



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED THIS TWENTY FIRST DAY OF MARCH 2024
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY PARISH COUNCIL
MEETING OF HALE PARISH COUNCIL AT 8.00pm
ON THE TWENTY SEVENTH DAY OF MARCH 2024
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

A handwritten signature in black ink, appearing to be 'B. Hargreaves', written in a cursive style.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the Clerk of your apologies.

Please email: clerk@haleparishcouncil.gov.uk or call 07803611222

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
4. **Minutes** – To agree the Minutes of the ordinary Meetings of Hale Parish Council as true and accurate accounts
 - i. on 18th September 2023 as a true and accurate record
 - iii on 19th February 2024 as a true and accurate record
5. **Payments and Receipts** - To receive and accept the list of payments and receipts made between 1st February 2024 and 8th March 2024 as recorded in the cash book record which has been reconciled against the Bank statement to these dates as a true record, all payments having been made under Financial Regulation 6.4 as detailed (See Attached)
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 1st February 2024 and 8th March 2024 and to accept them as an accurate record and comparison against budget (See Attached)
7. **Standing Orders** – To create a working group and agree terms of reference for a review of the current Standing Orders and to make any recommendations to the full Council
8. **Policies** – To review current policies and suggest updates or amendments where necessary.
 - i. **Retention & Disposal Policy**
 - ii. **Information security Policy**
 - iii **Model Publication Scheme**
 - iv **Equality & Diversity Policy**
 - v. **General Privacy Policy**
 - vi **Privacy Notice for Staff, Councillors & Role Holders**
 - vii **Data Protection Policy**
 - viii **Volunteer Policy**
 - ix. **Expenses Policy**

- 9. Planning** – To Review Halton Council Planning application ref: Application Number: 24/00080/FUL - 07/03/2024
- 10. Easter Event** – To agree a maximum budget from the wellbeing fund to help to finance the annual Easter Egg Hunt in Hale Park
- 11. Dog Fouling** – To discuss the increasing problem of dog waste around the village and particularly in Hale Park. To agree upon positive action to alleviate the problem
- 12. Newsletter** - To create a newsletter working group tasked with updating the previous draft version and adding new and current information regarding the Budget & Precept which was recently agreed by the Parish council
- 13. D-Day Commemorations** – Chair to update the meeting about the proposed D-Day activities

The meeting will now be closed to the press and public due to the confidential nature of the business to be conducted as defined in Schedule 12 of the LGA 1972.

Part 2

- 14. Guildswomen** – To receive and discuss any nominations from the Guildswomen working group for individuals to be considered to receive the honour of “Guildswoman”
- 15. Complaints & Grievances** – To acknowledge that all outstanding HR matters have been attended to and that currently there are no complaints or grievances for the staffing committee to address.
- 16. Appraisal Panel** - To create a formal staffing panel to arrange appraisals for all staff and to arrange dates for the relevant meetings.
- 17. Clerks Pension & Letter of Apology** –
 - i. To record the agreement between the Clerk and Hale Parish Council in respect of outstanding pension contributions.
 - j. To review the situation regarding the Clerk’s letter of apology.
- 18. Date of next Meeting** - Monday 15th April 2024 at 8.00pm in Hale Village Hall



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
OF HALE PARISH COUNCIL HELD IN HALE VILLAGE HALL
ON MONDAY 18th SEPTEMBER 2023 AT 7.30pm**

Present: Cllr Mitchell, Cllr Brown, Cllr Healey, Cllr Roberts, Cllr Lewis,
Cllr Trevaskis, Cllr Cleary

In attendance: The Clerk and Eighteen members of public were also present

1. **Apologies** - Apologies were received by the Clerk from Cllr King, Cllr Anderson, Cllr Williams
2. **Declarations of Interest** – No Declarations of interest were received by the Chair.
3. **Minutes.** - The minutes of the Ordinary Meeting of 17th July 2023 were approved as a true and accurate account.

Proposed by Cllr Roberts, seconded by Cllr Lewis.

The Motion was approved

4. **Payments & Receipts** – Cllr Healey proposed that all payments and receipts for the period 1st July 2023 and 8th September 2023 are a true and accurate record. This was seconded by Cllr Lewis.

The Motion was approved

5. **Accounts** – The reconciled bank statement and summary of receipts and payments were accepted as a true and accurate record and comparison against budget.

Proposed by Cllr Roberts, seconded by Cllr Healey

The Motion was approved

6. **Holidays** – It was agreed to authorise the Clerks holiday leave 16th October 2023 – 20th October 2023

Proposed by Cllr Mitchell, seconded by Cllr Brown

The Motion was approved

7. **Parish Council Website** – This Item was deferred until the October Parish Council meeting

Proposed by Cllr Mitchell, seconded by Cllr Brown

The Motion was approved

- 8. D-Day 80th Anniversary Celebrations 6th June 2024** – It was noted that the Royal British Legion cannot organise events to commemorate this occasion but that it will support and assist any planned events within Hale Village. Halebank RBC have also indicated a willingness to be included. Cllr Roberts observed that the incoming Lord Mayor (Bill Webb) may well have some ideas or wishes about how the celebration will proceed and as such It may be worth taking some time to consider his views.

Cllr Lewis advised that the Merseywave choir led by Jason Ellis will be keen to be included in the commemoration. It was noted that Halebank PC will be lighting their beacon and that Hale may like to stage something on either of the weekends prior to or after 6th of June. It was stated that the restoration of the war memorial in Hale Village coincides with the 80th D-Day landing celebrations and that it might be appropriate to re-engrave the names on the memorial and re-turf the surrounding garden as a fitting tribute. This would give a strong focal point for the celebrations if the new Lord Mayor feels it is appropriate.

The Lord Mayor advised that a past resident Peter Fleetwood Hesketh, had worked for the government during the planning of the D-Day landings and that there was a direct connection to Hale Village. His remit involved creating the Mulberry Harbour at Normandy and it is felt that some sort of display remembering this contribution and remembering the Barrage balloons situated behind Hale manor house should be created in the Village Hall.

Cllr Mitchell stated that the burning of a beacon on the headland would inconvenience local residents in Church Road and that anything staged on the Freemans field would be inaccessible for elderly and disabled residents.

Cllr Roberts observed that it would be sad to have to rely solely upon Halebank's celebrations but that concerns for safety and the crops in surrounding fields in June must be taken seriously.

Cllr Roberts asked for this item to be included on the Agenda for the next Parish Council meeting.

A local resident stated that the British Legion are planning to have a short service on 6th June 2024 at 11am which will be repeated on the following Sunday 9th June 2024 and that it will be a commemoration rather than a celebration.

- 9. Insurance** – A request was made to verify the list of key holders for the village Hall and the insurance requirement for recording holders. The Clerk will enquire about the current position with the insurers and the Village Hall management committee.
- 10. Time Consideration for PC Meetings** – it was agreed that the Clerk would ask the bookings officer to enquire with the organisers of the Majorette troop who have a regular Monday night booking to see whether they might consider ending their session early to accommodate the Parish Council meetings each month. It was felt that the noise generated during their sessions interfered considerably with the proceedings of the PC meeting and that residents and councillors are struggling to hear discussions.

11. Public Participation Agenda Item – It was agreed that the period of public participation which was recently moved to the end of the agenda be returned to the beginning of Parish Council meetings to give residents an opportunity to voice their opinions before any discussion or decisions are resolved.

Proposed by Cllr Trevaskis seconded by Cllr Roberts

The Motion was approved

12. Public Participation –

The Chair allowed a number of speakers to address the meeting. A local resident said that the decision to return the discussion period back to the beginning of the meeting is a good one and that it made the most logical sense provided people read the agenda. People are more inclined to participate at the beginning of the meeting. The same resident advised that the secretary of state had approved an application by Peel Holdings to use land adjacent to Liverpool John Lennon Airport for use as the base for a Solar Farm. He went on to state that Hale Parish Council should have at least two representatives on the airport committee. Cllr Mitchell asked not to be included and the Clerk agreed to pursue the appointment of two suitable representatives. It was observed by one councillor that there are 8 meetings per year but that no influence on the decision making or direction of the airport can be made. It is effectively a “box ticking” exercise which benefits the airport’s apparent local inclusion. However any feedback is always favourable.

Cllr Cleary declared that his experience of Peel Holdings (who own the land which LJLA is sited upon) has only ever seen them “juggernaut” their way over anybody offering an opposition to their proposals. They have a history of purchasing land and then borrowing against it to finance their objectives.

A member of the public asked whether the Parish Council could monitor airport noise and whether they have any measuring equipment. She was very concerned about the announced additional Jet2 service which will operate from LJLA starting in early 2024. Having already been subjected to additional NATO air exercise traffic, diversions due to weather and re-positioning of non-scheduled flights and additional post-covid flights, she is concerned about the effect on her family’s ability to sleep adequately.

The Lord Mayor asked whether an appropriate display or sign to explain the history and relevance of the Fawcett Canon on the forecourt of the Village Hall could be installed

He added that the media outlets for the Village Hall and the Parish Council need attention and that an administrator needs to be employed to manage Village information and keep entries relevant and up to date.

His last point was in relation to the installation of the Nativity Crib. It is proposed that the crib be installed at the front of the Village Hall. However there may be concerns relating to the evacuation “assembly point” at the bus stop in front of the Village Hall. A better option might be to erect the crib inside the community room inside the Village Hall. Cllr Trevaskis noted that The Parish Council had always contributed towards the installation of the Village crib. A view that the Park

entrance might be a suitable site for the crib was dismissed due to the possible attraction of vandals and the lack of a supply of electricity to light the installation.

PART II

- 13. Exclusion of Press & Public** – The meeting was closed to the press and public due to the confidential nature of the business to be conducted as defined in Schedule 12 of the LGA 1972.

This part of the meeting was requested by Cllr Cleary to discuss a number of complaints received about the management of the Village Hall's booking system and the staffing requirements. The Agenda did not specify the topics for discussion upon which decisions could be made and as a result there was a lot of contention and disagreement.

Cllr Trevaskis stated that there was nothing specific and therefore had no substance for discussion. Specific staffing matters need 3 days notice and as such he was not willing to continue debating them and other random issues. He also stated that he was not prepared to sit opposite Cllr Brown who he said finds it difficult to contain his anger and to control himself and then Cllr Trevaskis left the meeting. Cllr Brown asked Cllr Trevaskis to return his Village Hall keys and said he would inform the Police should they not be returned to him.

The Chair, Cllr Mitchell announced at this point that Unity Trust Bank, the Parish Council's & Village Hall's bank had contacted her with some very disturbing information regarding the authorisation of payments made from the Village Hall account. She went on to say that the Clerk had brought the Parish Council into disrepute by allowing a Village Hall management Committee member to authorise payments outside his permitted limits. The Clerk argued that this wasn't the case and that the Chair might want to check the facts properly. The chair proceeded to propose that the Clerk be suspended indefinitely pending an investigation into the matter.

Cllr Roberts said that he felt that this was a personal vendetta against the Clerk without evidence and without notice and that he would not be associated with the proposed course of action.

The Clerk indicated that the item being proposed was against standing orders and asked the Chair if she really wanted to take this course of action which she confirmed.

The Chair made a formal proposal and asked those members present to vote on it

Cllr Roberts requested a named vote as below:-

In support of the Clerks suspension Cllrs Mitchell, Healey, Cleary and Brown

Against the Clerks Suspension Cllr Roberts

Abstained Cllr Lewis

The Motion was approved

The Clerk handed over his keys as requested and left the meeting

Draft minutes of the Meeting of Hale Parish Council.
Monday 16th October 2023
Hale Village Hall.
Commenced 20.00hrs.

Note: In the absence of the Clerk to the Council, minutes of the meeting were recorded by Mr Platt following a request by the chairperson.

The minutes are a written record and summary of what decisions were made by Council, and do not record what was said by members of the public in attendance, unless forming part of the public participation of the agenda.

An informative statement was read by the Vice-Chair of the Parish Council.

An explanation to mediate the details of a recent anonymous posting.

1. Attendees:

Cllr Mitchel (chair), Cllr Anderson, Cllr Roberts, Cllr Cleary, Cllr Healey, Cllr Brown, Cllr Lewis.
Cllrs Williams and Trevaskis arrived at 20.08hrs.

(Representation from Cheshire Constabulary, and approx. 100 members of the public).

Apologies:

Cllr King.

2. Declarations of Interest:

None.

3. Approval of Minutes:

- Meetings 18th and 25th September 2023.

(note! amend 25th September 2023 to 4th October 2023)

- Minutes had not been received by a council member.

- Minutes were not posted in a timely manner.

- Agenda items should be prioritised according to importance. Meeting (part 2) 18th September 2023 accepted as a true record. Propose Cllr Cleary, Seconded Cllr Healy.

- - - - Confidential reports should be referenced in the corresponding minutes.

Proposed Cllr Trevaskis, seconded Cllr Williams. Unanimous.

- Ref meeting 4th October 2023, objection that the Police asked members of the Public to leave.

- No minutes were taken a result of this meeting being adjourned/cancelled.

Suggestion that a recording of the meeting events be used as the meeting minutes.

- Point of interest requiring a correction of attendance/absence of both meetings of Cllr King.

- Conflict of interest regarding the positioning of agenda item Public Participation. Position of the placement of this agenda item vote agreed with a named vote. Details of the vote were not recorded. Matter deferred.

Minutes of part 1, dated September 18th 2023 are not available.

4. Payments & Receipts:

Not available Deferred to next meeting.

5. Authorisation of Payments:

A request was sent by the chair to all members requesting the requirement of signatories to authorise payments. Only one positive response from Cllr Roberts.

As a result, payments were unable to be processed through to completion.

Response from Cllr Trevaskis, authorisation of payments does not need to be an existing signatory, stating the bank does not require a councillor's signature. In addition, Cllr Trevaskis informed the council that any councillor providing signatory support would need to be proposed and seconded by council members.

Written by the chair, a letter required by the Bank, was presented to two councillors requesting respective signatures to expedite and sanction payments. Once signed this letter will be sent to the Bank to authorise payments moving forward.

Request the Bank is asked for details of all transactions covering the previous six months.

Proposed Cllr Mitchell, seconded Cllr Lewis. Unanimous.

6. Approval of Independent Investigation Officer:

Agree to commission an HR organisation to provide an investigator.

Council should be provided of evidence leading to the Clerks suspension.

The conclusive decision of suspension was not based on an individual vote.

Individual councillors were asked if they had witnessed any documented evidence.

The response being documented evidence had not been shared, but a conflict of interest regarding a verbal exchange between a councillor and the clerk had been made.

Conclusion being, how can councillors vote on action if evidence had not been produced.

A statement was made that no councillor would act as an authorised signatory following the resignation of 2 councillors during the first quarter of this year and yet financial transactions were completed. A point of interest informed the chair that a significant cost would occur if the matter went to an industrial tribunal.

Details and validation would need to be required of who the HR investigator would be, if applicable. Suggestion of involvement by Cheshire Association of Local Councils was met with a statement that the previous chair had prevent such involvement in the past.

The chair stated confidentiality will not be shared with the public.

Without councillors having access to confidentiality information, how can any such situation be resolved. Proposed by Cllr Williams that confidential evidence must be shared. Seconded Cllr Roberts. Name voter in favour, Cllr Trevaskis, Cllr Anderson, Cllr Lweis, Cllr Brown, Cllr Healy. Abstentions from Cllr Mitchell and Cllr Cleary.

To conclude this agenda item Cllr Trevaskis spoke of the importance of transparency of information and maintaining compassion to all current and future attendees of council meetings.

7. Hale Bank Parish Council Support:

Planning potential to build 500 dwellings in Halegate Road ,Hale Bank.

e-mail notification of proposed planning was sent to all councillors at 13.35hrs on Monday, this was in response to Cllr Williams requesting details of the planning application for which Hale Bank requested the support of Hale Parish Council.

The application should have been brought to council at the time of submission.

A link to access further information will be sent to all councillors.

Proposed Cllr Roberts, seconded Cllr Williams. Unanimous.

8. **Poppy Wreath:**

To agree the purchase of a poppy wreath to be laid on the War Memorial on 12th November 2023, Remembrance Sunday. Unanimous.

9. **Public Participation:**

Future planning approval of the siting of the festive crib. Two locations to be assessed in an around the village hall. Estimate cost £100 - £500.

Decision to be included during the next meeting.

Civic Service from Sunday 8th October 2023 observed as being poorly attended.

Poor hospitality shown towards invited guests, however the chair had personally thanked guests individually for attending the event and presented them with personal gifts.

Question was asked "Why has the Clerk never been paid a pension during the 3.5 years in office"? Response " Nothing was ever put in place to accommodate the payment of a pension; historical evidence confirms this".

10. **Date of Next Meeting:**

Monday 20th November 2023.

Meeting closed at 21.24hrs.

Peter Platt

Minutes compiled and sent to the chair on the 17th October 2023.



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
OF HALE PARISH COUNCIL HELD IN HALE VILLAGE HALL
ON MONDAY 19th FEBRUARY 2024 AT 7.30pm**

Present: Cllr Healey, Cllr Anderson, Cllr Trevaskis, Cllr Williams, Cllr Roberts,
Cllr Lewis, Cllr McNamara, Cllr Wright

In attendance: The Clerk, Twenty Five members of public were also present

1. Apologies - Cllr Cleary sent his Apologies received by the Clerk

In the absence of the deputy Chairman a vote was taken to appoint a Councillor to Chair the meeting.

It was resolved that Cllr Roberts would Chair the meeting with all members voting in favour

2. Declarations of Interest – There were no declarations of Interest expressed

7. Suspension of Standing Orders – It was proposed that the current Standing Orders be suspended to allow a new Chairman and deputy Chairman to be elected without contention.

Proposed by Cllr Roberts and seconded by Cllr Trevaskis

The Motion was approved

8. Election of Chairman – Cllr Roberts was proposed for the position of Chairman by Cllr Trevaskis he was seconded by Cllr J McNamara

The Motion was approved unanimously

9. Election of Deputy Chairman – It was proposed to remove Cllr Cleary as deputy Chairman and to install Cllr Williams in his place.

Proposed by Cllr Roberts and seconded by Cllr Anderson

The Motion was approved unanimously

3. Public Participation – The chair allowed members of the Public to address the meeting

A local resident expressed his delight at the direction the Parish Council now appears to be heading and how it is looking forwards and planning to achieve tangible results for the benefit of all residents. He encouraged anybody who wished to contribute to come forwards and join the group of volunteers who regularly assist in planning events around the area.

A second resident reminded the Clerk that the members of staff who had undertaken the Safety and First aid Training recently should make themselves available to receive their certificates of achievement, maybe at the informal meeting planned for Friday 23rd February

Cllr J McNamara took the opportunity to update the meeting about the Liverpool John Lennon Airport planning Consultancy meeting he had recently attended on behalf of the Parish Council.

By the end of 2024 it is estimated that numbers of around 4 million passengers will return to Pre-Pandemic levels. It is further anticipated that those numbers will increase with the provision of new carriers and the anticipated growth of carriers such as Easyjet, Ryanair, Logan air and the addition of 5 planes from the Jet 2 fleet being based in Liverpool.

A question was asked about any planned night flights and the panel wanted to stress that there was not a 24hr service available at Liverpool and the generally flights take place between the hours of 6.00am and 11pm

It was stated that Lufthansa had pulled out of Liverpool due to a lack of flight sales and that work has started on the new Solar Plant which will provide 25% of all electricity required for the airport.

It was also of interest that the airport is in the process of creating a Community Fund which may be of interest to the Parish Council as a potential source of funding for the future

A resident once again highlighted the recurring problems that the Village faces from dog owners who do not clear their dog's faeces from sidewalks and other communal areas around the area. Once again it was stated that this is a serious health hazard and is a criminal offence.

Cllr Roberts agreed to contact the local Environmental Health officer to explore options for a way forward. It was noted that some high visibility signs warning of the serious nature of dog fouling may be appropriate.

Once again the issue of problems with car parking was raised by the meeting. Ireland Road was highlighted as a particular problem area and although this is primarily a Police matter Councillors agreed to re-visit the problem and strive to find a solution. Cllr Wright stated that parents want to get as near as possible to drop off and collect their children and only Police action will deter them.

4. **Minutes.** - The minutes of the Ordinary Meeting of 20th November 2023 with an amendment to the second paragraph. (penultimate sentence) Were recorded as a true and accurate account

Amended to read:

"Cllr Trevaskis informed the meeting that there was no section of the Standing Orders that would prevent the motion from proceeding and that legislation permits the Council to elect a Chairman."

Proposed by Cllr J McNamara, seconded by Cllr Anderson

The Motion was approved

5. **Standing Orders** – It was agreed to defer this item until the March meeting. In the meantime the Clerk will supply members with a copy of the proposed new Standing Orders so that members can review them and prepare any recommendations for the next meeting
6. **Pensions** – Deferred to the end of the meeting and discussed as a part II item due to the confidential nature of the business to be conducted as defined in Schedule 12 of the LGA 1972.
10. **Payments & Receipts** – Cllr Wright proposed that all payments and receipts for the period 30th November 2023 – 31st January 2024 are a true and accurate record. This was seconded by Cllr Lewis

It was also agreed that in future Cllrs Lewis, Wright and J McNamara will sample up to 5 payments made against the Bank statement to help to ensure that no phishing/ghost payments have been processed.

The Motion was approved unanimously

11. **Accounts** – The reconciled bank statement and summary of receipts and payments for the period 30th November 2023 – 31st January 2024 were accepted as a true and accurate record and comparison against budget.

Proposed by Cllr Anderson and seconded by Cllr Wright

The Motion was approved unanimously

12. **Budget & Precept** – The Chairman presented a Budget statement and accompanying figures for discussion. He informed the meeting that the members of the Council had had an opportunity to meet on Sunday to review the Parish Council budget lines prior to tonight's meeting. This was an informal meeting to give all members the opportunity to understand the current position of the Parish Council's finances and its requirements for 2024 – 2025 and no decisions were made at this time. Cllr Healey noted that he had not received an invitation to attend and the Chair apologised on behalf of the Council. It was explained that the meeting was informal and as Cllr Healey does not have internet access he had been omitted accidentally. The Chair asked Cllr Healey whether he would like

additional time to review the proposed budget and whether he required further information on which to base an opinion.

Cllr Roberts explained that the reduced Budget for 2023 – 2024 had effectively decimated the Parish Council's reserves and that the on-going yo-yo accounting did not represent good management or governance. He advised that although it was a difficult situation and that nobody liked increases unfortunately it was inevitable that the precept must rise to meet the current needs. To do nothing to alleviate the problems would be a far more damaging alternative.

Cllr Trevaskis gave a comprehensive oversight of each of the current budget lines and explained in depth the rationale behind each of the proposed budget requirements.

Cllr Healey enquired about the original spreadsheet supplied by the Clerk which demonstrated a shortfall without budget adjustments. The clerk explained again that the estimated budget figures were always only for discussion prior to formal decisions being made by the Council.

It was proposed to approve the Annual Budget for Hale Parish Council at **£91067.21** and that the Precept requirement for 2024 – 2025 be set at **£58848.50**

Proposed by Cllr Anderson and seconded by Cllr J McNamara

Seven members were in favour of the proposal

Cllr Healy voted against the proposal

The Motion was approved

13. It was resolved to amend the start time of the March Parish Council meeting to 8.00pm on Monday 18th March 2024 to reduce the interference of noise from the hirers in the Village Hall

Proposed by Cllr Roberts & Seconded by Cllr Trevaskis

The Motion was approved unanimously



Hale Parish Council

Current T1

60-83-01 • 20415507

Balances are correct as of 09:54 on 13 Mar 2024.

↓ Date	Description	Paid in	Paid out	Balance
07/03/24	Direct Debit (GOOGLE • 82385888G64OXAPEI7 CLOUD EMEA)		-13.80	34,956.88
01/03/24	S/O to: Cheshire Com. Act • CCA/HVH/ACD		-50.00	34,970.68
01/03/24	Direct Debit (HISCOX) • HISCOX PIB 8187826		-284.11	35,020.68
28/02/24	Salary		-1,082.06	35,304.79
28/02/24	Salary		-321.14	36,386.85
22/02/24	B/P to: Mal T Sutton • IMTS/20/04		-145.00	36,707.99
07/02/24	Direct Debit (GOOGLE • 82385888G0NVJ5W31W CLOUD EMEA)		-13.80	36,852.99
01/02/24	Direct Debit (HISCOX) • HISCOX PIB 8187826		-284.11	36,866.79

86	01/02/2024	Insurance	Hiscox	-284.11	36,866.79	01/02/2024
87	07/02/2024	Google Invoice	Google Ireland Ltc	-13.80	36,852.99	07/02/2024
88	22/02/2024	Maintenance	M T Sutton	-145.00	36,707.99	22/02/2024
89	28/02/2024	Clerk Salary	Hale Parish Council	-321.14	36,386.85	28/02/2024
90	28/02/2024	Clerk Salary	Hale Parish Council	-1,072.06	35,314.79	28/02/2024
91	28/02/2024	Clerks Expenses	Hale Parish Council	-10.00	35,304.79	28/02/2024
92	01/03/2024	Insurance	Hiscox	-284.11	35,020.68	01/03/2024
93	01/03/2024	Subscription	Cheshire Commur	-50.00	34,970.68	01/03/2024
95	07/03/2024	Google Invoice	Google Ireland Ltc	-13.80	34,956.88	07/03/2024
94	11/03/2024	Internet/Website	SAJ Consulting	-300.00	34,656.88	11/03/2024
CLOSING BALANCE					34,656.88	
Bank statement should show					£34,656.88	

Hale Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				1,000.00		1,000.00	1,000.00 (100%)
2	Wellbeing Fund				5,000.00	929.93	4,070.07	4,070.07 (81%)
3	Guildswomen Working Group				100.00		100.00	100.00 (100%)
4	War Memorial Working Group				1,286.00	25.00	1,261.00	1,261.00 (98%)
5	Civic Service Working Group				500.00	210.04	289.96	289.96 (57%)
7	Legal/Consultation Fees				5,000.00		5,000.00	5,000.00 (100%)
8	Grants				1,500.00	1,610.00	-110.00	-110.00 (-7%)
9	Training				1,000.00	160.00	840.00	840.00 (84%)
10	Insurance				3,000.00	2,580.79	419.21	419.21 (13%)
11	Web Site				750.00	465.60	284.40	284.40 (37%)
13	Audit				1,000.00	747.50	252.50	252.50 (25%)
14	Subscriptions/Advisory Bodies				2,000.00	1,823.53	176.47	176.47 (8%)
15	Staffing Including NI				20,000.00	15,425.20	4,574.80	4,574.80 (22%)
17	Administration				250.00	54.00	196.00	196.00 (78%)
18	Staff Allowances/Expenses				300.00	120.60	179.40	179.40 (59%)
19	Payroll & Scribe				750.00	501.60	248.40	248.40 (33%)
21	Election Costs				3,500.00	3,096.06	403.94	403.94 (11%)
22	Hall Hire (Rent)				500.00	92.00	408.00	408.00 (81%)
23	Vat							(N/A)
35	General Reserve				5,000.00	145.00	4,855.00	4,855.00 (97%)
SUB TOTAL					52,436.00	27,986.85	24,449.15	24,449.15 (46%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	37,000.00	37,000.00					(0%)
25	Vat Recovered	2,354.45	2,354.45					(0%)
36	Refund							(N/A)
SUB TOTAL		39,354.45	39,354.45					(0%)

Summary

NET TOTAL	39,354.45	39,354.45		52,436.00	27,986.85	24,449.15	24,449.15 (26%)
V.A.T.					1,035.48		
GROSS TOTAL		39,354.45			29,022.33		

Hale Parish Council
RECONCILIATION - Hale Parish Council Unity Bank 11-03-2024

From Accounts	£34,656.88
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£34,656.88



Hale Parish Council

Standing Orders

**Adopted by Hale Parish Council
on 17th July 2023**

Hale Village Hall
53 High Street
Hale
Cheshire
L24 4AE
www.haleparishcouncil.gov.uk
clerk@haleparishcouncil.gov.uk

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

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

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

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

Drafting notes

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than two minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

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 chair of the meeting may at any time permit a person to be seated when speaking.

- i A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- o **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- q **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

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

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

Hale Parish Council has 10 Members so a Quorum shall be four

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

- v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting**

- shall be adjourned to another meeting.
- w A meeting shall not exceed a period of two hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. The Committee shall determine their terms of reference;
 - ii. The Committee shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ten days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. The Committee shall determine if the public may participate at a meeting

of a committee;

- x. The Committee shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. The Committee shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they**

may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

- a Where more than two 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. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer and Chairperson as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**

personal data.

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

12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting for which the dispensation is required at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

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

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

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

circumstances are exempt from a tendering process or procurement exercise.

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

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the personnel committee or, if he/she/they is not available, the vice-chair (if there is one) of the personnel committee of absence occasioned by illness or other reason and that person shall report such absence to [the personnel committee at its next meeting.
- c The chair of the personnel committee or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the personnel committee or in his absence, the vice-chair of the personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the personnel committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the personnel committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed*

£25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed during business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should consider the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
 - Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept complying with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
 - Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.

- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations, the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

6. General Data Protection Regulations – Obligation to Dispose of Certain Data

6.1 The General Data Protection Regulations require that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. GDPR defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 GDPR provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local

government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

- 7.2 As a rule, hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
 - *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

HALE PARISH COUNCIL

INFORMATION SECURITY POLICY

PRINCIPLES & PURPOSE

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Hale Parish Council is a Data Controller, as defined under the Data Protection Act 2018, and has registered as such with the Information Commissioner's Office.

PROTOCOLS

System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems'. The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

A Continuity plan will be developed and maintained for each system to ensure the principles are sustained and enable the continuation of services following failure or damage to systems or facilities.

The Clerk will be responsible for the implementation and promotion of the procedures.

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers eg envelopes. Within their level of authority, staff will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop computers, should not be left unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

Logical Security

All computerised information and systems must be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

Copyright and licences

The Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the licence agreement.

Disposal and movement of equipment and media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the Data Protection Act 2018. The disposal of media such as disks and memory sticks must ensure that data cannot be recovered. Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit an act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy

Staff and Councillors' Responsibilities

The Council will make every reasonable effort to ensure that staff and councillors are aware of their responsibilities for the security of information. However, each councillor or member of staff is responsible for ensuring that Security Policy is adhered to and report any breaches of security.

Incident Reporting

Incidents affecting security must be reported to the Clerk as quickly as possible.

Model Publication Scheme Adopted 27/2/2020

Hale Parish Council

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

April 2008 2 Model Publication Scheme V1.0

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

INFORMATION AVAILABLE FROM HALE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Contact – clerk@haleparishcouncil.gov.uk

Information to be published	How the information can be obtained	Council Charge
<p>Class 1 – Who we are and what we do (organisational information, structures, locations and contacts) <i>This will be current information only.</i></p>		
<p>Who’s who on the Council and its Committees and/or Working Groups</p> <p>Contact details for Parish Clerk and Council Members (Contact is via the Clerk)</p> <p>Location of Council and accessibility details</p> <p>Staffing Structure</p>	<p>Website</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Telephone Council</p> <p>Notice Boards</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>

<p>Class 2 – What we spend and how we spend it (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p><i>Current and previous financial year as a minimum</i></p>		
<p>Annual Return and Report by Auditors</p> <p>Finalised Budget & Precept</p> <p>Borrowing Approval Letter (Not applicable)</p> <p>Financial Standing Orders and Regulations</p> <p>Grants Given and Received</p> <p>List of current contracts awarded and value of contract</p> <p>Members Allowance & Expenses (Hale Parish Council do not currently pay any Members Allowances)</p>	<p>Hard Copy – Contact Parish Clerk</p> <p>Hard Copy – Contact Parish Clerk</p> <p>N/A</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Note – some of the above documents may be available on the web site</p>	<p>£0.05p per sheet</p> <p>£0.05p per sheet</p> <p>£0.05p per sheet</p> <p>Free</p> <p>£0.05p per sheet</p> <p>Free</p> <p>£0.05p per sheet</p> <p>Free</p>

			Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)			
Parish Plan	Hale Parish Council do not have a Parish Plan		Free
Annual Report to Parish or Community Meeting if undertaken	Web site / Hard copy from Clerk		Free
Newsletters when issued	Distributed to all households Electronic mail (if documents retained in electronic format) – Contact Parish Clerk		Free
Local Charters drawn up in accordance with DCLG guidelines (There are currently no charters in operation)			
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>			
Timetable of Meetings (Council, Committee and Parish meetings) Agendas of meetings (As above) Minutes of Meetings (As above) Reports presented to council meetings – these form part of the agenda papers Responses to consultation papers Responses to planning applications	Website Website Website Part of Agenda papers Hard Copy – Contact Parish Clerk Hard Copy – Contact Parish Clerk Electronic mail (if documents retained in electronic format) – Contact Parish Clerk		Free Free Free Hard Copy £0.05p per sheet Free

Byelaws (where applicable)	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference if appropriate Delegated authority in respect of officers Code of Conduct Other Policy Statements	Hard Copy – Contact Parish Clerk Electronic mail (if documents retained in electronic format) – Contact Parish Clerk Some documentation may be available on website	£0.05p per sheet Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register Register of Members’ Interests / Register of Gifts and Hospitality	Hard Copy – Contact Parish Clerk Website Hard Copy (Contact Clerk)	£0.05p per sheet Free £0.05p per sheet

<p>Class 7 – The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>		
<p>Allotments</p>	<p>Hale Parish Council do not currently have any allotments</p>	
<p>Burial Grounds and closed churchyards</p>	<p>Hale Parish Council do not currently have any Burial Grounds or closed churchyards</p>	
<p>Community Centres and Village Halls</p>	<p>Hale Parish Council are Custodian and de facto Sole Managing Trustee for Hale Village Hall</p>	
<p>Parks, playing fields and recreational facilities:</p>	<p>Hale Parish Council own 3 greens</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hale Parish Council own a War Memorial and associated assets – Contact Clerk for sight of Asset Register</p>	
<p>Bus shelters</p>	<p>Hale Parish Council do not own any bus shelters</p>	
<p>Markets & Public Conveniences</p>	<p>Hale Parish Council do not own any Markets or Public Conveniences</p>	
<p>Other Assets</p>	<p>Asset register – please Contact clerk to Council</p>	
<p>Agency agreements</p>	<p>N/A</p>	

BASIS OF SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.05p per sheet (black and white)	Actual cost
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	
Other	Not applicable	

Equality and Diversity Policy

Adopted 27/2/2020

1) Introduction

Hale Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary, to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

iii) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.

iv) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. The Parish Council is responsible for eliminating discrimination and providing equality of opportunity. Individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

2) Our Commitment as an Employer

- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Equality in the workplace is good management practice and makes sound business sense.

3) Our Commitment as a Service Provider

- i) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- vi) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4) Equal Opportunity Policy Statements

AGE

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information wherever appropriate

RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racists incidents; and
- actively promote race equality in the Parish Council.

GENDER

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and

- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

HALE PARISH COUNCIL

GENERAL PRIVACY NOTICE

ADOPTED 27/2/2020

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 Hale Parish Council which is the data controller for your data.

Other data controllers the council may work with:

- Other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

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. 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 this web page <https://www.haleparishcouncil.gov.uk/policies-procedures> This Notice was last updated in February 2020

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, Hale Parish Council

Email: clerk@haleparishcouncil.gov.uk

HALE PARISH COUNCIL

PRIVACY NOTICE

For staff*, councillors and Role Holders**

Adopted 27/2/2020

*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, 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 Hale Parish Council which is the data controller for your data.

The council works together with:

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

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

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

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

What data do we process?

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

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

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

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

- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

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

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

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

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

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

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

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

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

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

Information about criminal convictions

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

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

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

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

How long do we keep your personal data?

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

Your responsibilities

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

Your rights in connection with 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, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on this web page <https://www.haleparishcouncil.gov.uk/policies-procedures> This Notice was last updated in February 2020.

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, Hale Parish Council

Email: clerk@haleparishcouncil.gov.uk

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.

Hale Parish Council

Data Protection Policy 2020

Adopted 27/2/2020

Introduction

Hale Parish Council is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations.

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

This policy sets out how we seek to protect personal data and ensure that we understand the rules governing the use of the personal data to which we have access in the course of delivering our services. In particular, this policy requires staff 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

Purposes	<p>The purposes for which personal data may be used by us:</p> <p>Personnel, administrative, financial, regulatory, payroll and service development purposes <i>including the following:</i></p> <ul style="list-style-type: none">- <i>Compliance with our legal, regulatory requirements and good practice including compliance with employment contracts</i>- <i>Gathering information to enable us to deliver our services</i>- <i>Operational reasons, such as recruitment, recording transactions, training, security vetting,</i>- <i>Investigating complaints and responding to enquiries</i>
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	<ul style="list-style-type: none"> - <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i> - <i>Monitoring staff conduct, disciplinary matters</i>
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Personal data	<p>‘Personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p> <p><i>Personal data we gather may include: individuals' phone number, home address, email address, educational background, financial and pay details, details of education and skills, marital status, nationality, and CV.</i></p>
Special categories of personal data	<p>Special categories of data include information 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, and genetic and biometric information —any use of special categories of personal data should be strictly controlled in accordance with this policy.</p>
Data controller	<p>‘Data controller’ means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by law.</p>
Data processor	<p>‘Processor’ means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.</p>
Processing	<p>‘Processing’ means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.</p>

Supervisory authority	This is the national body responsible for data protection. The supervisory authority for our organisation is the Information Commissioners Office.
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Scope

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

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

The principles

Hale Parish Council shall comply with the principles of data protection (the Principles) enumerated in the EU General Data Protection Regulation. We will make every effort possible in everything we do to comply with these principles. The Principles are:

1. Lawful, fair and transparent

Data collection must be fair, for a legal purpose and we must be open and transparent as to how the data will be used.

2. Limited for its purpose

Data can only be collected for a specific purpose.

3. Data minimisation

Any data collected must be necessary and not excessive for its purpose.

4. Accurate

The data we hold must be accurate and kept up to date.

5. Retention

We cannot store data longer than necessary.

6. Integrity and confidentiality

The data we hold must be kept safe and secure.

Accountability and transparency

We must ensure accountability and transparency in all our use of personal data. We must show how we comply with each Principle. You are responsible for keeping a written record of how all the data processing activities you are responsible for comply with each of the Principles. This must be kept up to date and must be available to the DPO for auditing compliance with this policy.

To comply with data protection laws and the accountability and transparency Principle of GDPR, we must demonstrate compliance. You are responsible for understanding your particular responsibilities to ensure we meet the following data protection obligations:

- Fully implement all appropriate technical and organisational measures
- Maintain up to date and relevant documentation on all processing activities
- Conducting data audits and risk assessments including Privacy Impact Assessments where these are required
- Implement measures to ensure privacy by design and default:
 - Data minimisation
 - Pseudonymisation where this is identified as necessary
 - Transparency
 - Allowing individuals to monitor processing
 - Creating and improving security and enhanced privacy procedures on an ongoing basis

Our procedures

Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights under the first Principle. This generally means that we should not process personal data unless we have a lawful basis for processing the personal data.

If we cannot apply a lawful basis (explained below), our processing does not conform to the first principle and will be unlawful. Data subjects have the right to have any data unlawfully processed erased

Data Controller

Hale Parish Council is classified as a data controller (and we also process data). We must

maintain our appropriate registration with the Information Commissioners Office in order to continue lawfully controlling and processing data.

If you are in any doubt about how we handle data, contact the DPO for clarification.

Lawful basis for processing data

We must establish a lawful basis for processing data. Ensure that any data you are responsible for managing has a written lawful basis approved by the DPO. It is your responsibility to check the lawful basis for any data you are working with and ensure all of your actions comply the lawful basis. At least one of the following conditions must apply whenever we process personal data:

1. Consent

We hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose.

2. Contract

The processing is necessary to fulfil or prepare a contract for the individual.

3. Legal obligation

We have a legal obligation to process the data (excluding a contract).

4. Vital interests

Processing the data is necessary to protect a person's life or in a medical situation.

5. Public Task

Processing necessary to carry out a public function, a task of public interest or the function has a clear basis in law.

6. Legitimate interest

The processing is necessary for our legitimate interests. This condition does not apply if there is a good reason to protect the individual's personal data which overrides the legitimate interest.

Deciding which condition to rely on

If you are making an assessment of the lawful basis, you must first establish that the processing is necessary. This means the processing must be a targeted, appropriate way of achieving the stated purpose. You cannot rely on a lawful basis if you can reasonably achieve the same purpose by some other means.

Remember that more than one basis may apply, and you should rely on what will best fit the purpose, not what is easiest.

Consider the following factors and document your answers:

- What is the purpose for processing the data?
- Can it reasonably be done in a different way?
- Is there a choice as to whether or not to process the data?
- Who does the processing benefit?
- After selecting the lawful basis, is this the same as the lawful basis the data subject would expect?
- What is the impact of the processing on the individual?
- Are you in a position of power over them?
- Are they a vulnerable person?
- Would they be likely to object to the processing?
- Are you able to stop the processing at any time on request, and have you factored in how to do this?

Our commitment to the first Principle requires us to document this process and show that we have considered which lawful basis best applies to each processing purpose, and fully justify these decisions.

We must also ensure that individuals whose data is being processed by us are informed of the lawful basis for processing their data, as well as the intended purpose. This should occur via a privacy notice. This applies whether we have collected the data directly from the individual, or from another source.

If you are responsible for making an assessment of the lawful basis and implementing the privacy notice for the processing activity, you must have this reviewed by the DPO.

Special categories of personal data

What are special categories of personal data?

Previously known as sensitive personal data, this means data about an individual which is more sensitive, so requires more protection. This type of data could create more significant risks to a person's fundamental rights and freedoms, for example by putting them at risk of unlawful discrimination. The special categories include, for example, information about an individual's:

- race
- ethnic origin
- politics
- religion
- trade union membership
- health

In most cases where we process special categories of 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). 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.

The condition for processing special categories of personal data must comply with the law. If we do not have a lawful basis for processing special categories of data that processing activity must cease.

Responsibilities

Our responsibilities

- Analysing and documenting the type of personal data we hold
- Checking procedures to ensure they cover all the rights of the individual
- Identify the lawful basis for processing data
- Ensuring consent procedures are lawful
- Implementing and reviewing procedures to detect, report and investigate personal data breaches
- Store data in safe and secure ways
- Assess the risk that could be posed to individual rights and freedoms should data be compromised

Your responsibilities

- Fully understand your data protection obligations
- Check that any data processing activities you are dealing with comply with our policy and are justified
- Do not use data in any unlawful way

- Do not store data incorrectly, be careless with it or otherwise cause us to breach data protection laws and our policies through your actions
- Comply with this policy at all times
- Raise any concerns, notify any breaches or errors, and report anything suspicious or contradictory to this policy or our legal obligations without delay

Responsibilities of the Data Protection Officer

- Keeping the council updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Reviewing the data inventory
- Conducting internal audits of compliance with the GDPR
- Answering questions on data protection from staff and councilors
- Checking and approving data processing agreements with third parties
- Supporting the completion of Privacy Impact Assessments
- Investigating and reporting data breaches

IT Security Responsibilities

- 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 council is considering using to store or process data

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.

Data security

You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, contracts must be implemented with those third-party organisations including specific data security arrangements.

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 with reference to the time limits in the council's Document Retention Policy
- 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 or plug in hard drives must be encrypted or password protected and 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, and protected by security software
- Data should be regularly backed up in line with the council's backup procedures
- Personal Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All possible technical measures must be put in place to keep data secure

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 as specified in our data retention policy.

Transferring data internationally

There are restrictions on international transfers of personal data outside the EEA. You must not transfer personal data abroad, or anywhere else outside of normal rules and procedures without first securing an opinion from the DPO.

Rights of individuals

Individuals have rights to their data which we must respect and comply with to the best of our ability. We must ensure individuals can exercise their rights in the following ways:

1. Right to be informed

- Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.
- Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

2. Right of access

- Enabling individuals to access their personal data and supplementary information
- Allowing individuals to be aware of and verify the lawfulness of the processing activities

3. Right to rectification

- We must rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete.
- This must be done without delay, and no later than one month. This can be extended to two months with permission from the DPO.

4. Right to erasure

- We must delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

5. Right to restrict processing

- We must comply with any request to restrict, block, or otherwise suppress the processing of personal data.
- We are permitted to store personal data if it has been restricted, but not process it further. We must retain enough data to ensure the right to restriction is respected in the future.

6. Right to data portability

- We must provide individuals with their data so that they can reuse it for their own purposes or across different services.
- We must provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.

7. Right to object

- We must respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.

- We must respect the right of an individual to object to direct marketing, including profiling.
- We must respect the right of an individual to object to processing their data for scientific and historical research and statistics.

8. Rights in relation to automated decision making and profiling

- We must respect the rights of individuals in relation to automated decision making and profiling.
- Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.

Privacy notices

When to supply a privacy notice

A privacy notice must be supplied at the time the data is obtained if obtained directly from the data subject. If the data is not obtained directly from the data subject, the privacy notice must be provided within a reasonable period of having obtained the data, which mean within one month.

If the data is being used to communicate with the individual, then the privacy notice must be supplied at the latest when the first communication takes place.

If disclosure to another recipient is envisaged, then the privacy notice must be supplied prior to the data being disclosed.

What to include in a privacy notice

Privacy notices must be concise, transparent, intelligible and easily accessible. They are provided free of charge and must be written in clear and plain language, particularly if aimed at children

The following information must be included in a privacy notice to all data subjects:

- Identification and contact information of the data controller and the data protection officer
- The purpose of processing the data and the lawful basis for doing so
- The legitimate interests of the controller or third party, if applicable
- The right to withdraw consent at any time, if applicable

- The category of the personal data (only for data not obtained directly from the data subject)
- Any recipient or categories of recipients of the personal data
- Detailed information of any transfers to third countries and safeguards in place
- The retention period of the data or the criteria used to determine the retention period, including details for the data disposal after the retention period
- The right to lodge a complaint with the ICO, and internal complaint procedures
- The source of the personal data, and whether it came from publicly available sources (only for data not obtained directly from the data subject)
- Any existence of automated decision making, including profiling and information about how those decisions are made, their significances and consequences to the data subject
- Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences for any failure to provide the data (only for data obtained directly from the data subject)

Subject Access Requests

What is a subject access request?

An individual has the right to receive confirmation that their data is being processed, access to their personal data and supplementary information which means the information which should be provided in a privacy notice.

How we deal with subject access requests

We must provide an individual with a copy of the information the request, free of charge. This must occur without delay, and within one month of receipt. We endeavour to provide data subjects access to their information in commonly used electronic formats, and where possible, provide direct access to the information through a remote accessed secure system.

If complying with the request is complex or numerous, the deadline can be extended by two months, but the individual must be informed within one month. You must obtain approval from the DPO before extending the deadline.

We can refuse to respond to certain requests, and can, in circumstances of the request being manifestly unfounded or excessive, charge a fee. If the request is for a large quantity of data, we can request the individual specify the information they are requesting. This can only be done with express permission from the DPO.

Once a subject access request has been made, you must not change or amend any of the data that has been requested. Doing so is a criminal offence.

Right to erasure

What is the right to erasure?

Individuals have a right to have their data erased and for processing to cease in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected and / or processed
- Where consent is withdrawn
- Where the individual objects to processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed or otherwise breached data protection laws
- To comply with a legal obligation
- The processing relates to a child

How we deal with the right to erasure

We can only refuse to comply with a right to erasure in the following circumstances:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority or the comply with a contract
- For public health purposes in the public interest
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes
- The exercise or defence of legal claims

If personal data that needs to be erased has been passed onto other parties or recipients, they must be contacted and informed of their obligation to erase the data. If the individual asks, we must inform them of those recipients.

The right to object

Individuals have the right to object to their data being used on grounds relating to their particular situation. We must cease processing unless:

- We have legitimate grounds for processing which override the interests, rights and freedoms of the individual.
- The processing relates to the establishment, exercise or defence of legal claims.

We must always inform the individual of their right to object at the first point of communication, i.e. in the privacy notice. We must offer a way for individuals to object online.

The right to restrict automated profiling or decision making

We may only carry out automated profiling or decision making that has a legal or similarly significant effect on an individual in the following circumstances:

- It is necessary for the entry into or performance of a contract.
- Based on the individual's explicit consent.
- Otherwise authorised by law.

In these circumstances, we must:

- Give individuals detailed information about the automated processing.
- Offer simple ways for them to request human intervention or challenge any decision about them.
- Carry out regular checks and user testing to ensure our systems are working as intended.

The right to data portability

We must provide the data requested in a structured, commonly used and machine-readable format. We must provide this data either to the individual who has requested it, or to the data controller they have requested it be sent to. This must be done free of charge and without delay, and no later than one month. This can be extended to 2 months for complex or numerous requests, but the individual must be informed of the extension within 1 month and you must get an opinion from the DPO first.

Third parties

Using third party controllers and processors

As a data controller we must have written contracts in place with any third-party data processors that we use. The contract must contain specific clauses which set out our and their liabilities, obligations and responsibilities.

As a data controller, we must only appoint processors who can provide sufficient guarantees under GDPR and that the rights of data subjects will be respected and protected.

As a data processor, we must only act on the documented instructions of a controller. We acknowledge our responsibilities as a data processor under GDPR and we will protect and respect the rights of data subjects.

Contracts

Our contracts must comply with the standards set out by the ICO and, where possible, follow the standard contractual clauses which are available. Our contracts with data processors must set out the subject matter and duration of the processing, the nature and stated purpose of the processing activities, the types of personal data and categories of data subject, and the obligations and rights of the controller.

At a minimum, our contracts must include terms that specify:

- Acting only on written instructions
- Those involved in processing the data are subject to a duty of confidence
- Appropriate measures will be taken to ensure the security of the processing
- Sub-processors will only be engaged with the prior consent of the controller and under a written contract
- The controller will assist the processor in dealing with subject access requests and allowing data subjects to exercise their rights under GDPR
- The processor will assist the controller in meeting its GDPR obligations in relation to the security of processing, notification of data breaches and implementation of Data Protection Impact Assessments
- Delete or return all personal data at the end of the contract
- Submit to regular audits and inspections and provide whatever information necessary for the controller and processor to meet their legal obligations.
- Nothing will be done by either the controller or processor to infringe on GDPR.

Criminal offence data

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. We cannot keep a comprehensive register of criminal offence data. All data relating to criminal offences is considered to be a special category of personal data and must be treated as such.

Audits, monitoring and training

Data audits

Regular data audits to manage and mitigate risks will inform the data inventory. 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. You must conduct a regular data audit to ensure an up to date data inventory is maintained and make this available to the DPO.

Monitoring

Everyone must observe this policy. The DPO will carry out periodic internal audits to monitor compliance of the council with this policy. The council will keep this policy under review and amend or change it as required. You must notify the DPO of any breaches of this policy. You must comply with this policy fully and at all times.

Training

You will receive adequate training on provisions of data protection law specific for your role. You must complete all training as requested. If you move role or responsibilities, you are responsible for requesting new data protection training relevant to your new role or responsibilities.

If you have queries on data protection matters, contact the DPO.

Reporting breaches

Any breach of this policy or of data protection laws must be reported as soon as practically possible. This means as soon as you have become aware of a breach. The council has a legal obligation to report any data breaches to the ICO within 72 hours.

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 ICO of any compliance failures that are material either in their own right or as part of a pattern of failures

Any member of staff who fails to notify of a breach or is found to have known or suspected a breach has occurred but has not followed the correct reporting procedures will be liable to disciplinary action.

Failure 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.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and the website. The Council publishes an annual programme of meetings. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council or under Financial Regulations but would include action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Hale Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

HALE PARISH COUNCIL -VOLUNTEER POLICY

ADOPTED 18 NOVEMBER 2019

Hale Parish Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by Hale Parish Council. It will be reviewed regularly to ensure that it is relevant to the needs of Hale Parish Council and its volunteers.

- This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- Parish Council volunteer opportunities are advertised through Parish media, including Hale Parish Council Newsletter, Parish Council notice boards and the Parish Council website.
- Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out during sociable daylight hours, unless agreed with the council.
- Volunteers expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately trained to be able to carry out the role. It must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The Parish Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.
- Volunteers must undergo an induction appropriate for the task being undertaken. This should include health and safety, what to do if there is a problem and an introduction to other relevant individuals. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate induction takes place.
- A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. The Clerk must receive a copy of such risk assessment records. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.
- On condition that volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. However, the Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment the Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.
- Volunteers must carry out only less hazardous work involving use of non-powered tools where possible. However, if using powered lawn mowers or other grass cutting equipment, stout footwear must be worn. Sensible and appropriate protective equipment should be worn including stout footwear, safety goggles(strimmers), high visibility vests and earmuffs.
- Expenses will be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.
- If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Clerk to the Parish Council



Hale Parish Council

Expenses Policy

Adopted on 22 October 2018

1. GENERAL PRINCIPLES

It is the policy of Hale Parish Council to reimburse its employees and elected members for expenses incurred in performing the duties required by Hale Parish Council, such as travelling on Council business, and attending training or meetings on behalf of the Council, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

Employees and members should not be either financially disadvantaged or advantaged due to genuine Council expenses.

All expense claims must be submitted using the Expenses Claim Form and accompanied by receipts. Unless the claim is for petrol, whereby mileage must be calculated in line with this policy.

2. AUTHORISED DUTIES

Expenses claims will be considered for the following:

- Travelling and associated travel expenses for journeys required to conduct Council business outside the Parish.
- Travelling and associated travel expenses for journeys required for training outside the Parish.

This does not include travel between home and office unless the employee is recognised as being a “contractual home-based employee”.

3. METHOD OF TRAVEL

Employees and members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey.

Travel by car will be reimbursed at current National Joint Council rates and parking will be paid. Employees and members are under no obligation to drive long distances they feel unable to sustain mentally or physically. Where employees and members use their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and with a valid MOT.

Approved Mileage Allowance Payments

Type of Vehicle	First 10,000 Miles	Above 10,000 Miles
Cars and Vans	£0.45 Per Mile	£0.25 Per Mile
Motorcycles	£0.24 Per Mile	£0.24 Per Mile
Cycle	£0.20 Per Mile	£0.20 Per Mile

Employees and members are required to keep track of Council mileage incurred in the tax year (1 April to 31 March) to ensure the correct rates are applied.

If an employee or member carries any other employee or member in their own vehicle when travelling on Council business, that employee or member can claim £0.05 per passenger per mile. The employee and/or member passengers must also be travelling on Council business to qualify.

Public transport will be preferred where more practical and cost effective. All rail and air travel should be the most cost effective fare available. Employees and members should, as far as possible, travel standard class and should attempt to book their journeys sufficiently in advance to obtain the best possible price.

Where Oyster cards are used for tube, DLR, or tram, the employee or member should provide evidence of the cost incurred by printing off their online statement or by printing off the journey cost provided by the Oyster fare finder.

Taxis shall only be used when essential (e.g. urgency, awkward hours, transport of baggage, health reasons etc).

4. SUBSISTENCE

An employee or member may claim for the costs of meals and beverages reasonably purchased when travelling on Council business. This is intended to reimburse the employee for additional expense as a result of having to travel on Council business and personal incidental expenses cannot be claimed.

Breakfast, lunch and evening meals will be reimbursed up to a maximum amount of £40 per day. If employees and members incur costs in excess of the claimable £40 per day, only £40 of any receipts will be reimbursed.

Additionally, the employee or member may claim “personal incidental expenses” up to a maximum of £5 per day to cover items such as telephone calls, newspapers and laundry.

The total of any such costs must not exceed £5 otherwise no reimbursement will be allowed – *ie* the allowance will not be regarded as a contribution to such costs.

If the employee or member is away for more than one night, the daily limits (*ie* £40 and £5) may be averaged across the number of nights that the employee is away.

The rules above apply to overseas travel as well as UK travel. However, in some cases, it may be necessary to allow higher limits for subsistence costs, subject to discussion and approval from the Clerk.

5. ACCOMMODATION

The cost of accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impractical to attend the approved duty without staying over the previous

or following evening (e.g. where an employee or members' journey would have to start from home before 06:00am or return home after 10:00pm).

Accommodation sought must be the most cost effective and take into account a reasonable distance required to travel to/from the approved duty.

6. ENTERTAINING

Employees and members should only entertain visitors and guests where it is likely to assist the Council in its objectives and with the prior approval of the Clerk.

In general, entertainment counts as business-related if its purpose is to discuss a particular Council project, maintain an existing service or to form a new service.

By contrast, entertainment won't count as business-related if its purpose is of a social nature.

Amounts claimed should be reasonable and appropriate.

7. EYE TESTS AND SPECTACLES

Hale Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). As such, the Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician, if you use display screen (computer monitor) equipment for a significant part of your working day on Council business. The Council will only reimburse one eye test in any twelve month period.

If the test reveals that spectacles are required for exclusively VDU work, the Council will contribute £75 towards the cost of basic spectacles exclusively for VDU use. This policy does not apply to contact lenses.

8. PROCEDURE

All expenses claims must be made on the claim form with VAT receipts attached as appropriate. Claim forms are available from the Clerk to Hale Parish Council.

All receipts should be originals.

It is important that employees and members keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, employees and members should keep a log showing where the journeys commenced and ceased and the number of miles travelled.

The completed and signed form, with receipts attached, should be given to the Clerk for processing.

The Clerk will scrutinise all claims submitted. If satisfied that the claims are eligible, they will be approved and paid.

All overseas transactions in local currency must be converted to sterling at the valid rate on day of expense.

All employees and members should ensure that expense claims are submitted at the time they are incurred, or within a period of no more than three months following the expense. If the employee or member fails to submit a claim for a particular item at the time and instead claims it later after a period of three months has lapsed, Hale Parish Council may, at the discretion of the Clerk, refuse to reimburse the expenditure.

9. REIMBURSEMENT

Expense claims are normally paid in the following monthly payment run, unless circumstances require payment sooner.

10. MISCELLANEOUS EXPENSES

There may be other incidental expenses incurred by employees and members that are not covered by these rules such as stationary, phone calls, postage etc which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

11. NON-REIMBURSABLE EXPENSES

The following categories of expense will not be reimbursed:

- Expenses whereby credit card receipts are the only available evidence, unless exceptionally approved by Council
- Personal entertainment of any sort
- Mini bar consumables

12. ABUSE OF THIS POLICY

Any abuse in the application of this policy by employees will be dealt with in accordance with Hale Parish Council's disciplinary policy and may possibly result in disciplinary action being taken, up to and including dismissal.

Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

13. REVIEW

This policy is to be reviewed regularly and updated subject to Council request and changes to national framework.



Please ask for: Charlotte Sturdy Extn: Quoting 24/00080/FUL

Date: 07.03.2024

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

Application Number: 24/00080/FUL

Proposed single storey extensions to rear and front with conversion of garage at 4 Ellwood Close
Hale Liverpool L24 4BX

The Council has received the above planning application and would welcome any comments you may wish to make. Should you wish to make any comments on the proposed development, would you please reply by e-mail to dev.control@halton.gov.uk within 21 days of the date of this letter. The plans and supporting information can be viewed at :

<https://webapp.halton.gov.uk/planningAPPS/showCaseData.asp?CaseNo=24/00080/FUL>

Should we not hear from you within 21 days we will presume you have no comments to make on the application.

Yours faithfully

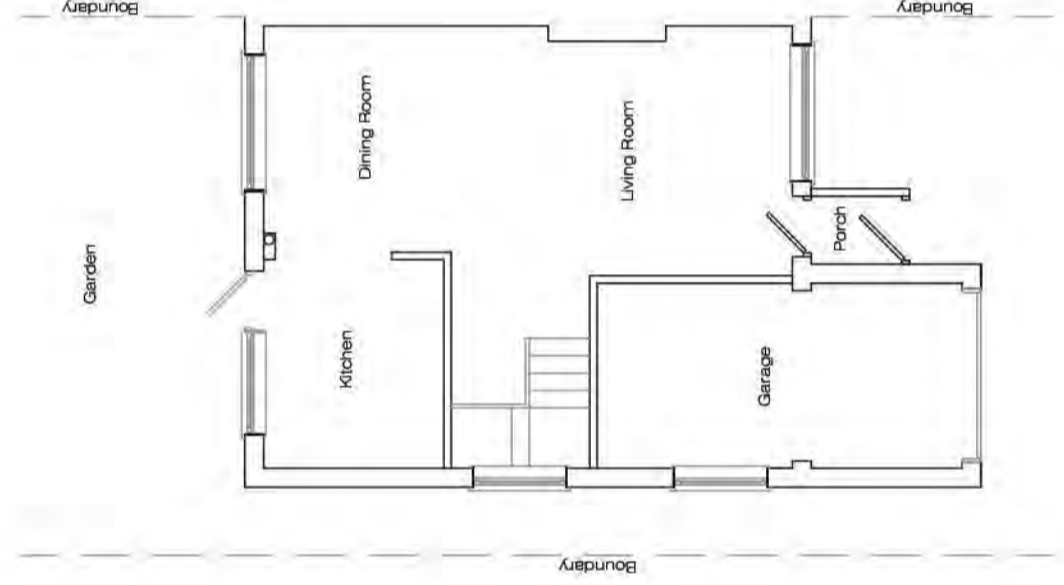
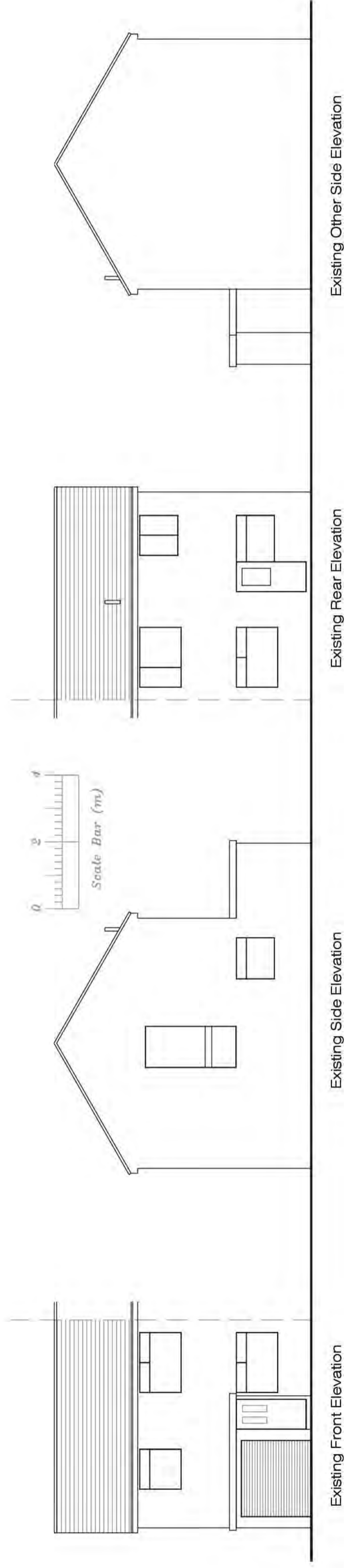


Andrew Plant
Divisional Manager - Planning & Development

It's all happening IN HALTON

2400080FUL

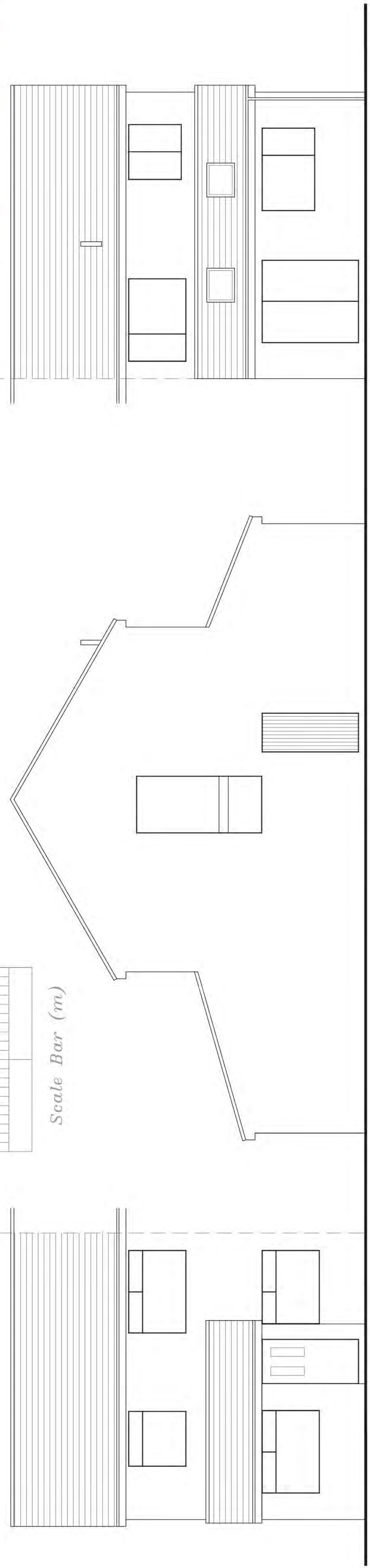
29/02/2024



Existing Ground Floor Plan

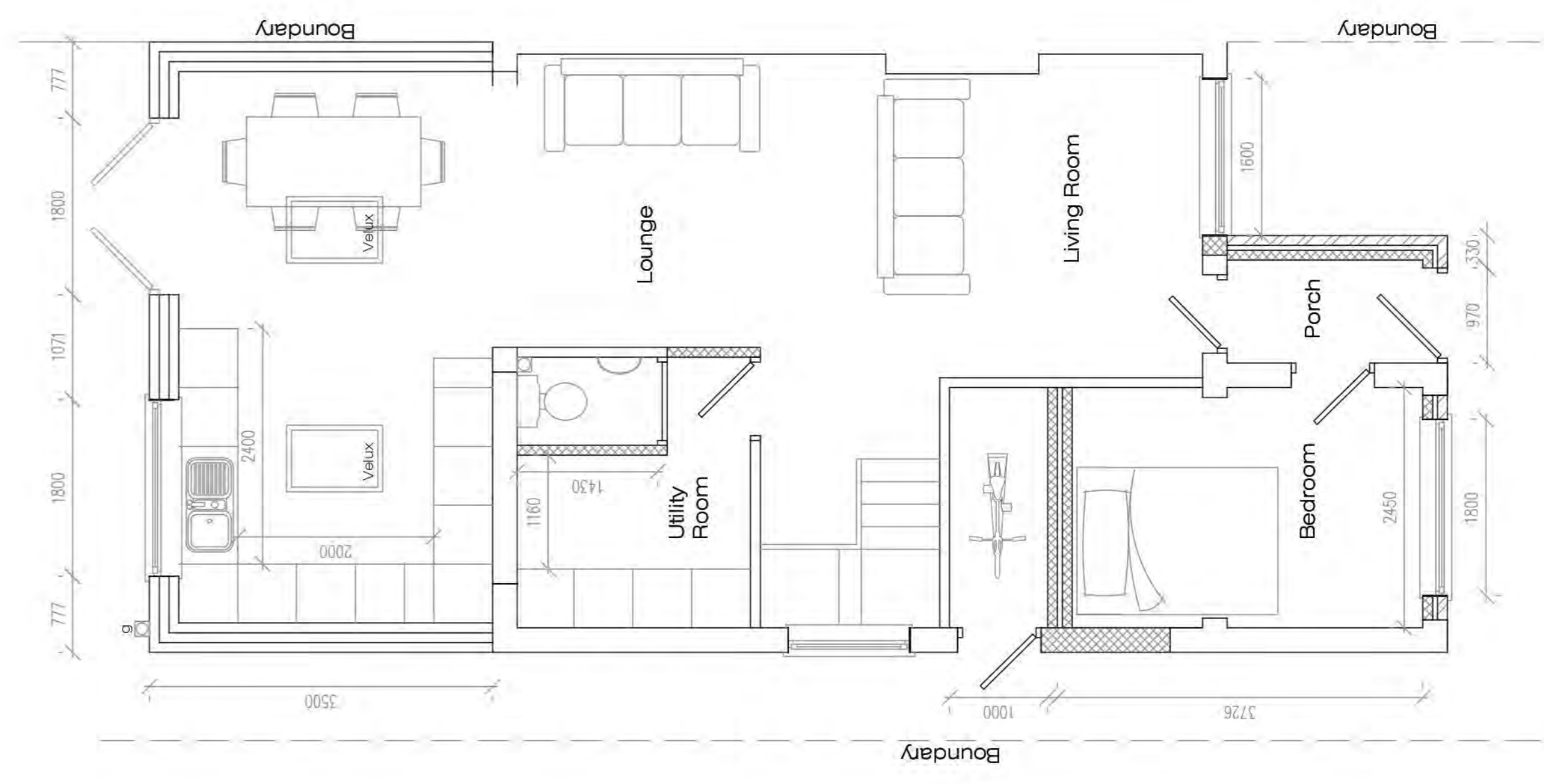
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Job Title		Single storey extension to rear with conversion of garage		
Drawing title		Existing Plans		
Chkd	Appvd	date	scale	Dwg No.
		Feb '24	1:100 @ A2	001

2400080FUL
29/02/2024

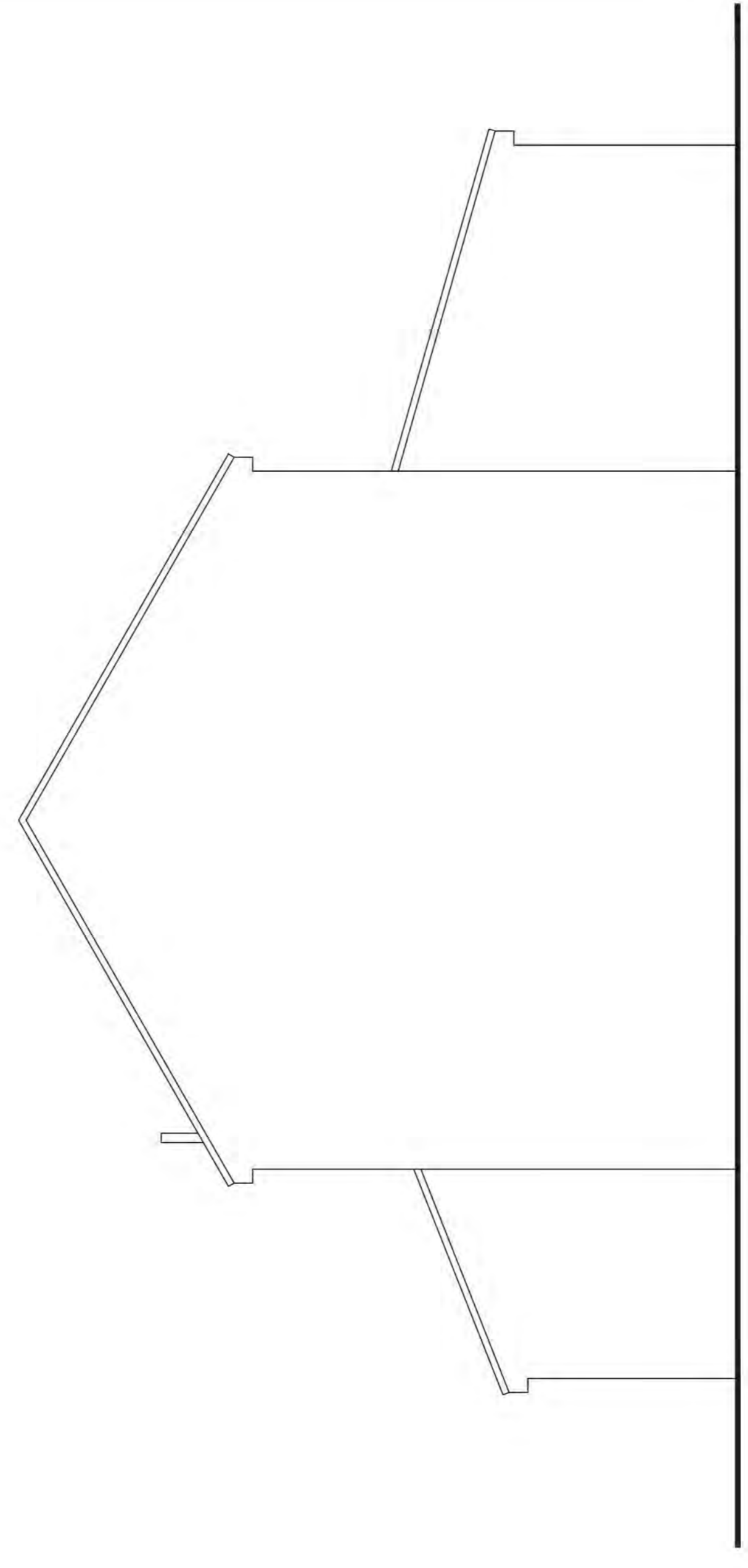


Proposed Side Elevation

Proposed Rear Elevation



Proposed Ground Floor Plan

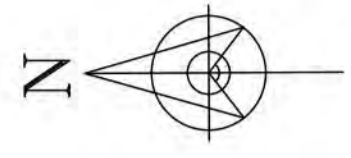


Proposed Other Side Elevation

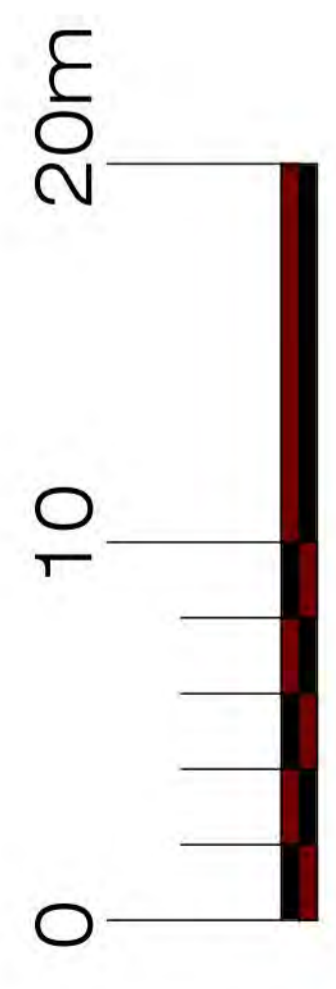
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Job Title	Single storey extensions to rear and front with conversion of garage							
Drawing title	Proposed Plans							
Chkd	Appr	date	Feb '24	scale	1:50	Dwg. No.	A1	002

2400080FUL

29/02/2024



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100047474



Proposed Block Plan

Address			
4 Ellwood Close, L24			
Job Title			
Single storey extensions to rear with conversion of garage			
Drawing title			
Site Location Plans			
Chkd	Appvd date	scale	Dwg No.
	Feb '24	1:200/1:1250 @ A2	003