpc.com* (the Domain) it authorises its Councillors and Officers to hold and use email accounts within the Domain. The account holders agree that the Council is a legal entity in its own right and separate from any of its Councillors.
- Account holders within the Domain consent to receive Summons and Notices of Meetings by electronic means.
- The number of email accounts may be amended from time to time as required.
- The names of any email accounts including any aliases shall have no meaning or context beyond that of being a device to identify and differentiate the account holders within the Council's Domain.
- The Council shall be held harmless from any claims made or views expressed or any other content within an email distributed from the domain by its Councillors through the inclusion of a footnote Disclaimer, the wording of which has been determined by the Clerk and included here. The Disclaimer should be appended to all outgoing emails, whether from a Parish Council account.
- A Councillor should not include the words "Great and Little Chishill Parish Council" in their signature without their Parish Councillor title, as this may imply to the reader that the email has been authored by the Council itself.
- A Councillor may not use the words "on behalf of" or "for" in front of the words "Great and Little Chishill Parish Council" or otherwise give any impression that they are representing the Council as part of their email signature without the express permission of the Clerk.
- An email may be signed by the Council itself by using only the words "Great and Little Chishill Parish Council". Any such email must be both sent from the Clerk's account *clerk@greatchishillpc.com* and be authored by the Clerk.
- An email may be signed by the Clerk by using his/her name, title and the words "Great and Little Chishill Parish Council". An email authored by the Clerk shall be the same as if it had been authored by the Council itself.
- All outgoing emails from the domain regardless of the author shall observe relevant data protection legislation and, where there are multiple private addressees who have no association, such emails shall be distributed by blind copy only.
- Councillors may use the Council's email accounts for council business only.

Disclaimer wording

You have received this email from Great and Little Chishill Parish Council. The content of this email is confidential may be legally privileged and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Great and Little Chishill Parish Council Council, ensures that email security is a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.
To view our email privacy statement click here: Email Privacy Notice

Good practices

- Before sending an email message, consider if it may be more effective to communicate face to face or by telephone. It is easy to misconstrue the contents of an email which can lead to confusion and poor communication, whilst a quick telephone conversation can prevent extensive email "ping-pong" conversations clarifying an email's meaning.

- Users should not send or forward any chain emails (e.g. jokes and virus warnings) from their Council email account as both of these can contain malware. In addition, almost all virus warnings and police warnings circulating via email are actually hoaxes designed to clog up email systems by scaring people into forwarding them across the internet.
- Remember that the authenticity of any email received cannot be guaranteed, especially with the prevalence of email "spoofing" (emails pretending to come from a source gathered through dubious means). In particular, users should always avoid opening any attachments to emails that are unexpected.
- When sending an email, users should only "cc" and "bcc" people who really need to be informed. Users should take care when using the "Reply to All" function as this may be inappropriate, especially when the user has been the blind recipient.
- Email etiquette construes capitalisation as SHOUTING, so it's best to avoid inappropriate use of upper case in messages.

Approved January 2023

This plan will only be activated in the event of a delay in the Emergency Services reaching a major incident within the Village

Aim

The aim of this plan is to support the community of Great and Little Chishill , wherever practicable, until the arrival of the appropriate emergency services

To provide, wherever practicable information to the emergency services and the residents of Great and Little Chishill

Wherever practicable, advise residents via local radio, the Council website www.greatchishillpc.com, notice boards, Facebook, Twitter etc of the procedure in the event of a serious incident or emergency within the Village

In the event of a major incident within the village residents in the first instance should - Dial 999

Give them the following details:

- **Your name**
- **Your contact number**
- **Details of the incident**
- **If possible the exact Location of the incident**
- **If possible advise 'WhatThreeWords' of the incident location**
- **Emergency Service(s) requested**
- **Estimated number of casualties**
- **Any Hazards and Road blockages**

Places of Refuge

- Village Hall
- Pavillion
- St Swithums Church
- St Nicholas Church
- United Reform Church
- The Pheasant Public House

Procedure

Upon becoming aware of a major incident the Clerk (Chairman/Vice Chairman in the Clerks absence) will:

- Seek advice from the Emergency Services regarding the best support for any residents affected
- If required contact Councillors to support the Emergency Services request
- If requested by the Emergency Services, contact key holders to open places of refuge

Councillors should wherever practicable:

- Pass on any relevant information to residents
- Support self-help activities and direct residents to local resources and places of refuge
- Identify the most vulnerable and wherever practicable initiate additional support

1. Introduction

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish Councils to have regard to conserving biodiversity as part of their policy or decision making.

This was further strengthened by the Environment Act 2021 so public authorities must now consider what they can do to conserve and enhance biodiversity in England. This means a public authority must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver policies and achieve objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024.

They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

2. Definition

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is everywhere, in gardens, fields, hedgerows, mountains rivers and the sea. Biodiversity is important for its own sake and has its own intrinsic value.

A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

3. The Local Area

Great and Little Chishill are rural villages, with a number of natural areas, including hedges, ditches, farmland, open spaces in its boundary.

4. Parish Council responsibilities

The Parish Council owns two pieces of land - the Plaistow and the Playing Fields.

In addition, it is the manages the verge cutting within the villages boundaries.

5. Aims and Objectives.

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area. The Parish Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and
strategies as required.

6. Actions
The Parish Council will aim to improve the biodiversity of the area in the following ways:

- Consider the impact on biodiversity in the decisions made through the Parish Council, especially when commenting on planning applications. Support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats. Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications. They will consider what each proposed development might make in terms of biodiversity net gain.
- Manage its land and property using environmentally friendly practices that will promote biodiversity This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- Take care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment
- It will review how it manages the land at the playing fields
- Leaving standing and fallen dead wood as a habitat for invertebrates
- Leaving leaf litter and dead vegetation wherever possible as a habitat for invertebrates
- Removing invasive and non-invasive species that are detrimental to native flora or fauna as required.
- Allow fallen tree branches to remain, if safe to allow invertebrates to habitat
- Planting of trees in the playing fields and the Plaistow

7. Monitoring and Review
In September 2024 the minutes made reference to Biodiversity and any actions will be monitored with the Play Fields Association and contractors.

Parish Council Information Technology (IT) Policy

1. Purpose
This policy defines how Great and Little Chishill Parish Council manages its use of information technology, in line with the Transparency Code for Smaller Authorities (2015) and the 2025 edition of the Practitioners' Guide. It ensures the council's digital operations are transparent, secure, and compliant with data protection laws.

2. Scope
This policy applies to all councillors, employees, volunteers, and contractors who access or manage the council's IT resources, including but not limited to:
- Desktop and laptop computers, tablets, and smartphones
- Email and cloud-based systems
- Council website, social media, and digital publication tools
- Video conferencing and messaging platforms
- Personal devices used under Bring Your Own Device (BYOD) provisions

3. Governance and Oversight
IT Oversight: The Clerk is the designated Data Protection Officer (DPO) and IT Systems Administrator.
IT Sub-Committee (the Council): Oversees implementation, security, and compliance, meeting quarterly.

4. Data Protection & Security
All processing of personal data shall comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Privacy Policy: All data collection, processing, and subject rights are governed by the council's Privacy Policy, available on the council website. All users must familiarise themselves with it.

Access and Storage: Data is stored securely, with access granted only to authorised personnel based on necessity.

Retention: Personal data will be retained in accordance with the council's Data Retention Schedule and securely deleted when no longer needed (see policy documentation)

Security Controls:
- Password protection and multi-factor authentication where applicable
- Regular updates and anti-malware software
- Backups of essential data in secure locations

5. Use of Personal Devices (BYOD)
Authorised Use Only: Councillors and staff may use personal devices for council business only if explicitly authorised and subject to compliance with this policy.

Security Requirements: Devices must be protected by strong passwords, encryption (where possible), and up-to-date antivirus software.

Access to council data on personal devices must be controlled and subject to regular review.

Data Separation: Council data must be kept separate from personal data using dedicated apps or storage areas.

6. Use of Personal Email Addresses (see email policy)
Prohibited Practice: The use of personal email accounts for council business is strictly prohibited. All council correspondence must be conducted through official council-provided email addresses.

Emails from council-owned domains must not be forwarded to personal email addresses.

Monitoring and Compliance: Any breaches will be investigated, and appropriate measures taken in line with the council's disciplinary or governance procedures.

Email Retention: All council emails will be stored in compliance with the GDPR and Freedom of Information requirements.

7. IT Infrastructure & Support
Asset Register: Maintained for all council-owned hardware and software.
Maintenance: All devices must be regularly updated and checked for compliance with this policy.
Training: Users will be given training on IT systems, cybersecurity, data handling, and transparency responsibilities.

8. Monitoring and Review
Annual Review: This policy will be reviewed annually, or sooner if legislation or requirement changes.
Audits: Periodic internal audits will check for compliance with security and transparency requirements.

9. Data Breach Process and Protocols (see GDPR Policy)
The Parish Council is committed to responding promptly and effectively to any data breaches to minimise risk and comply with UK GDPR requirements.

10. Definition of a Data Breach
A data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Examples include:
- Loss or theft of devices containing personal data
- Unauthorised access to council email accounts or files
- Sending personal data to the wrong recipient
- Malware or ransomware attacks compromising council systems

10.1 Reporting a Breach
Immediate Notification: Any councillor, employee, or contractor who becomes aware of a data breach must report it immediately to the Clerk (Data Protection Officer).
Initial Response: The Clerk will assess the severity and scope of the breach and determine if mitigation steps are required (e.g., changing passwords, disabling access, enabling 2FA).

10.2 Investigation
A full investigation will be conducted by the Clerk or designated officer within 72 hours of the breach being discovered.
The breach will be logged, including:
- Date and time of breach
- Type and volume of data affected
- Cause and extent of the breach
- Actions taken to address the breach

10.3 Notification Requirements
If the breach is likely to result in a risk to the rights and freedoms of individuals, the council must notify the Information Commissioner's Office (ICO) within 72 hours.
* If the breach poses a high risk to the individuals affected, those individuals must also be informed without undue delay, outlining:
▪ The nature of the breach
▪ Likely consequences
▪ Measures taken to mitigate the risk
▪ Contact information for further support

10.4 Remediation and Review
▪ The Clerk and Council will ensure lessons are learned and policies, procedures, or training are updated as necessary.
▪ Technical fixes or security upgrades will be prioritised to prevent recurrence.
▪ Breach logs will be reviewed periodically to identify systemic issues.

July 2025