



SHAVINGTON
CUM
GRESTY

**Shavington-cum-Gresty Council
Parish Council meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

25 November 2021

To: **Members of the Shavington-cum-Gresty Parish Council**

Dear Councillor,

You are summoned to attend the meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 1 December** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP**.

Please note: any members of the public that wish to attend, please register with the clerk by emailing clerk@shavingtononline.co.uk by 3pm on Wednesday, 1 December 2021.

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 6 October 2021 and 17 November 2021 (attached)
4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive a report from the Village Beat Manager

6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) (attached)
7	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 6 October 2021 or any items arisen since then:</p> <p><u>Committee:</u> Community and Environment Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee (Minutes attached) <u>Chair:</u> Cllr McIntyre Meeting held 13 October 2021 Items for consideration:</p> <ul style="list-style-type: none"> i. that a recommendation is made to Full Council to allocate a budget up to £1,500 from the Village Hall reserve for the painting of the main hall. ii. that a recommendation is made to Full Council to allocate a budget up to £300 to purchase and replace ceiling tiles in the Village Hall kitchen. Further considerations are needed with regards to the replacement of the vinyl floor in the kitchen: in order to evaluate if the stock of roll vinyl floor owned by the Parish Council is enough to cover the area or if a new one is needed. iii. that a recommendation is made to Full Council to purchase a camera iv. that the draft budget is approved and recommended to Full Parish Council subject to the following amendments being made: <ul style="list-style-type: none"> a. Kitchen refurbishment: £5,000 <p><u>Committee:</u> Environment and Recreation Committee (Minutes attached) <u>Chair:</u> Councillor Ferguson Meeting held 20 October 2021 Items for consideration:</p> <ul style="list-style-type: none"> v. that the Commemorative Bench Sponsorship agreement is approved and recommended to Full Council vi. that the draft budget is approved and recommended to Full Council subject to the following amendments: <ul style="list-style-type: none"> a. Ground maintenance £24,000 <p><u>Committee:</u> Finance Committee (Minutes attached) <u>Chair:</u> Cllr Wain Meeting held 17 November 2021 Items for consideration:</p> <ul style="list-style-type: none"> vii. that the BACS Payment Compensating Control Procedure is reviewed and considered at Full Council, and that a second level of check in the online payment process is introduced. viii. that the draft Finance Committee budget 2022/23 v.2 is approved and recommended to Full Council as part of the budget setting process subject to the following amendments being made:

	<p>a. To reduce PCSO budget to £33,3k</p> <p>b. To merge “recreational land” and “140 main road” budget together: “Acquisition projects” £10k</p> <p>c. To reduce Defibrillator budget to £500 to cover the cost of kiosk refurbishment and to set up a campaign to encourage residents to sponsor defibrillator to balance any increase in staff costs</p> <p><u>Committee:</u> Staffing Committee</p> <p><u>Chair:</u> Councillor Buchanan</p>
8	To note and approve payments since the previous meeting (attached)
9	To consider to approve the next round of payments (attached)
10	To note the YTD Parish Council finance position (attached)
11	To note the Data Protection Compliance Review report completed by JDH Business Service Ltd and to consider the implementation of any urgent action needed (attached)
12	To note the H&S General inspection report completed by Rhino Safety and to consider the implementation of any urgent action (attached)
13	<p>To note and consider:</p> <ul style="list-style-type: none"> - Shavington cum Gresty Parish Council general risk assessment (attached) - Vine Tree Play Area risk assessment (attached) - Shavington cum Gresty Fire risk assessment (attached)
14	<p>To receive and consider to adopt the following policies:</p> <ul style="list-style-type: none"> - Shavington cum Gresty Health and Safety Policy (attached) - Shavington cum Gresty Environmental and Sustainability Policy (attached) - Shavington cum Gresty Bench Sponsorship Policy (attached) - Shavington cum Gresty Cyber Security Policy (attached) - Shavington cum Gresty Data Breach Policy (attached) - Shavington cum Gresty Data Processing Agreement (attached) - Shavington cum Gresty Document Retention Policy (attached) - Shavington cum Gresty Internal Privacy Notice (attached) - Shavington cum Gresty Member Security (attached) - Shavington cum Gresty Subject access request procedure (attached) - Shavington cum Gresty General Privacy Policy and Website Privacy Policy (rev) (attached)
15	To receive an update with regard to the Cheshire East Council Community Governance Review.
16	To consider a proposal to sponsor the maintenance costs of n.2 defibrillators in the Parish (attached)

17	<p>To consider to review the current Financial Regulation (attached).</p> <p>And to consider to review the bank arrangements and to add the Community Manager as new signatory/authorised user to the Parish Council and Village Hall Bank account.</p>
18	To consider making a response to the following planning applications:
	<p>a. Application: 21/5722N Proposal: High Speed Rail (West Midlands-Crewe) Act 2021, pursuant to Schedule 17 Part 1, Paragraph 6 Conditions relating to Road Transport, of the Phase 2a Act . Location: HS2 Phase 2a lorry routes relating to Community Area 5 for authorised sites National Grid Ref: 370696 352714 (attached)</p>
19	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
20	To note an update with regards to 140, Main Road and to consider to submit the Cheshire East Council Asset Transfer Enquiry form to start the Asset Transfer process (to follow)
21	To receive and consider an update with regards to the Ground Maintenance
22	To consider granting a sponsorship to Shavington Primary School for the use of the car park (attached)
23	<p>To consider recommendations for the budget setting 2022/23 from the following Committees:</p> <ul style="list-style-type: none"> a. Village Hall Committee b. Environment and Engagement Committee c. Finance Committee <p>And to consider to approve the Parish Council budget for the forthcoming financial year and the precept request for 2022/23 (attached)</p>
24	To consider to review Committee Membership 2021/22 (attached)
25	To consider making a comment to Cheshire East Council with regards to Final Draft Housing Supplementary Planning Document (attached)
26	It is recommended that the Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 4 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
27	To consider the adoption of an internal protocol (to follow)

28	To consider staffing matter (to follow)
29	To note the date of the next Council Meeting – 5 January 2022

Shavington-cum-Gresty Council
Parish Council meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on
Wednesday 6 October 2021

In attendance: Cllr Adams, Buchanan, Ferguson, B Gibbs, K Gibbs, Hancock¹, McIntyre, Moore

ScG/21/10/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs Hackett and Jones.
ScG/21/10/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG/21/10/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 1 September 2021 and 29 September 2021
	RESOLVED: That the Minutes of the previous meetings are approved and signed as an accurate record.
ScG/21/10/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	<p>A member of the public asked for an update with regards to playfields in the Parish, and some clarifications with regards to works undergoing on the roundabout in Gresty Road.</p> <p>Councillors NOTED the comments and suggested that the member of the public should attend the next Environment and Recreation Committee meeting to gain more information about the Recreational Land project led by the Parish Council. Councillors advised the member of public to contact Cllr Marren (CEC) with regards to works undergoing on the roundabout on Gresty Road.</p>
ScG/21/10/5	To receive a report from the Village Beat Manager
	<p>PCSO Nigel Hobbs briefed Members on the item.</p> <p>Members NOTED the update.</p>

¹ Joined the meeting at 1935 hrs

ScG/21/10/6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)
	Members NOTED the report.
ScG/21/10/7	<p>To receive updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 1 September 2021 or any items arisen since then:</p> <p><u>Committee:</u> Community and Environment Committee <u>Chair:</u> Councillor K Gibbs <u>Meeting held</u> 22nd September 2021 <u>Items for consideration:</u></p> <p>i. that the DRAFT Community and Engagement budget 2022/23 is recommended to Full Council as described in the budget setting process, with the following amendments:</p> <ul style="list-style-type: none"> • That the Queen Jubilee cost code is merged it with the Event 1 - Village Festival cost code • That the Event 1 – Village Festival budget is increased to £3,500 <p><u>Committee:</u> Finance Committee <u>Chair:</u> Cllr Hackett <u>Meeting held</u> 29th September 2021 <u>Items for consideration:</u></p> <p>ii. that the DRAFT Finance budget 2022/23 is recommended to Full Council as described in the budget setting process, with the following amendments:</p> <ul style="list-style-type: none"> • Website subscription £2,100 • Website transparency £1,000 (the Community Manager is asked to request an estimate from the supplier) • Office expenditure £1,000 <p>iii. that the Parish Council Financial Risk Assessment is approved and recommended to Parish Council subject to the following amendment being made:</p> <ul style="list-style-type: none"> • Hire Charges: all booking must be paid in advance <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Councillor McIntyre</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p>

	Members NOTED the update.
ScG/21/10/8	To note and approve payments since the previous meeting
	Members NOTED the report. RESOLVED: that the payments since the last meeting are approved.
ScG/21/10/9	To consider to approve the next round of payments
	Members NOTED the report. RESOLVED: that payments are approved.
ScG/21/10/10	To note the conclusion of audit and to consider the external auditor report and certificate
	Members NOTED the conclusion of audit and the external auditor report and certificate.
ScG/21/10/11	To consider making a comment to Cheshire East Council with regards to the Local Government Association new model code of conduct
	Members NOTED the year-to-date financial position of the Parish Council.
ScG/21/10/12	To consider making a comment to Cheshire East Council with regards to the Local Government Association new model code of conduct
	Members NOTED the update. RESOLVED: that no comment is made.
ScG/21/10/13	To consider a report from the Parish Clerk with regards to Christmas Lights for the Village Hall
	Members NOTED the report. RESOLVED: not to proceed further with the Christmas lights display.
ScG/21/10/14	To receive and consider and update with regards to Shavington-cum-Gresty Remembrance Service
	Cllr B Gibbs briefed Members with regards to the Shavington-cum-Gresty Remembrance Service. Members NOTED the update. RESOLVED: that no change is made from the last year event format, with the only exception of the refreshment being offered at the end of the Service.
ScG/21/10/15	To receive and consider an update with regard to the Cheshire East Council Community Governance Review.

	<p>To consider to review the Parish Council alternative proposal approved by the Council on 6 May 2021, in order to align the Parish Council view with the data gathered from the community survey.</p> <p>To note an update with regards to the Parish Boundary booklet and Boundary Booklet Reminder, and to consider to allocate a budget to cover the cost of design, printing and delivery</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Parish Council alternative proposal agreed in May, is amended as follow <i>“That in line with the result of the public consultation undertaken the boundary with Rope, Crewe South, Wistaston (at Gresty Brook adjacent to Pebble Brook playing field) remains unchanged, and aligned with the Gresty Brook line.”</i></p> <p>RESOLVED: that a budget up to £4,000 is allocated from reserve to cover the cost of design, printing, delivery of the “Boundary Booklet” and “Boundary reminder flyer” and related marketing activities. And that Councillors will volunteer on Sunday 21 November to deliver the “Boundary Reminder flyer”, under the coordination of the Community Manager.</p>
ScG/21/10/16	To note and consider and update with regards to 140, Main Road and to consider how to progress with the project.
	<p>Cllr B Gibbs briefed Members with regards to 140, Main Road.</p> <p>Members NOTED the report.</p> <p>RESOLVED: that in partnership with Wishing Well and YMCA, the Parish Council organises focus groups with representative of community groups and residents to define a shared vision for the building in order to direct the business plan.</p>
ScG/21/10/17	To consider a proposal from Rhino Safety to undertake a Health and Safety review and check of the Shavington Village Hall and to allocate a budget from reserves
	<p>Members NOTED the report from the Clerk.</p> <p>RESOLVED: that a budget of £500 + VAT is allocated from reserve and that the Clerk is instructed to sign the contract.</p>
ScG/21/10/18	To consider making a response to the following planning applications
	a. Application 21/4784N²

² Cllr Hancock declared a non-pecuniary interest in this item

	<p>Proposal: Erection of a new Church and Community Space (Use Classes F1(f)) F2(b) respectively) including associated access road, parking, service provision and landscaping.</p> <p>Location: New Church Development Site, CREWE ROAD, SHAVINGTON</p> <p>National Grid Ref: 370152.1344 351714.6634</p> <p>Deadline: 20 October 2021</p> <p>RESOLVED: That the application is supported by the Parish Council</p> <p>b. Application 21/4941N</p> <p>Proposal: Two storey extension to side of dwelling</p> <p>Location: 49, PARK ESTATE, SHAVINGTON, CHESHIRE, CW2 5AW</p> <p>National Grid Ref: 370670 352330</p> <p>Deadline: 14 October 2021</p> <p>RESOLVED: No comments</p>
ScG/21/10/19	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	<p>a. Application 21/0653N</p> <p>Proposal: 4.no detached houses and ancillary works</p> <p>Location: ADJ 16, HUNTERSFIELD, SHAVINGTON, CW2 5FB</p> <p>Deadline: 18 October 2021</p> <p>RESOLVED: that the comments previously submitted by the Parish Council are restated.</p> <p><i>“This is an application to vary a condition applied to approval 15/2783N, dated 1 December 2015 and that application expired on 30 November 2018 as no work had commenced on site. Members were of the view that the variation application is, therefore, invalid, as the planning permission had expired, and on that basis, the application should be rejected and re-submitted as a full planning application.</i></p> <p><i>b) Members noted that Cheshire East Council (CEC) (Planning Enforcement) has asserted that planning permission was gained under the [erroneous] inclusion of this field in the original planning approval for the Shavington Triangle site (12/3114N). This land strip was excluded from the final design for the Shavington Triangle, which it is presumed is a consequence of this error. Despite this, it was included in the Cheshire East Local Plan adopted in July 2017. If CEC is asserting that this site forms part of the overall strategic site, then it must comply with the requirements of Policy LPS-9 in the Local Plan: the Shavington/Wybunbury Triangle which requires developer provision of green spaces ;contributions to highways and habitat improvements; and education and health provision.</i></p>

The Parish Council expects CEC to request the developer to make a provision which will ensure compliance with this policy.

c) The area of land shown on the plan is incorrect as it indicated that part of the garden of No. 16 is in the ownership of the applicant.

d) The proposed development will result in a house being built only 1 metre from the boundary of No.16 (i.e. adjacent to the strip of land which has been included on the site plan of the applicant) and will result in overlooking from the first floor of the new houses, into No. 16.

e) The access to the site will be practically through the driveway of No. 16 Huntersfield, and through an unadopted road. The Parish Council requests the Borough Council to give protection to the homeowners affected by the environmental impact of construction traffic travelling through such a constrained driveway. Moreover, the access only lends itself to either two or three properties of the type proposed; not four detached properties.

f) This strip of land acts as green gap between Huntersfield and the approved Shavington Triangle development. Cheshire East Council is asked to ensure that the loss of this green gap is in accordance with its own policies designed to protect these spaces.

g) The proposals suggest over-development of the site which is linear, and would be cramped in relation to other properties on the site.

h) The single access to the site will cause significant disruption to the residents during construction as there is no on-site parking or unloading throughout the development. The work could last for up to two years.

i) The number of properties is excessive and should be reduced. Moreover, the properties do not reflect the style of the surrounding Huntersfield properties. This is contrary to CEC's Local Plan. There are no 2½/3-storey houses in Huntersfield, and the planned windows will overlook neighbouring properties.

j) There is no drainage plan submitted with the application. As such, it is difficult for the Parish Council to ascertain how drainage from these properties will integrate with the system to be constructed as part of the Shavington Triangle Phase II. For this reason, the Parish Council requests that planning approval be deferred until an acceptable drainage plan is submitted. k) There have been multiple planning applications in respect of this strip of land, all of which have expired with, apparently, tenuous attempts at establishing commencement of work to ensure that the permission did not lapse.

l) The Parish Council is also of the view that this application should be determined by the Southern Planning Committee, rather than being a delegated decision."

ScG/21/10/20	<p><i>To consider recommendations for the budget setting 2022/23 from the following Committees:</i></p> <ul style="list-style-type: none"> <i>a. Staffing Committee</i> <i>b. Community and Engagement Committee</i> <i>c. Finance Committee</i>
	<p>Members NOTED the DRAFT Committee budgets 2022/23.</p> <p>RESOLVED: that the Cheshire Pension Scheme is included into the budget draft for Members consideration and review.</p>
ScG/21/10/21	<p><i>To receive and consider an update with regards to the Ground Maintenance contract and any ad-hoc services needed</i></p>
	<p>Cllr Ferguson updated Members with regards to the item.</p> <p>Members NOTED the report.</p> <p>RESOLVED: that the E&R Committee is instructed to review and consider the proposals received for the Ground Maintenance contract and to inform the budget setting accordingly³</p> <p>RESOLVED: that the quote from Green Living Horticultural Ltd for the following:</p> <ul style="list-style-type: none"> a. planting schemes, village hall, the play area maintenance 3days £1370 b. New winter bedding plants and winter rose bed feed Total if £440 <p>is accepted and the Clerk is instructed to confirm and pay the job accordingly</p> <p>RESOLVED: That the E&R Committee is delegated to review and consider the quote for the maintenance service from October 2021 to March 2022 within budget and in line with the Council Finance Regulations.</p>
ScG/21/10/22	<p><i>To consider to allocate up to £700 from the Admin/Staff ICT budget to purchase ITC equipment for the staff as detailed in the report</i></p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Clerk is authorised to purchase the ICT equipment listed and a shredder up to £1000 (Admin/Staff cost centre – ICT cost code).</p>
ScG/21/10/23	<p><i>To consider to allocate up to £300 from the Admin/Staff Staff Expenses budget to purchase n.2 office chairs for the staff as detailed in the report</i></p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is authorised to purchase n.2 office chairs up to £300 (Staff/Admin cost centre – Staff expense cost code)</p>
ScG/21/10/24	<p><i>To consider a proposal to review the Staffing Committee ToR</i></p>
	<p>Members NOTED the update.</p>

³ Cllr Hancock left 2103hrs

	RESOLVED: that the Staffing Committee Terms of Reference are amended as suggested (5 members of authority).
ScG/21/10/25	<i>To consider to review Committee Membership 2021/22</i>
	Members NOTED the update. RESOLVED: that the item is postponed to the November Parish Council meeting.
ScG/21/10/26	<i>To consider a request from Shavington Academy to sponsor the Environment Award</i>
	Members NOTED the report. RESOLVED: that Shavington cum Gresty Parish Council will sponsor the Environment Award to Shavington Academy and that the Clerk is authorised to proceed with the payment of £50 ⁴ toward this.
ScG/21/10/27	<i>To consider a recommendation from the Finance Committee to adopt the reviewed Finance Risk Assessment</i>
	Members NOTED the report. RESOLVED: that the Finance Risk Assessment is approved.
ScG/21/10/28	<i>To note the date of the next Council Meeting – 3 November 2021</i>
	Members NOTED the date of the next Parish Council meeting.

Meeting Closed at 2115 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

⁴ Cllr Hancock back 2113hrs

Shavington-cum-Gresty Council
Parish Council meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on
Wednesday 17 November 2021

In attendance: Cllr Adams, Edgar, Ferguson, B Gibbs, K Gibbs, Hancock, Jones, McIntyre, Moore

ScG/21/12/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs Buchanan and Wain.
ScG/21/12/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG/21/12/3	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	Members of the public raised their concerns with regards to Planning application: 21/5199N. Members NOTED the comments.
ScG/21/12/4	To consider making a response to the following planning applications:
	a. Application 21/5216N Proposal: Construction of front boundary wall and rails and alteration to existing access Location: 23, WESTON LANE, SHAVINGTON, CW2 5AN National Grid Ref: 370738.1504 352202.6729 RESOLVED: that the proposal from Highways is supported.
	b. Application 21/5297N Proposal: Side extension to first floor, above existing garage Location: 14, WESTBURY CLOSE, CREWE, CW2 6TY National Grid Ref: 370042.0518 353457.4379 RESOLVED: No comments.
	c. Application 21/5199N

Proposal: Change of use of existing building to provide 7 residential units for supported living

Location: 1, ROPE LANE, (Junction of Main Road & Rope Lane), SHAVINGTON, CHESHIRE, CW2 5DT

National Grid Ref: 369885.6991 351830.5446

RESOLVED:

- a. Consultation process: the Parish Council has concerns around the way the consultation process has been managed so far. Consultation hasn't included letters to all residents in Barons Road, that has left those with ICT impediment out of the consultation process
- b. Parking: The Parish Council has concerns regarding the parking assumptions made in the planning application, for the following reasons:
 1. The developer assumed that almost all the residents who require supported housing will not drive. However, as the building is intended to house 16-18 years old, it is worth considering that a good proportion of its occupants will be of driving age.
 2. Binding the application to this assumption on the other hand, would also means that the clientele and use of the building shouldn't change in the future unless parking provisions are made. This should be a caveat that Cheshire East Council should make clear.
 3. Point 2.6 in the application refers to a free car public car park within walking distance. Although the Primary School car park is currently free, it should be noted that this is only due to a yearly agreement between the Parish Council and the Primary School. The assumption that this will remain free and open is not correct and should be revised accordingly.
 4. Considering the age range of the building residents it might be worth noting that parking areas for bikes and motorbikes should be provided and included in the application.
 5. This is possibly contrary to Local Plan Policies SD 1 Sustainable Development in Cheshire East, and SD 2 Sustainable Development Principles on the grounds that insufficient parking provision now life-limits this development if it requires a change of use (or user) at a later date
- c. Building intended use: the Parish Council would need some reassurance on the building use and the residents that are going to be hosted:
 1. An open meeting with the leading Charity should be organised to allow residents to raise any concerns and questions and have an open discussion

2. A written statement from the leading Charity should be signed defining the meaning of “supporting living” and listing and defining the groups it will address and support

- d. It is recommended that Cheshire East conduct a Risk Assessment in order to establish the impact on the surrounding community in particular the schoolchildren, for both the local primary and secondary schools that sit on this walking route. As a Parish Council, we have a concern upon behalf of concerned residents – elderly, young, vulnerable and infirm as to the lack of clarity of occupancy of the development.
- e. Busy junction: the building is located at a busy junction and the Parish Council has concerns with regards to the potential risk for users and residents. Highways should be requested to produce a traffic report to assess the potential impact and sustainability.
- f. Lack of leisure facilities: the Parish doesn't currently offer public leisure facilities such green area, park, community spaces available for teenagers. This should be taken into account when assessing the suitability of the area for the leading Charity. Also, this is potential in breach of LPS Policy SC1 Leisure and Recreation.
- g. Public transport: the current public transport service would not be enough to address more requests from residents. Consideration will be needed to reinforce and review the current schedule, to address possible needs of the building residents to access services like further educations and jobs.
- h. Flooding risks: the risks highlighted by United Utilities on the previous application (date 19.01.2021) with regards to longevity of the water service system and sustainability of the drainage system hasn't been properly addressed and need further assessment
- i. Environment impact: mitigation actions should be put in place to protect the local wildlife.
 - a. Attention should be given to bats habitat and a preliminary ecological appraisal should be provided with clear action to mitigate any impact. A detailed action plan should be included with clear actions that will be taken to mitigate the impact (such bat removal, bat roost removal, alternative accommodations,..) a proof of adequate funding to support any actions needed.
 - b. A bat roost should be provide on site to mitigate changes to the building.

	<p>j. Shavington-cum-Gresty Neighbourhood Plan: the current planning application breaches the following points of the newly adopted Neighbourhood Plan:</p> <ul style="list-style-type: none"> a. Policy COM1 loss of valued local facilities: the building was used as a local shop, and only applications supporting the re-introduction of local facilities and services should be considered b. Policy HOU3 – Housing for Older People: the only reason the Parish Council could support an application in breach of Policy COM1 would be if the proposal is aligned with Policy HOU3 – Housing for Older People. Indeed, Shavington-cum-Gresty Neighbourhood Plan recognises and highlights the need of accommodation for older people in the community, rather than facilities for youngest. c. Policy TRA2 – Parking: proposal that would exacerbate existing parking problem in the Parish or lead to the loss of existing parking provision are in breach of the policy. The applicant should provide plans for alternative transport facility or agreed to contribute toward the loss d. Policy ECON1 – The loss of facilities will only be supported where it can be demonstrated that no alternative user can be found through an appropriate marketing exercise for at least 24 months. As per point 12.7 d) the applicant is required to provide a record of enquires and outcomes e. Policy ECON1 – New and expanded employment facilities should ensure adequate cycling storage facilities and design should be included to enable charging of plug-in electric vehicles. The applicant should provide adequate plan to align the proposal to the Neighbourhood plan. <p>d. Application 21/5428N Proposal: Householder application for a single storey extension to the rear of the property. Location: 5, WESSEX CLOSE, SHAVINGTON, CW2 5HX National Grid Ref: 370190.8988 351475.9595</p> <p>RESOLVED: no comments.</p>
ScG/21/12/5	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	No application has been received.
ScG/21/12/6	To consider the final text for submission to the Cheshire East Council Strategic Governance Review consultation
	Members NOTED the report.
	Cllr Edgar declared an interest in the item and abstained from the vote.

	<p>RESOLVED: that the following text is agreed and approved for submission to the Cheshire East Governance Review Consultation¹:</p> <p><i>“Shavington-cum-Gresty Parish Council disagrees because the areas affected by the proposed boundary changes to Shavington-cum-Gresty broadly identify as being in Shavington-cum-Gresty. We are one parish, one community and one identity and we wish to remain as one. The Parish Council would suggest that, in line with the research carried out, the reviewed boundary lines follows:</i></p> <ul style="list-style-type: none"> <i>• Beginning where Shavington Bypass intersects Rope Lane, take the boundary northwest, up Rope Lane towards the traffic lights, to where Rope Lane intersects Gresty Lane. Head east along the Shrewsbury to Crewe railway line until it aligns with the houses on Gresty Lane. Head north, crossing the railway line, following the brook with Hanbury Close to the west and Westbury Close to the east, until the stream meets Gresty Brook.</i> <i>• Travel east along Gresty Brook until Gresty Brook meets the railway line. Follow the edge of the railway line east, then south, passing Basford Hall Sidings. Continue south until the railway line and the A500 intersect.</i> <i>• From the A500, go west to where the current parish boundary intersects with the bypass, north of Shavington Hall. Then go south, following the current parish boundary and wrap around to where the current boundary intersects with Newcastle Road at Rose Cottage.</i> <i>• From Rose Cottage, head west, behind Eden Vets, parallel to Newcastle Road to intersect with Stock Lane. Then go south-west, down Stock Lane, to the junction which meets with Dig Lane.</i> <i>• Travel north-west, up Dig Lane, until it intersects with the stream. Then head west, following the stream until Haymoor Green Road. Head north and intersect with Newcastle Road. From the west of Blakelow Farm, head in a north-east direction following the line of the current boundary until it intersects with the A500. Follow the A500 east until it intersects with Rope Lane.”</i>
ScG/21/12/7	<p>To consider adopting the BT kiosk in Crewe Road (Shavington) and to delegate the Clerk to sign the contract on behalf of the Parish Council</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that the BT kiosk in Crewe Road is adopted and that the Clerk is instructed to sign the contract on behalf of the Parish Council and pay the fee (£1)</p>

¹ Cllr Hancock left 1906hrs, Cllr Hancock re-joined the meeting at 1907hrs

ScG/21/12/8	To note and approve payments since the previous meeting
	Members NOTED the report. RESOLVED: that the payments since the last meeting are approved.
ScG/21/12/9	To consider to approve the next round of payments
	Members NOTED the report. RESOLVED: that the next round of payments is approved. RESOLVED: that the meeting is suspended for 1930hrs to 1940hrs to allow the Parish Clerk to review planning application responses and take into account all Members comments, prior to the end of the meeting.
ScG/21/12/10	To note the date of the next Council Meeting – 1 December 2021
	Members NOTED the date of the next Parish Council meeting.

Meeting Closed at 1944 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero



Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide a report from Cllr Marren (CEC)

Version Control: v0

Author: Cllr Marren (CEC)

Shavington Parish Council December 2021

Cheshire East scoops top parks awards

In a record-breaking year for the Green Flag Award, parks in the borough have enjoyed great success. The parks celebrating the awards are: Queens Park in Crewe, Congleton Park, Sandbach Park, Fountain Fields in Middlewich, Bollington Recreation Ground, The Moor in Knutsford, Tegg's Nose Country Park, near Macclesfield, Brereton Heath Local Nature Reserve and Milton Park in Alsager. Tatton Park near Knutsford also received the international mark of accreditation.

The Green Flag Award scheme, managed by environmental charity Keep Britain Tidy, under licence from the Ministry of Housing, Communities and Local Government, recognises and rewards well-managed parks and green spaces, setting the benchmark standard for their management across the United Kingdom and around the world. It is the international quality mark for parks and green spaces. Along with Queens Park in Crewe and Congleton Park, Tatton Park also achieved the much-coveted Green Heritage Site Accreditation for management of its historic features. The accreditation is supported by Historic England.

Good parks have hugely positive impacts both in terms of our commitment to climate change and the increased biodiversity they provide. And whilst we're on this subject....

Council seeks residents' views for parks and green spaces

Cheshire East Council is seeking the views of residents as it looks to update its municipal parks strategy.

Parks and green spaces have become even more integral to our daily lives as a vital means of improving our mental and physical health and wellbeing. As we approach two years of living with the pandemic and face the challenge of the climate emergency, the council feels that now is the right time to review its approach in the future.

The council has acknowledged that its current strategy has some aspects that would benefit from a review, especially in light of the pandemic. Residents are being asked to complete a short survey to provide their opinions on how this could happen.

The two key areas the council has been focused on recently to improve its parks and open spaces have been health and wellbeing and the protection and enhancement of biodiversity across the borough.



The results of the survey will help to inform the review and will feed into how the council manages its parks and green spaces in the future.

To take part in the parks and green spaces survey, visit:
<https://surveys.cheshireeast.gov.uk/s/CEParksGreenSpaces/>

All feedback needs to be provided by Sunday 28 November.

Council's CCTV team capture gold standard government accreditation

The Home Office has awarded a top British Standard accreditation to Cheshire East Council's CCTV team – the people who work around-the-clock to make the borough's streets safe.

It is the second time in a year the team have received recognition for the quality of their operation, its high standard of security and the service they deliver to the residents of the borough.

The British Standard 7958 means the service has been independently audited by the Home Office. The accreditation states the data collected in the form of video images, are gathered '...in the most professional, proportionate and ethical manner.'

It goes on to applaud the service for:

- Its high standard of training and development of staff;
- Operational procedures which are established and followed;
- Camera operations which are all necessary for reducing crime; and
- Making it safe 'for citizens to go about their lawful business'.

The latest accreditation builds on the kitemark received a year ago when the team were awarded a stage two UK surveillance camera award, following a detailed audit by the National Security Inspectorate.

The CCTV operatives work 24/7 studying the images channelled through many cameras dotted around our streets and car parks.

Having previously managed the C&NBC CCTV service I know that this lends real reassurance to residents – particularly women and older people walking alone – and helps all residents feel safe on our streets, and that the monitoring service is operated with the utmost professionalism.

The team work closely with Cheshire police and the council's enforcement officers. They can direct them to an incident or suspicious behaviour within minutes and provide the vital video evidence to support any prosecution. The team often handle more than 1,000 incidents a year, helping to coordinate scores of arrests and provide the captured CCTV images to secure criminal conviction. But they have also helped to locate missing vulnerable persons so that they can be returned to a safe refuge, such as a care home.

All data gathered via CCTV is treated in the strictest confidence, staff are highly trained and vetted, and the service adheres to the guidelines set down under the Protection of Freedoms Act 2012.

They can provide a CCTV service to outlying villages like Shavington and if Councillors were interested I could arrange a visit to the control room in Macclesfield.

Council's registrars voted best wedding ceremony provider for the fourth time!

Cheshire East Council's registrars have been voted best in the North West for the fourth year in a row for the quality of their marriage ceremonies.

They retained their crown for 'best ceremony provider' at the regional wedding awards held recently at The Mere, Knutsford and hosted by County Brides Magazine.

The registration service was also praised for the way it adapted to Covid, having to quickly rearrange dates to suit couples and deliver a seamless service.

Staff arranged more than 1,500 ceremonies, occasionally bringing the happy day forward owing to the disruption caused by Covid lockdowns and isolation.



A further 1,000 couples will be saying 'I do' between now and 1 April, in ceremonies supervised by the council's registrars at one of the 80 approved premises now licensed for weddings in the borough.

Andrew Foster, lead ceremony coordinator, says "we need more team members to help with the demand. CEC are recruiting and anyone who feels they have the personality and confidence to conduct a marriage service, as well as meeting all our other requirements, should contact us via the Cheshire East Council website " https://www.cheshireeast.gov.uk/job.../jobs_and_careers.aspx

The registrations service is headed for an even busier time during 2022, with more than 2,000 ceremonies already booked.

Cheshire East Council supports 'city status' bid

Cheshire East Council is supporting a town-council led bid to grant Crewe 'city status'.

As part of a competition launched to mark the Queen's Platinum Jubilee, three new cities are to be designated in 2022.

Crewe Town Council has announced it will be putting forward a bid for the railway town to be granted the rare honour.

Local community pharmacies consultation

The Council want to hear about local community pharmacies, and about how we use them.

Views will help inform the council's Pharmaceutical Needs Assessment (PNA) which will look at the pharmacy needs of the local population and ensures that community pharmacy services are provided in the right place, and meet the needs of the communities they serve both now and in the future.

You can complete this survey through the link. The questionnaire is anonymous and confidential and should take no longer than 10 minutes to complete.

https://www.surveymonkey.co.uk/r/GBTVKJD?utm_medium=email...

Responses need to be submitted by Friday 6 December 2021. Analysis of the responses will be undertaken, and a summary report will be written which will be published on Cheshire East Council Website in October 2022.

If you have any questions about this survey, or about the PNA in general, please contact the Cheshire East Public Health Intelligence Team at PHIT@cheshireeast.gov.uk.

New Christmas bin collection dates released—affects Shavington

Ansa – Cheshire East Council's wholly-owned environmental services company – have placed information stickers on black bins of those households whose normal collections fall on the bank holidays advising residents of changes to their collection schedule over the Christmas and New Year period.

There will be no garden waste collections from Wednesday 22 December to Monday 3 January 2022. Collections will resume as normal on Tuesday 4 January.

The changes will only affect those households that have their household waste or recycling collections on a Monday or a Tuesday.

- The last day of garden waste collections before Christmas will be on Tuesday 21 December. Collections will resume on Tuesday 4 January, 2022.

- There will be no recycling or black bin collections on Monday 27 December (Christmas Bank Holiday), Tuesday 28 December (Boxing Day Bank Holiday) or Monday 3 January, 2022 (New Year's Day Bank Holiday)

- If your black bin was due for collection on Monday 27 December, it will now be collected on Thursday 23 December

- If your silver bin was due for collection on Monday 27 December, it will now be collected on Wednesday 22 December



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- If your black bin was due for collection on Tuesday 28 December, it will now be collected on Wednesday 29 December
- If your silver bin was due for collection on Tuesday 28 December, it will now be collected on Friday 24 December
- If your black bin was due for collection on Monday 3 January, it will now be collected on Friday 31 December
- If your silver bin was due for collection on Monday 3 January, it will now be collected on Thursday 30 December.

Please ensure your bin is out for 6.30am on all collection days.

Local household waste and recycling centres will continue to stay open (except for Christmas Day) to accept garden waste and any excess household waste.

More information on Christmas and New Year bin collections can be found on the waste and recycling pages of the Cheshire East Council website www.cheshireeast.gov.uk/recycling

Council launches business recovery and growth programme

Cheshire East Council is encouraging SME businesses in the borough to access a FREE recovery and growth programme – which includes support to help them apply for grant funding.

The council's Recovery and Growth Programme was officially launched this week and is aimed at assisting eligible businesses that are seeking to grow, adapt, diversify or expand their current operation to support their long-term sustainability.

The programme is accessed via an online hub and offers a number of support options depending on the individual needs of the business.

It includes a wealth of resources, templates and tools, on-demand short webinars and access to live masterclasses.

Businesses can also contact the programme's team of expert advisers and mentors for one-to-one support.

The Recovery and Growth Programme is about supporting SMEs to realise their ambitions and grow, and to give them access to the tools, information and advice needed. From cash-flow forecasting and developing a pitch, to full business diagnostics, the programme has been designed to support them at whatever their stage of development.

Access to one-to-one business support also includes help to apply for a Recovery and Growth Grant.

The grant is to support businesses seeking to invest in their premises, facilities or equipment to enable them to reopen quickly, bring staff and customers safely back to work, or to capitalise on new opportunities.

Grants of between £5,000 and £25,000 towards eligible investments can be applied for retrospectively.

The scheme will close to applications on Friday 17 December.

For more information and to register for the FREE Cheshire East Council Recovery and Growth Programme, visit: cheshireeast.gov.uk/businessrecovery

The growth and recovery programme and grant scheme follow on from the council being awarded a further allocation of Additional Restrictions Grant (ARG) by government to help businesses to recover from the impacts of the Covid-19 pandemic and to help rebuild the local economy.

CEC launches 'Wish for you the world' fostering recruitment campaign

Cheshire East Council has launched a campaign to help recruit much needed foster carers.

With more than 520 children and young people in the care of the local authority, the council is reaching out to residents asking if they will consider becoming Cheshire East Council foster carers.

Children and young people spend time with foster families for different reasons, and many children who need fostering have sadly been through some very traumatic experiences. At the moment there are one hundred and twenty foster carer households in CEC.

If you have the time, patience and understanding to safely care for a child or young person and can work alongside other people in the child's life and want to find out more, CEC's fostering service will happily answer any questions you might have.



Permission to use 'I Wish for You the World' music track for the fostering video campaign was kindly given by singer-songwriter and musician Alistair Griffin and publisher Sentric Music. His songs have been used to montage some British sporting events including Wimbledon, the Olympics, FA Cup, and the British Open golf.

To view the short fostering film, go to the council's YouTube channel at: <https://youtu.be/QLPypaa8p-4>

Cheshire East Council welcomes enquiries and applications from people from all walks of life irrespective of marital status, sexuality, religion, ethnic background, whether you have your own children or not, or if you own or rent your home as long as you have a stable tenancy.

For more information about becoming a foster carer in Cheshire East, visit the website at www.togetherforfostering.com or telephone 0300 123 3223.

The necessity of Cheshire East's Campaign is underpinned by an analysis by the County Councils Network (CCN) that has found that by 2025, up to 95,000 vulnerable children will be placed in council care due to a lack of alternatives such as foster families. Without an "unrelenting" focus on keeping families together, the CCN has warned, the cost of children's care could rise to as much as £3.6bn more per year than in 2015, with the number of children in care potentially rising from 69,000 in 2015 to 95,000 by 2025. CCN chair Cllr Tim Oliver says the "reality is that there are too many vulnerable children being placed in expensive residential care settings and staying in the care system for longer", with a "vicious cycle" driven by funding cuts for preventive services and "a lack of alternative solutions, such as foster care".

Council film highlights life-changing careers in adult social care

Cheshire East Council has launched a short film in a bid to recruit more workers into a career in adult social care. Come and join us in adult social care - YouTube

The film features real people who work in care, talking about the benefits of working in the sector, such as flexibility, job security, training and career progression.

There are vacancies for many different roles across Cheshire East, open to people of all backgrounds and at different levels. Experience of working in care is not necessary – but having strong values and caring about people is essential. Help is also on offer with the application process.

Adult social care is a growing sector. In the next ten years, it is predicted that Cheshire East will see significant increases in the number of people aged over 65 and dramatic increases in the number of people aged over 85. The growing and ageing population means more people need health and care support.

CEC is looking to recruit staff from all backgrounds, you don't have to have experience – all it asks is that you have strong values and care about people. Now more than ever, we all need kind, compassionate, caring people to come and work in social care.

To see all the vacancies, visit: www.cheshireeast.gov.uk/jobs

Cheshire East's plan to transform bus services

Cheshire East Council has drawn up plans to transform bus services across the borough.

The Cheshire East Bus Service Improvement Plan (BSIP) sets out proposals to work with local communities, public transport users and local bus operators to boost services and develop transformational change across the network.

The plan seeks to deliver better quality, more reliable and more frequent buses, with simpler, integrated ticketing between bus routes and other public transport. It will also build on the success of the council's existing Flexilink service as well as its recently-launched 'go-too' demand-responsive bus service.

The document has now been submitted to the Department of Transport in a bid to secure funding through the government's national bus strategy 'Bus Back Better'.

The BSIP focuses on three phases:

- Phase one: Stabilisation of the bus network (2021-23) – improving reliability and punctuality, simplifying fares and improving integration of public transport;
- Phase two: Improving quality (2022-25 and beyond to 2030) – including more frequent services, better access and information and improved value for money; and



- Phase three: Network growth (2023-25 and beyond to 2030) – making bus use more attractive, such as via investment in bus/rail interchanges and multi-modal ticketing.

The bus network in Cheshire East is facing a number of challenges due to a long-term structural decline in passengers – including a 24 per cent fall in passenger journeys since 2011 – compounded by recent loss of custom during the Covid-19 pandemic.

Use of buses could take some time to recover, as passengers need to be confident that using bus services will provide the reliable, safe and cost-effective transport that they expect.

Taxi and Private Hire Vehicles Standards

In July 2020 the Department for Transport (DfT) published its statutory guidance regarding Taxi and Private Hire Vehicles Standards. The document set out the minimum standards for licensing authorities to apply with regards to certain aspects of taxi licensing. Licensing authorities are under a legal duty, under section 177 of the Police and Crime Act 2017, to have regards to the guidance and to reflect it in their taxi licensing policies and procedures. However, this does not mean that all aspects of the standards have to be adopted and CEC is keen to be proportionate and adopt any provisions that are appropriate.

There are a number of main aspects of the guidance and in summary these are:

- Administering the licensing regime, including a local licensing policy;
- Decision making, including training of decision makers;
- Gathering and sharing information, including the use of the Disclosure and Barring Service (DBS) checking process and sharing of information with other licensing authorities;
- Fit and proper test, including relevance of criminal convictions;
- Minimum requirements for driver licensing;
- Criminality checks for vehicle licence holders;
- CCTV in vehicles;
- Criminality checks for operator licences;
- Operator record keeping requirements.

As a result of this guidance, Cheshire East Council is preparing to review its current application processes and conditions of licences (Driver, Vehicles and Operators).

In advance of such review, Cheshire East Council is undertaking a public consultation to seek the views of existing licence holders, potential licence holders, stake holders and the wider public on a number of issues, not only within the statutory guidance issued by DfT, but also on the following issues:

Views on the introduction of the NR3 Register*;

Views on a register of Wheel Chair Accessible Vehicles;

DBS Update Service;

Safeguarding Awareness Training for all drivers;

Age limits for vehicles on initial licence**;

Emission Limits***;

6 month vehicle inspections for vehicles of 5 years and older;

How to deal with accident replacement vehicles (streamline the process);

Safeguarding training for Operators and their staff;

Operator booking records to be kept for 2 years;

Records of complaints to Operator to be kept for 2 years.

You can view the draft policy here

<https://www.cheshireeast.gov.uk/pdf/licensing/draft-taxi-policy-2021-v1.2-15.10.21-for-consultation.pdf>

Completing this consultation



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The consultation deadline is 24 December 2021.

If you have any queries about the survey, or if you would like to receive this questionnaire in an alternative format or submit your response in a different way, contact CEC at licensing@cheshireeast.gov.uk.

Cheshire East planning policy document consultation

The council has published a planning policy document for consultation:

Final Draft Housing Supplementary Planning Document ('Final Draft Housing SPD')

The Final Draft Housing Supplementary Planning Document ("SPD") has been published for consultation and provides further guidance on the implementation of policies in the Local Plan, including SC4 'residential mix', SC5 'affordable homes' and SC6 'rural exceptions housing for local needs' of the Local Plan Strategy. This is the second stage of consultation on the SPD which, once adopted, will be a material consideration in decision taking.

The consultation will run from 12pm on Wednesday the 24th November 2021 to 8pm on Wednesday the 22nd December 2021. Further information is available on the council's Final Draft Housing SPD consultation webpage below:

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

Contact the Strategic Planning Team at planningpolicy@cheshireeast.gov.uk or telephone 01270 685893 (please leave a message) should you require further information.

Cheshire East Council is consulting on its balanced budget

Cheshire East Council is asking residents for views on the council's budget for the next financial year. Increased demand for vital services is seeing the council propose an annual council tax increase of 1.99 per cent for the next four years. As well as this, the government are expecting councils to increase council tax by a further 1 per cent to contribute to adult social care, taking it to an annual 2.99 per cent increase.

The council delivers many day-to-day services – including providing vital support to children and adults who need help, emptying the bins and managing the highways. It also delivers a range of projects, investing in the future of the borough. These projects include becoming carbon neutral by 2025, building new schools and roads, information and digital technology projects and regenerating our town centres. The total value of these projects over the next four years alone, is almost £400million.

Set against a backdrop of the ongoing Coronavirus pandemic, increasing demand for vital services, the need for local action to combat climate change, and rising costs – the council's budget consultation sets out service proposals and financial plans for the period from 1 April 2022 through to 31 March 2023.

The proposals show a balanced four-year budget to deliver the council's corporate plan priorities. It also outlines significant financial challenges that the council must tackle over the next year, including rapidly rising demand and costs for adult social care and those that are a result of the ongoing pandemic.

The council is responsible for managing a yearly spend of around £700million with an annual net revenue budget of approximately £321million, which is equal to around £16 per week for every resident living in the borough. The budget is funded from the council taxes paid by households and businesses, and some general government grants.

The council, like every other local authority, is having to deal with unprecedented financial pressures due to increasing demand particularly in social care and our statutory duties to protect the most vulnerable residents.

Council tax only raises around one third of the money needed to fund the hundreds of local services we provide across Cheshire East.



The council wants to listen to all feedback on this consultation before coming to any final recommendation about how best to balance the funding it receives from government and locally raised income, with the rising demand for the services it delivers.

The council is inviting opinions and views from residents, businesses, councillors, staff, town and parish councils, local community groups and other stakeholders. The feedback received will be used to inform the budget setting process.

To have your say and take part in our budget consultation, please go to:
www.cheshireeast.gov.uk/BudgetEngagement

The budget consultation runs until 4 January 2022.

Following the consultation and after feedback has been considered, budget proposals will be refined and updated before the final budget is agreed by full council on 24 February 2022.

Resident Issues

I cannot detail and describe all the resident queries and complaints that I get involved in partly because identification would be apparent. The following are a distanced flavour:

I've had a number of queries about the roundabout in Crewe at the end of Jack Mills Way; it's clear unfinished and is not a dumping ground.

This is in fact part of a piece of public art which is being installed in phases on the roundabout. The artwork is titled 'Solar Gazer' designed by artist Lee Suh and has been commissioned in order to meet a planning condition which was placed on the developers of the Basford West site, and who financed the work.

The installation is scheduled to be completed in the next month. Any queries on this matter should be addressed to the Cultural Economy Team who have been involved in supporting the developers to meet this planning condition. Cultural.economy@cheshireeast.gov.uk

I have had a number of queries about housing landlords and how they are managed by CEC.

I can advise that Cheshire East's Housing Standards Team have since 1st January 2019 served 173 notices on private sector landlords to improve housing conditions, with the following outcomes:

- * 151 of these notices have been complied with, with no need for further action.
- * 3 instances of non-compliance have been dealt with by carrying out the work in default, with the costs recharged to the landlord
- * 6 civil penalties have been issued
- * 13 notices are ongoing and the outcome is yet to be determined
- * 0 prosecutions

The Council's enforcement policy sets out the assessment criteria to determine whether non-compliance with a notice should proceed to prosecution or to civil penalty. In 6 cases of non-compliance, civil penalty has been the outcome. The Council argue that the benefits of civil penalties over prosecution include a more timely process; more financially punitive; and income is retained by the Council. Activity has been lower than other periods due to the impact of the pandemic.

A revised Housing Enforcement Policy is also due to be presented to the Economy and Growth Committee at the end of November.



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There have been challenges regarding rental deposits and how they are managed and the extent of the Council's overview.

Apparently, all Landlords should place deposits with a government approved tenancy deposit scheme if the tenant is on an assured short hold tenancy. There is a free dispute resolution service if there is a disagreement between a landlord and tenant on how much deposit should be returned. Both parties have to provide evidence.

The Council does have a Private Sector Liaison Officer who is able to provide advice on the process, but we do not become involved in the process, 01625 378207.

The Government have a lot of information on their website <https://www.gov.uk/tenancy-deposit-protection> .

A speed limit assessment was recently carried out by Cheshire East Highways along Gresty Lane in both the 30 mph and 40 mph zones.

30MPH Zone

The average speed of vehicles within the existing 30mph speed limit on Gresty Lane is 26.8 mph eastbound, whilst westbound it was 27.2 mph. The combined value for both directions was 27 mph. This would indicate that 30mph is the correct speed limit along this length of Gresty Lane using DFT and Cheshire East guidance and criteria and that also compliance of the speed limit is good.

40MPH Zone

The mean/average speed of vehicles within the existing 40mph speed limit on Gresty Lane is 32.9 mph eastbound, whilst westbound it was 36.6 mph. The combined value for both directions was 34.7 mph. This would indicate that 40 mph is the correct speed limit along this length of Gresty Lane using DFT and Cheshire East guidance and criteria and that also compliance of the speed limit is good.

There is a low level of injury collisions along this the full length of Gresty Lane between Rope Lane and Crewe Road, infact there have been no reported injury collisions in the last 5 years.

The injury collision records for Gresty Lane suggest that the current situation including the existing speed limits does not compromise road safety at this location.

It is recommended that considering the existing mean/average vehicle speeds and the collision data that the existing 30 mph and 40 mph speed limits are appropriate for Gresty Lane, and that in general these speed limits are effective in maintaining a good level of road safety and are being respected by motorists.



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Shavington-cum-Gresty Council
Village Hall Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 13 October 2021**

In attendance: Cllr Adams¹, Hancock, Hackett, K Gibbs, McIntyre

ScG VH/21/2/1	<i>To receive and consider apologies for absence</i>
	No apologies for absence were received.
ScG VH/21/2/2	<i>To note declarations of Members' interests</i>
	No declaration was made.
ScG VH/21/2/3	<i>To confirm and sign the minutes of the Village Hall Committee Meeting held on 14 July 2021</i>
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG VH/21/2/4	<i>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</i>
	RESOLVED: that Ms Janet Clarke is appointed as non-Parish Councillor Member to the Committee and representative of the community
ScG VH/21/2/5	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made.
ScG VH/21/2/6	<i>To receive an update with regards to the Village Hall Heating system</i>
	The Parish Clerk updated Members regarding the Village Hall heating system.

¹ Arrived 1914hrs

	Members NOTED the update.
ScG VH/21/2/7	<i>To receive and consider an update with regards to the cleaner's contract</i>
	<p>Cllr K Gibbs briefed Members with regards to the latest arrangements made with the cleaning company.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that when and if required, the Clerk is instructed to book the cleaner for 1 extra/hour per week</p>
ScG VH/21/2/8	<p><i>To receive and consider an update with regards to the following:</i></p> <ul style="list-style-type: none"> <i>a. Painting needed in the main hall as consequence of the posters' removal</i> <i>b. Drain issue: small sink behind the bar</i> <i>c. Notice board</i>
	<p>Cllr McIntyre Members NOTED the update.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a. That the Clerk is instructed to request quotes to re-decorate the main room and that the Clerk is delegate to appoint a supplier for the job. b. That a plumber is contracted to sort the drain issue in the bar and the hot water sink in bathroom c. That a Notice board is installed in the Village Hall and that – if the previous one is not suitable anymore- the Clerk is delegated to purchase a new one <p>RESOLVED: that a recommendation is made to Full Council to allocate a budget up to £1,500 from the Village Hall reserve for the painting of the main hall.</p>
ScG VH/21/2/9	<i>To receive and consider an update with regards to Village Hall keys</i>
	<p>Cllr K Gibbs briefed Members with regards to Village Hall key list.</p> <p>Members NOTED the update.</p>
ScG VH/21/2/10	<i>To note and consider a report with regards to refitting of the kitchen from Mrs McIntyre</i>
	<p>Mrs McIntyre provided a report to Members with regards to the refitting of the Village Hall kitchen.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that a recommendation is made to Full Council to allocate a budget up to £300 to purchase and replace ceiling tiles in the Village Hall kitchen. Further considerations are needed with regards to the replacement of the vinyl floor in the kitchen: in order to evaluate if the stock of roll vinyl floor owned by the Parish</p>

	Council is enough to cover the area or if a new one is needed.
ScG VH/21/2/11	<i>To note and consider a proposal for Christmas decorations inside the Village Hall</i>
	Members NOTED the update. RESOLVED: that a budget up to £100 (Cost centre Village Hall – cost code Marketing) is allocated to purchase Christmas lights to decorate the Main Hall. And that Friday 26 November Members will volunteer to decorate the building.
ScG VH/21/2/12	<i>To note and consider and update with regards to marketing activities to promote the Village Hall</i>
	The Community Manager briefed Members with regards to marketing activities to promote the Village Hall. Members NOTED the update. RESOLVED: that a recommendation is made to Full Council to purchase a camera
ScG VH/21/2/13	<i>To consider and inform the budget setting process for 2022/23 financial year</i>
	Members NOTED the report. RESOLVED: that the draft budget is approved and recommended to Full Parish Council subject to the following amendments being made: - Kitchen refurbishment: £5,000
ScG VH/21/2/14	<i>To note the date of the next Village Hall Committee Meeting – 9 February 2022</i>
	Members NOTED the date of the next Village Hall Committee meeting 6pm

Meeting Closed at 2000hrs

Chair: Cllr McIntyre

Clerk: S Garnero

Shavington-cum-Gresty Council
Environment and Recreation Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on Wednesday 20 October 2021

In attendance: Cllr Buchanan, Ferguson, K Gibbs
Mrs Barlow

ScG R&E/21/2/1	<i>To receive apologies for absence</i>
	Apologies were received and accepted from Cllr Hancock.
ScG R&E/21/2/2	<i>To note declarations of Members' interests</i>
	No declaration was raised.
ScG R&E/21/2/3	<i>To confirm and sign the minutes of the Environment and Recreation Committee Meeting held on 30 June 2021</i>
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG R&E/21/2/4	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	A member of the public raised the need for a playfield in the Parish. Members NOTED the comment.
ScG R&E/21/2/5	<i>To receive an update with regards to Gresty Lane Allotments and consider alternative arrangement for Plot 16</i>
	The Clerk and Mrs Barlow updated Members with regards to Gresty Lane Allotments. RESOLVED: that plot 16 is divided in two: plot 16a (right) and 16b (left). And that Mrs Barlow is instructed to contact the other tenants to clean plot 16(a) at no cost for the Parish Council.

<p>ScG R&E/21/2/6</p>	<p><i>To receive and consider an update with regards to the Vine Tree play area and ASB issue</i></p>
	<p>The Clerk and Cllr Ferguson briefed Members with regards to Vine Tree play area.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that due to ongoing ABS issues in the area, the current arrangements to close the play area at night-time are kept, and will be reviewed on the January meeting.</p> <p>The play will be closed every night at 6pm with the help of a volunteer.</p>
<p>ScG R&E/21/2/7</p>	<p><i>To consider a Commemorative Bench sponsorship agreement and to note an update with regards to the Commemorative Bench Trail</i></p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Commemorative Bench Sponsorship agreement is approved and recommended to Full Council subject to the following amendments:</p> <ul style="list-style-type: none"> - Item 1 amended as follow “1. Bench sponsorship is for a period of 10 years from the day payment is received either for the refurbishment of an existing bench, or provision of a new bench. The estimated lifespan of commemorative benches is 10 years, but as benches are kept outside this cannot be guaranteed. If after 10 years a commemorative bench is deemed to be in a good state of repair, it may remain in position at the discretion of the Parish Council until it becomes beyond repair when it will be removed from the position. Any plaques will be removed and returned to Shavington-cum-Gresty Parish Council who will contact the sponsor to enquire if they wish for the plaque to be returned to them. “ - Item 3 amended as follow “The amount of the sponsorship might vary and will depend on the market price of the bench, and will cover the cost of purchase, delivery and installation of the bench.” - Item 7 amended as follow “7. The bench will be placed in the desired area on delivery, but it could be moved and therefore its location cannot be guaranteed. The Parish Council cannot take responsibility for this movement and if the benches are moved, Council staff may not be able to search for or locate them.
<p>ScG R&E/21/2/8</p>	<p><i>To note an update with regards to ground maintenance works done in Vine Tree and Village Hall Memorial Garden</i></p>
	<p>Clerk briefed Members with regards to the item.</p> <p>Members NOTED the update.</p>

ScG R&E/21/2/9	<i>To consider proposals for an interim contract for the ground maintenance service from November 2021 to March 2022</i>
	<p>Clerk updated Members with regards to the item.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to request more quotes</p>
ScG R&E/21/2/10	<i>To consider proposal for a regular ground maintenance service for 2022/23</i>
	<p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to request more quotes for the service. And that the job specs are reviewed and proportioned by either location or job type</p>
ScG R&E/21/2/11	<i>To note an update with regards to the HS2 Community grant scheme</i>
	Members NOTED the report.
ScG R&E/21/2/12	<i>To consider an update with regards to the procurement process for the acquisition of recreational land</i>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the consultant is instructed to progress into stage 3 (technical constraint report) for site 5. That an informal negotiation is started with the landowner (with the caveat that a car access to the land should be included). And that the consultant is requested to provide a quote for the next step (such legal fees, and cost to enter into negotiation,)</p>
ScG R&E/21/2/13	<i>To consider and inform the budget setting process for 2022/23 financial year</i>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the draft budget is approved subject to the following amendments:</p> <ul style="list-style-type: none"> - Ground maintenance £24,000 <p>RESOLVED: That the budget is recommended to Full Council.</p>
ScG R&E/21/2/14	<i>To note the date of the next Environment and Recreation Meeting – 19 January 2022</i>
	Members NOTED the date of the next meeting.

Meeting Closed at 2201hrs

Chair: Cllr Ferguson

Clerk: S Garnero

DRAFT

Shavington-cum-Gresty Council
Finance Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 17 November 2021**

In attendance: Cllr Ferguson, K Gibbs, Hancock, Wain

Cllr B Gibbs

ScG FC/21/2/1	<i>To receive apologies for absence¹</i>
	No apologies received
ScG FC/21/2/2	<i>To confirm and sign the minutes of the Finance Committee Meeting hold on 29 September 2021</i>
	<i>RESOLVED:</i> That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/21/2/3	<i>To note declarations of Members' interests</i>
	No declaration was raised.
ScG FC/21/1/4	<i>To review the year-to-date expenditure for the Council as a whole and to consider Month end reconciliation statement for September 2021</i>
	Members <i>NOTED</i> the year-to-date expenditure for the Council as a whole. <i>RESOLVED:</i> that the Bank Reconciliations (Parish Council main account and Village Hall account) dated 30.09.2021 are signed as correct record of the Council account system
ScG FC/21/2/5	<i>To consider adopting a BACS Payment Compensating Control Procedure</i>
	Members <i>NOTED</i> the report. <i>RESOLVED:</i> that the BACS Payment Compensating Control Procedure is reviewed and considered at Full Council, and that a second level of check in the online payment process is introduced.

¹ Meeting started at 1951hrs

ScG FC/21/2/6	<i>To undertake an internal audit report</i>
	Members undertook an internal audit and filled the internal audit report. No issue was raised from Members. ²
ScG FC/21/2/7	<i>To consider and inform the budget setting process for 2022/23 financial year</i>
	Members NOTED the report. RESOLVED: that the draft Finance Committee budget 2022/23 v.2 is approved and recommended to Full Council as part of the budget setting process subject to the following amendments being made: <ul style="list-style-type: none">- To reduce PCSO budget to £33,3k- To merge “recreational land” and “140 main road” budget together: “Acquisition projects” £10k- To reduce Defibrillator budget to £500 to cover the cost of kiosk refurbishment and to set up a campaign to encourage residents to sponsor defibrillator to balance any increase in staff costs
ScG FC/21/2/8	<i>To note the date of the next Finance Committee Meeting – 9 March 2022</i>
	The date of the next Finance Committee meeting was NOTED .

Meeting Closed at 2101 hrs

Chair: Cllr Wain

Clerk: S Garnero

² Cllr Hancock left 2025 hrs



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members an update with regards to payments since the previous meeting

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members an update with regards to payments made by the Clerk since the previous meeting

2. Background

The Council has been using the Scribe online system to manage and overview its accounts and finance.

3. Position

Members are asked to note the payments made by the Clerk from 17 November 2021 to 1 December 2021 listed in Annex 1.

4. Conclusions

Members are asked to consider the following:

- a. Note and approve the payment made by the Clerk under the current delegation scheme,
- b. Note the payments made by the Clerk under the current delegation scheme, and not to approve

5. Consideration Sought

That the payments are noted and approved.

ANNEX 1

List of payments made by the Clerk under the current scheme of delegation.

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
243	Hall Hire	18/11/2021		Village Hall A/C	BACS	Village Hall Refund	Mrs JE Pitwell	E	157.50		157.50
245	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	Royal British Legion	E	175.00		175.00
246	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	Royal British Legion	E	25.00		25.00
232	Gas Supply	18/11/2021		Parish Council Main A _y	BACS	Gas	British Gas	L	58.52	2.92	61.44
228	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A _y	BACS	Remembrance Service	Brave Little Tank	S	250.00	50.00	300.00
229	Boundary Marketing	18/11/2021		Parish Council Main A _y	BACS	Boundary campaign	Brave Little Tank	S	350.00	70.00	420.00
230	Boundary Marketing	18/11/2021		Parish Council Main A _y	BACS	Boundary campaign	Brave Little Tank	S	320.01	64.00	384.01
231	Event 2	18/11/2021		Parish Council Main A _y	BACS	Pumpkin Trail	Brave Little Tank	S	100.00	20.00	120.00
234	Cleaning of Hall	18/11/2021		Parish Council Main A _y	BACS	Cleaning Village Hall	Crystal Clean	S	320.00	64.00	384.00
235	Supplies	18/11/2021		Parish Council Main A _y	BACS	Cleaning Village Hall	Crystal Clean	S	86.88	17.38	104.26
239	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	Inprint Colour	S	156.00	31.20	187.20
240	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A _y	BACS	Remembrance Service	Inprint Colour	S	132.00	26.40	158.40
241	Payroll Service	18/11/2021		Parish Council Main A _y	BACS	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
250	Newsletter: design, print and	18/11/2021		Parish Council Main A _y	BACS	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
251	Website	18/11/2021		Parish Council Main A _y	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
233	Staff Training	18/11/2021		Parish Council Main A _y	BACS	Staff training course	Cheshire Assoc Local Council	X	60.00		60.00
244	Hall Hire	18/11/2021		Village Hall A/C	BACS	Village Hall Refund	E E Randle	X	15.00		15.00
242	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A _y	BACS	Remembrance Service	The Leaflet Team	Z	289.00		289.00
247	Water Plus	18/11/2021		Parish Council Main A _y	BACS	Water	Water Plus	Z	686.40		686.40
248	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	Solopress	Z	479.60		479.60
252	Boundary Marketing	18/11/2021		Parish Council Main A _y	BACS	Boundary campaign	Solopress	Z	55.95		55.95
257	Grounds Maintenance	18/11/2021		Parish Council Main A _y	BACS	Grounds Maintenance	Green Living Horticultural Ltd	Z	1,690.00		1,690.00
262	VOIP phone line/costs	23/11/2021		Parish Council Main A _y	BACS	VOIP	Gradwell Communications	S	20.30	4.07	24.37
263	Wi-Fi Service	23/11/2021		Parish Council Main A _y	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
270	Office 365 package	23/11/2021		Parish Council Main A _y	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
268	Staff Salary	23/11/2021		Parish Council Main A _y	BACS	Pension	NEST	X	160.67		160.67
261	Event 5 - Remembrance Sun	28/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	Flowers by Alison	E	200.00		200.00
264	Event 5 - Remembrance Sun	28/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	The Leaflet Team	E	289.00		289.00
258	Newsletter: design, print and	28/11/2021		Parish Council Main A _y	BACS	Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
259	Website	28/11/2021		Parish Council Main A _y	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
269	Event 5 - Remembrance Sun	28/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	Steer Tec Ltd	S	960.00	192.00	1,152.00
265	Staff Salary	28/11/2021		Parish Council Main A _y	BACS	HMRC	HMRC	X	1,219.42		1,219.42
266	Staff Salary	28/11/2021		Parish Council Main A _y	BACS	Salary	S Randle	X	888.91		888.91
267	Staff Salary	28/11/2021		Parish Council Main A _y	BACS	Salary	S Garnerio	X	2,127.78		2,127.78
271	Hall Hire	28/11/2021		Village Hall A/C	BACS	Village Hall Refund	Mrs Joanne Lenihan	X	20.00		20.00
260	Event 5 - Remembrance Sun	28/11/2021		Parish Council Main A _y	BACS	Remembrance Sunday	Nicola Cooper Photography	Z	200.00		200.00

Shavington-cum-Gresty Parish Council**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	13,816.14	1,006.61	14,822.75



Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members a list of payments to consider

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members a list of payments for Members to consider.

2. Background

The Council has been using the Scribe online system to manage and overview its accounts and finance.

3. Position

Members are asked to consider the list of payments attached in Annex 1.

4. Conclusions

Members are asked to consider the following:

- a. Approve the payments listed in Annex 1
- b. Not to approve the payments listed in Annex 1

5. Consideration Sought

That the payments are approved.

ANNEX 1

List of payments to be considered by Members

Shavington-cum-Gresty Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
272	Event 5 - Remembrance Sun	01/12/2021		Parish Council Main A/	BACS	Remembrance Sunday	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
Total									495.00	99.00	594.00

Summary of Receipts and Payments

All Cost Centres and Codes

Admin / Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Salary				63,354.00	34,348.59	29,005.41	29,005.41 (45%)
7	Overtime							(N/A)
8	Tax & NI							(N/A)
9	Payroll Service				500.00	462.50	37.50	37.50 (7%)
11	Clerk's Expenses							(N/A)
12	Clerk's Stationery							(N/A)
13	Laptop Purchase (for Clerk)							(N/A)
14	Software Training							(N/A)
70	Staff Expenses				1,250.00	689.43	560.57	560.57 (44%)
71	Accountancy software				650.00	584.00	66.00	66.00 (10%)
72	ICT equipment				2,000.00	1,022.17	977.83	977.83 (48%)
73	Staff Training				500.00	311.00	189.00	189.00 (37%)
74	General Parish Council design a				2,500.00	2,095.19	404.81	404.81 (16%)
SUB TOTAL					70,754.00	39,512.88	31,241.12	31,241.12 (44%)

Amenities General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Purchase of two Benches (Newc							(N/A)
SUB TOTAL								(N/A)

Communications

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Brave Little Tank							(N/A)
18	Solopress - Printing							(N/A)
19	Website				2,100.00	1,400.00	700.00	700.00 (33%)
20	Newsletter: design, print and deli				10,400.00	9,020.34	1,379.66	1,379.66 (13%)
21	Emails / Dedicated Phone Line							(N/A)
22	Photography Contract							(N/A)
23	Communications - Miscellaneous							(N/A)
75	Office 365 package				1,500.00	640.96	859.04	859.04 (57%)
76	VOIP phone line/costs				400.00	160.78	239.22	239.22 (59%)
77	Adobe Creative Cloud				600.00	58.24	541.76	541.76 (90%)
78	Zoom - for holding remote Coun				450.00	247.98	202.02	202.02 (44%)
98	Boundary Marketing				4,000.00	3,535.31	464.69	464.69 (11%)
SUB TOTAL					19,450.00	15,063.61	4,386.39	4,386.39 (22%)

Environment and Recreation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	General Amenities		605.00	605.00	1,800.00	1,893.64	-93.64	511.36 (28%)

Summary of Receipts and Payments

All Cost Centres and Codes

31	Grounds Maintenance	12,000.00	7,877.00	4,123.00	4,123.00 (34%)
84	Recreational Land research cost	6,200.00	1,003.00	5,197.00	5,197.00 (83%)
85	Vine Tree Play Area - Maintenan	1,000.00		1,000.00	1,000.00 (100%)
86	Lengthsman for maintenance	4,000.00		4,000.00	4,000.00 (100%)
87	Vine Tree Play Area - quarterly ir	400.00		400.00	400.00 (100%)
SUB TOTAL		605.00	605.00	25,400.00	10,773.64 14,626.36 15,231.36 (59%)

Events

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
24	Carols at Christmas							(N/A)
25	Remembrance Day							(N/A)
26	VE Commemoration (May 2020)							(N/A)
79	Event 1 - Village Festival				1,700.00	1,561.94	138.06	138.06 (8%)
80	Event 2				1,500.00	167.11	1,332.89	1,332.89 (88%)
81	Event 3				1,500.00		1,500.00	1,500.00 (100%)
82	Event 4 - Christmas/Winter				1,600.00		1,600.00	1,600.00 (100%)
83	Event 5 - Remembrance Sunday				4,500.00	3,286.37	1,213.63	1,213.63 (26%)
SUB TOTAL					10,800.00	5,015.42	5,784.58	5,784.58 (53%)

Grants

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
27	Small Grants Scheme				1,100.00	50.00	1,050.00	1,050.00 (95%)
28	Env Award to Shavington Acadei							(N/A)
29	Youth Club							(N/A)
30	S.137 Grants - car park				5,500.00	5,500.00		(0%)
SUB TOTAL					6,600.00	5,550.00	1,050.00	1,050.00 (15%)

Income

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Precept	142,540.00	142,540.00					(0%)
2	Allotment Fees		550.00	550.00				550.00 (N/A)
3	CIL							(N/A)
4	Other Income		1,195.36	1,195.36				1,195.36 (N/A)
5	VAT Reclaim							(N/A)
65	Hall Hire		3,750.00	3,750.00		248.75	-248.75	3,501.25 (N/A)
SUB TOTAL		142,540.00	148,035.36	5,495.36		248.75	-248.75	5,246.61 (3%)

Insurance/Audit/Subscriptions

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
32	External Audit							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

33	Internal Audit					(N/A)
34	Internal, external audit ChALC fi	4,800.00	4,926.05	-126.05	-126.05	(-2%)
35	CALC					(N/A)
97	H&S Village Hall	500.00	500.00			(0%)
SUB TOTAL		5,300.00	5,426.05	-126.05	-126.05	(-2%)

Members

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Member Training				500.00	25.00	475.00	475.00 (95%)
SUB TOTAL					500.00	25.00	475.00	475.00 (95%)

Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
88	Union flag				150.00	150.00		(0%)
SUB TOTAL					150.00	150.00		(0%)

Neighbourhood Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Consultant's Support from CCA							(N/A)
38	CCA Membership							(N/A)
89	Neighbourhood Plan				500.00	670.00	-170.00	-170.00 (-34%)
SUB TOTAL					500.00	670.00	-170.00	-170.00 (-34%)

Police

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	PCSO				33,300.00	8,320.00	24,980.00	24,980.00 (75%)
90	Police Car PCSO use				1,800.00		1,800.00	1,800.00 (100%)
SUB TOTAL					35,100.00	8,320.00	26,780.00	26,780.00 (76%)

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Purchase of Land							(N/A)
41	Maintain/Upgrade Kitchen Bar Ai							(N/A)
42	Window Blinds in Village Hall							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL

(N/A)

Unallocated Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Unallocated Reserves							(N/A)
SUB TOTAL								(N/A)

Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Hygiene Equipment							(N/A)
49	Supplies				300.00	376.15	-76.15	-76.15 (-25%)
50	Cleaning of Hall				6,000.00	2,475.00	3,525.00	3,525.00 (58%)
51	Window Cleaning							(N/A)
52	British Gas Careplan							(N/A)
53	Gas Supply				1,600.00	752.91	847.09	847.09 (52%)
54	Scottish Power				800.00	181.11	618.89	618.89 (77%)
55	Water Services							(N/A)
56	Waste Collection							(N/A)
57	Fire Equipment				250.00		250.00	250.00 (100%)
58	Music Licence							(N/A)
59	Wi-Fi Service				800.00	452.00	348.00	348.00 (43%)
60	Call-minding Service							(N/A)
61	Keys for Village Hall							(N/A)
62	On-line Booking Service				240.00	43.52	196.48	196.48 (81%)
63	General Maintenance				2,600.00	1,892.00	708.00	708.00 (27%)
64	Other							(N/A)
91	Dame Hygiene				700.00	481.87	218.13	218.13 (31%)
92	Water Plus				1,500.00	1,799.43	-299.43	-299.43 (-19%)
93	ASH Waste collection				800.00	668.49	131.51	131.51 (16%)
94	PPS/PRS				250.00		250.00	250.00 (100%)
95	Call-minding service(KBVO/Cym				800.00	568.04	231.96	231.96 (29%)
96	Marketing				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					18,640.00	9,690.52	8,949.48	8,949.48 (48%)

Vine Tree Play Area

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Play Equipment Inspections/Mai							(N/A)
44	Play Equipment Other							(N/A)
45	Quarterly Inspections							(N/A)
46	Replace covered Litter Bins							(N/A)
SUB TOTAL								(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	142,540.00	148,640.36	6,100.36	193,194.00	100,445.87	92,748.13	98,848.49 (29%)
V.A.T.		14,855.57			6,584.36		
GROSS TOTAL		163,495.93			107,030.23		



Report Statement

Meeting: Parish Council, 01.12.2021

Report Purpose: To provide an update with regard to the Data Protection Compliance Review report completed by JDH Business Service Ltd and to consider implementation of any urgent action

Version Control: v1

Author: Clerk

1. Report Summary

This report provide Members an update with regard to the Data Protection Compliance Review report completed by JDH Business Service Ltd and to consider implementation of any urgent action.

2. Background

The Data Protection Act 2018 (DPA 2018), which incorporated the EU GDPR, became law on May 25th, 2018. The DPA 2018 increased individuals' rights on personal data and therefore significantly tightened up the rules on privacy and consent. Councils need to identify their lawful basis for processing personal data and demonstrate compliance with the DPA 2018/GDPR principles. Decision makers and key people in the council will need to appreciate the impact of the DPA 2018 including subject access request procedures and data breach procedures to detect, report and investigate a personal data breach. Councils will also need to ensure data protection is by design and utilise Privacy Impact Assessments when required.

The DPA 2018 aims to achieve an improvement in the balance between the requirements of organisations that collect and process personal data (ie the data controllers and data processors) and the rights that data subjects have to privacy and to have their personal and sensitive data kept secure, whether as manual or electronic data. Therefore, the DPA 2018 increases the rights of data subjects and increase the obligations of data controllers and data processors.

The council should exercise proper control and management of personal data as this will be fundamental to ensuring, and demonstrating, compliance with the data protection laws.

3. Position

JDH Business Service Ltd was appointed Data Protection Compliance Provider on 19.09.2021. Since then the provider has undertaken a data protection compliance review (Annex 1) including the following:

- a. Review of current ICO registration
- b. Assessment of all data policies



SHAVINGTON
CUM
GRETTY

- c. Overview of current security arrangement for electronic and manual persona data record

The consultant made a list of recommendation for the Council to implement as soon as possible to comply with DPA 2018. All policies listed for adoption, are to be discussed under item 15. All other actions are listed below:

- a. Data Protection training and cybersecurity awareness training should be provided at induction to employees and members, and on an ongoing basis: Clerk to notify Members and Officers of training courses available
- b. The IT provider should be asked to:
 - a. install software that enable permanent deletion of electronic files.
 - b. set up automatic prompts for password changes at a frequency to be determined by the council. Secure password best practice should be followed.
 - c. implement effective anti-virus software for the council requirements and ensure it is updated regularly to cover the latest identified cybersecurity threats.
 - d. ensure an appropriate multi-layered approach is in place using two-factor authentication, email filters and anti-spoofing controls. In addition there should be raised awareness amongst staff and members via training on the identification of malicious content.

Clerk to work with IT expert to implement those recommendations

- c. Security of current manual and archived information should be improved as follows:
 - a. When the document retention policy/schedule has been adopted, all archived personal information held in excess of the retention deadlines in should be securely shredded.
 - b. No third parties should be permitted access to the council archive information.
 - c. All council personal information held at the clerks home should be kept in a locked drawer.
 - d. The council should identify what personal information is held at volunteer or members houses and require the information to be locked securely, or if no longer required, to be returned to the clerk for shredding

Clerk to request the upstairs office room keys back from the PCSO so that only Officers and Members can access that room.

Members to authorise purchase of a locked drawer to store documents

- d. The type of firewall installed (eg Windows defender) on both laptops should be confirmed and staff should ensure the firewall is switched on for all network types.

Clerk to work with IT expert to implement those recommendations

- e. The council should ensure email encryption is available when required for emailing sensitive personal data.

Clerk to work with IT expert to implement those recommendations

- f. Photographs and Live streams should be securely stored until destruction or permanent deletion with all other personal data types. Photographs and Live streams should be



included in a retention policy and all hired photographers should comply with the council security requirements.
Clerk and Community Manager to oversee

- g. Appropriate signage should be used at events so people are full informed that photos are being taken and are able to opt out if they wish. Consent forms should be used where it is clear that images are being taken of individuals rather than group photographs. If any photographs are taken of minors that, along with other information, can be identified with an individual then use of these images requires guardian consent. The council should identify scenarios where images may be used and set out clear guidelines to ensure processing is lawful in such situations. An example approach for images may be to state within an information security policy that non-identifiable images e.g. group photographs or background photographs, may be used without prior consent (although signage informs people at events that they can opt out). But that any image, when used with associated information, that can uniquely identify an individual, requires written consent before it can be published externally, including on the council website. Once consent has been obtained, the council must ensure they protect the confidentiality of the images until they are permanently deleted in accordance with the retention policy.

Clerk and Community Manager to oversee

- h. The council could improve communication of the general privacy notice:
Making it clearer on the website where the privacy policy is located
Attaching a manual copy of the policy to the community centre noticeboard
Where the privacy notice is referred to in the email disclaimer, actually including a link to the privacy notice so all third parties in email communication with the council can easily access the policy
Ensuring the privacy notice is referred to in the standard grant application form
Clerk and Community Manager to oversee

- i. Sensitive personal data transferred to and from the payroll agent or staff should always be encrypted.
Clerk to oversee

4. Sustainability Impact

Environment: neutral as mainly digital

5. Community Impact

Positive: the community will benefit from a Council that is complying with GDPR and DPA.

6. Governance

Council must comply with GDPR and DPA

7. Financial Impact



ICT: to be identified with ICT consultant
Storage: up to £200

8. Resource Impact

Clerk, Cllrs, and Community Manager time

9. Conclusions

Members are asked to note this report, and Clerk recommendations and to:

- a. Note the report attached in Annex 1, and delegate the Clerk to implement all actions needed within budget
- b. Note the report in Annex 1, and request Clerk further information to implement all actions needed

10. Consideration Sought

That the report is noted and the Clerk is delegate to implement all action needed within budget



Data Protection Compliance review

Shavington Parish Council

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Please Note: This report is advisory in nature and does not constitute legal advice and has been prepared on the strict understanding that the council retains ownership of, and remains responsible for, the compliance with data protection legislation. Accordingly, JDH Business Services Ltd will not accept liability for any incident or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Introduction

The Data Protection Act 2018 (DPA 2018), which incorporated the EU GDPR, became law on May 25th, 2018. The DPA 2018 increased individuals' rights on personal data and therefore significantly tightened up the rules on privacy and consent. Councils need to identify their lawful basis for processing personal data and demonstrate compliance with the DPA 2018/GDPR principles. Decision makers and key people in the council will need to appreciate the impact of the DPA 2018 including subject access request procedures and data breach procedures to detect, report and investigate a personal data breach. Councils will also need to ensure data protection is by design and utilise Privacy Impact Assessments when required.

The DPA 2018 aims to achieve an improvement in the balance between the requirements of organisations that collect and process personal data (ie the data controllers and data processors) and the rights that data subjects have to privacy and to have their personal and sensitive data kept secure, whether as manual or electronic data. Therefore, the DPA 2018 increases the rights of data subjects and increase the obligations of data controllers and data processors.

The council should exercise proper control and management of personal data as this will be fundamental to ensuring, and demonstrating, compliance with the data protection laws.

Work Done

The clerk was supported with compiling a data inventory of the personal data that is processed by the council, identifying whose personal data is processed, the purpose, type, source, lawful basis, location and current retention periods.

A data protection compliance review was carried out to evaluate current personal data processing controls and procedures against the requirements to identify new or improved internal controls, procedures, accountability and risk-based security actions to be implemented. The review also included the following:

- Review of current ICO registration
- Assessment of all data policies
- Overview of current security arrangements for electronic and manual personal data records

Current ICO Registration Information

As at the date of the onsite visit to review data protection compliance (October 7th 2021), the parish council had not previously registered with the ICO for data protection which is a requirement as the council is a data controller of a number of categories of personal data including sensitive personal data. The clerk has now registered the council as a data controller with the ICO with the fee being paid by Direct Debit annually.

Current Data Subjects and Data Processors

Data subjects are identified, or identifiable natural living persons and the council currently processes personal data for the following categories of data subject:

- Employees - the clerk and the community centre manager
- Hall hirers – includes contact information and bank account information in some cases
- Grant applications where an individual's personal contact details are included
- Consultees – the most recent consultation with residents was carried out in July 2021
- Allotments – there is a list of current allotment holders and a waiting list containing contact details
- Volunteers – The council utilises the support of a number of volunteers, for instance, the clean team, and volunteers provide support with the running of the community centre
- Photos of residents – The council hires a professional photographer to take pictures during the village festival. A selection of these photos are published in the community newsletter and website.
- Enquiries from residents – these will include resident contact details
- Live streaming for Remembrance day – this is a potential new source of personal data from November 2021
- Competitions – the council from time to time will hold competitions for residents
- Invitees for remembrance service – contact details

A data processor means a legal person, public authority, agency or other body which processes personal data on behalf of the data controller. The council is the data controller and as some of the other data subject categories listed above are processed internally, the council is also a data processor. We were informed that the external non-statutory data processors are:

- The IT systems provider including email accounts for staff and councillors
- The payroll agent
- The hired photographer for events
- The live streaming provider for events from November 2021
- Scribe – there is remote access to the council nominal ledger therefore there is access to employee information such as salaries, names and other information such as allotment hire invoices

- The website host – the provider receives content for uploading information to the website including photographs

Current Data Policies

We reviewed the list of current council policies and identified the following:

- The council have not adopted a data protection policy that evidences the procedures in place to help ensure compliance with the Data Protection Act 2018.
- There are no policies covering information security or cybersecurity

The clerk confirmed there is a social media policy and specific guidance for councillors using social media.

The DPA 2018 consolidates the eight principles of the Data Protection Act 1998 into six principles including the principal that personal data must be kept in a form that permits identification of data subjects for no longer than is necessary for the purpose(s) for which the personal data are processed. Therefore organisations need to develop a retention policy and schedule allocating time periods for each personal data category.

The parish council currently has no retention schedule or policy. This document would provide the council with a simple framework as to how long both electronic and manual documents of different personal data categories should be retained, when they should be disposed of and secure disposal requirements. The policy should also help the council save time and storage space by reducing the amount of information held unnecessarily. Apart from providing a framework as to how long documents of different categories should be retained, adhering to the policy will be essential for evidencing compliance with data protection principles.

Data protection and cybersecurity awareness training is not currently provided to employees and councillors.

The council should adopt a Data Protection policy that evidences the procedures in place to help ensure compliance with the Data Protection Act 2018.

The council should adopt an information security policy which also identifies security requirements for members and cybersecurity.

A document retention policy should be adopted to reflect the data subject categories listed above and set time limits for their personal data retention. The council should adhere strictly to the retention deadlines in the document retention policy. In particular, the council should ensure it is not retaining personal data longer than is necessary to complete the specified purpose(s). There will need to be time allocated to permanently delete and shred legacy personal data, and other information held in excess of the time limits set in the newly adopted document retention policy.

Data Protection training and cybersecurity awareness training should be provided at induction to employees and members, and on an ongoing basis.

Overview of current council security arrangements:

	Current procedures	Improvements
Email	All members and staff have unique designated Shavington council email addresses	<i>When a member ceases to be a member, the limits set in the retention policy should be applied to the email history of the councilor.</i>
Passwords	Staff have unique login profiles and passwords. There is no automatic prompt to change passwords and best practice for setting passwords is not always being followed.	<i>The IT provider should be asked to set up automatic prompts for password changes at a frequency to be determined by the council.</i> <i>Secure password best practice should be followed</i>
Manual Document Security	Manual documentation is held in a number of locations: <ul style="list-style-type: none"> - Archived information is held in a locked cupboard at the hall, however, PCSOs also have access to this cupboard. There has been no exercise to date to erase all personal information in the archives that is no longer legally required. - Manual information covering recent years is stored at the clerks' home. - Councillors or volunteers may hold contact information at their homes eg where they provide volunteer support with bookings and the clean team. <p>The clerk has confirmed that the council has authorised the purchase of a shredder.</p>	<i>Security of manual current and archived information should be improved as follows:</i> <ul style="list-style-type: none"> - <i>When the document retention policy/schedule has been adopted, all archived personal information held in excess of the retention deadlines in should be securely shredded.</i> - <i>All council personal information held at the clerks home should be kept in a locked drawer.</i> - <i>No third parties should be permitted access to the council archive information.</i> - <i>The council should identify what personal information is held at volunteer or members houses and</i>

	Current procedures	Improvements
		<i>require the information to be locked securely, or if no longer required, to be returned to the clerk for shredding</i>
Laptop Computers	<p>There are currently 2 council laptop computers – one for each of the two employees.</p> <p>Free antivirus software is installed on the laptops and the type of firewall installed has not been confirmed.</p> <p>There is no system in place for permanently deleting electronic files, which are currently just deleted to the recycling bin.</p> <p>OneDrive cloud backup is utilised.</p>	<p><i>The council should request their IT provider to install software that enable permanent deletion of electronic files.</i></p> <p><i>Personal information stored on the computer drive should be reviewed by reference to a newly adopted retention policy and data no longer required should be permanently deleted using the deletion software.</i></p> <p><i>The council should discuss with the IT provider the most effective anti-virus software for the council requirements and ensure it is updated regularly to cover the latest identified cybersecurity threats.</i></p> <p><i>The type of firewall installed (eg Windows defender) on both laptops should be confirmed and staff should ensure the firewall is switched on for all network types.</i></p> <p><i>To help counteract phishing attacks, the council should check with the IT provider whether an appropriate multi-layered approach is in place using two-factor authentication, email filters and anti-spoofing controls. In addition there should be raised awareness amongst staff and members via training on the identification of malicious content.</i></p> <p><i>Secure disposal of all obsolete computers should be implemented.</i></p> <p><i>The council should ensure email encryption is available when required for emailing sensitive personal data.</i></p>

	Current procedures	Improvements
Photos and Live streaming	<p>Photographs are taken at events by a hired photographer and published. Photos can be received by email or drive. Live streaming is a new initiative of the council that will be implemented for Remembrance Sunday 2021.</p> <p>There is no retention deadline in place for photos (or live streams)</p>	<p><i>Photographs and Live streams should be securely stored until destruction or permanent deletion with all other personal data types.</i></p> <p><i>Photographs and Live streams should be included in a retention policy and all hired photographers should comply with the council security requirements.</i></p>

Consent

Data controllers must have a legitimate reason(s) for collecting and processing personal data and if the data controller is relying on a data subject's consent they have to be able to evidence that consent; by a statement or by a clear affirmative action, that consent was freely given, specific, informed and unambiguous for each purpose that it is being processed. Prior to giving consent, the data subject should be informed of their right to withdraw consent at any time. Therefore, it should always be as easy to withdraw consent as to give consent.

There are alternatives to consent as a lawful basis for processing personal data. In summary, the council can process personal data without consent if it is necessary for:

- A contract with the individual: for example, to supply goods or services they have requested, or to fulfil obligations under an employment contract. This also includes steps taken at their request before entering into a contract.
- Compliance with a legal obligation: if the council is required by UK or EU law to process the data for a particular purpose
- Vital interests: the council can process personal data if it is necessary to protect someone's life. This could be the life of the data subject or someone else. For instance, a council collects emergency contacts for employees in case of an emergency.
- A public task: if a council needs to process personal data to carry out official functions or a task in the public interest, and the council has a legal basis for the processing under UK law. **Therefore, as a UK public authority, this is likely to give the council a lawful basis for many of your activities.**
- Legitimate interests: (more applicable to private sector organisations), an organisation can process personal data without consent if it has a genuine and legitimate reason (including commercial benefit), unless this is outweighed by harm to the individual's rights and interests. Public bodies such as councils do not generally rely on 'legitimate interests' under the DPA 2018 as they can use the 'public task' basis instead for most of their services.

The public task basis for processing:

A council can rely on this lawful basis if it needs to process personal data:

- ‘in the exercise of official authority’. This covers public functions and powers that are set out in law; or
- to perform a specific task in the public interest that is set out in law.

The council does not need a specific statutory power to process personal data, but the underlying task, function or power must have a clear basis in law. If the council can demonstrate it is exercising official authority, including use of discretionary powers, there is no additional public interest test. However, the council must be able to demonstrate that the processing is ‘necessary’ for that purpose. If the council could reasonably perform the task or exercise powers in a less intrusive way, this lawful basis does not apply. The council should document the decision to rely on this basis to help demonstrate compliance. The council should be able to specify the relevant task, function or power, and identify its statutory or common law basis. The council must also update the relevant privacy notice to include the lawful basis and communicate this to individuals.

Impact on the council:

The council does not need consent for its direct current service activities which process personal data as they are all covered by the Public Task lawful basis and types of personal data held are clearly communicated in the council general privacy notice.

The council processes employee personal data and this is covered by the employment contract with an individual lawful basis. An ‘Opt in’ consent for cookies has been implemented for the council website. Where enquiries are received from residents that relate, for instance, the unitary authority services, the clerk is already aware that the resident should be asked for consent to forward the enquirers contact details to a third party.

Discussion with the clerk identified that the consent guidance for photos (and in future, live streams) where an individual can be identified are not currently applied for events.

Appropriate signage should be used at events so people are full informed that photos (and where applicable, live streams) are being taken and are able to opt out if they wish.

Consent forms should be used where it is clear that images are being taken of individuals rather than group photographs. If any photographs are taken of minors that, along with other information, can be identified with an individual then use of these images requires guardian consent.

The council should identify scenarios where images may be used and set out clear guidelines to ensure processing is lawful in such situations. An example approach for images may be to state within an information security policy that non-identifiable images e.g. group photographs or background photographs, may be used without prior consent (although signage informs people at events that they can opt out). But that any image, when used with associated information, that can uniquely identify an individual, requires

written consent before it can be published externally, including on the council website. Once consent has been obtained, the council must ensure they protect the confidentiality of the images until they are permanently deleted in accordance with the retention policy.

Privacy Notices

The DPA 2018 requires more detailed information to be provided by data controllers in privacy notices:

- The identity and contact details of the data controller and, if any, the controller's representative and the data protection officer
- The purpose(s) of the personal data processing
- The categories of personal data required
- The recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular, recipients in third countries or international organisations
- Where possible, the envisaged period for which the personal information will be stored, or, if not possible, the criteria used to determine that period
- The right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing
- The right to lodge a complaint to the ICO
- Where the personal information is not collected from the data subject, any information as to its source

Information included in a privacy notice, or any communication to the data subject about their rights, must be concise and intelligible using clear and plain language, suitable to the age of data subject being communicated with. The information must be provided in writing, or by other means, including where appropriate electronic means. When requested by the data subject, the information may be provided orally, provided that the identity of the data subject is proven by other means. Therefore, the council will need to establish a robust identification procedure to verify the data subject.

Impact on the council:

There is no internal privacy notice for staff, roleholders and volunteers. The general privacy policy for external data subjects (eg residents) is not widely published and is difficult to locate on the website.

We reviewed the council website privacy notice that covers usage of the website and noted the following:

- cookies are utilised and there is an 'opt in' for cookies
- links are provided to the website from the council Facebook/Twitter/Instagram pages but these are not covered by the privacy notice covering users of the website

The council should adopt a privacy notices for staff, roleholders and volunteers.

The council could improve communication of the general privacy notice by:

- *Making it clearer on the website where the privacy policy is located*
- *Attaching a manual copy of the policy to the community centre noticeboard*
- *Where the privacy notice is referred to in the email disclaimer, actually including a link to the privacy notice so all third parties in email communication with the council can easily access the policy*
- *Ensuring the privacy notice is referred to in the standard grant application form*

The privacy notice for users of the website should be updated to include Social Media platforms and links to the relevant data protection and privacy policies of Google, Facebook, Instagram and Twitter.

Data Processing Agreements

The DPA 2018 requires the council as a data controller to enter into a contract with every third-party (non-statutory) data processor which imposes the following stipulations on the data processor:

- Personal data can only be processed based on the scope of the documented instructions of the data controller. This will mean that data processors cannot use cloud computing technology or services without the data controller's approval
- Compliance with security obligations equivalent to those imposed on the data controller
- Only employ staff who have committed themselves to confidentiality or are under a statutory obligation of confidentiality
- Enlist a sub-processor only with the prior permission of the data controller
- Assist the data controller in carrying out its obligations with regard to requests by data subjects to exercise their subject access rights
- Assist the data controller in carrying out its data security obligations

Impact on the council:

The current external (third-party), non-statutory personal data processors are:

- The payroll agent – this agent will process sensitive financial personal data of employees
- Photographers hired for events such as the village festival
- The IT systems and email provider
- Scribe - the accounting software provide with remote access
- The website host
- The provider of livestreaming at future events such as Remembrance Sunday

A signed data processing agreement should be implemented for all third party, non-statutory data processors of the council.

Sensitive personal data transferred to and from payroll agent should always be encrypted.

Privacy Impact Assessments (PIAs)

This is a process which assists in identifying and minimising privacy risks to data subjects of new services or projects and involves working with people who may be affected to identify and reduce privacy risks. The aim of conducting PIAs is to ensure potential problems and high risks are identified at an early stage of a new service or project and that privacy is embedded in the new service by design.

Impact on the council:

We were informed that currently the council is not considering directly delivering new services or projects that would require a PIA to be carried out. *However, the council should adopt the PIA code of practice that utilises a best practice template which will enable a PIA to be carried out effectively if required in the future.*

Written record of processing activities

The Data Protection Act 2018 introduced a new requirement for data controllers to maintain a written record of processing activities under their responsibility. The record shall include a description of the categories of data subjects and the categories of personal data, purpose(s) of processing, categories of recipients of personal data, time limits for erasure and description of organisational and technical measures to protect the data. Data processors also have a new duty to maintain a record of similar information. However, the requirement to maintain a written record does not apply to an organisation employing less than 250 persons unless the processing results in risks to the rights of data subjects, the processing is not occasional, or the processing includes sensitive personal data.

Impact on the council:

In practice it would be very difficult for the council to evidence full compliance with the DPA 2018 principles and requirements for effective management of personal data if it did not have an up to date personal data inventory. The personal data inventory should also identify for every category of data the lawful basis for collecting, retention limits, processing and storing the personal data.

The council should compile a complete data inventory to evidence compliance with the GDPR and the new rights of data subjects. We have supported the clerk with compiling the data inventory for all personal data held.

Data Breaches

The council as data controller only has to notify the ICO where a data breach is likely to result in a risk to the rights and freedoms of the individuals affected. For example, if the data breach could lead to discrimination, financial loss, reputational damage, loss of confidentiality or any other significant economic or social disadvantage. Therefore, the council as a data controller should have appropriate procedures in place to detect, report and investigate a personal data breach. Data controllers will be required to report to the ICO without delay and definitely within 72 hours, any identified personal data breaches where the breach is likely to result in a high risk to the rights and freedoms of individuals.

A data processor must also notify a data controller without undue delay after becoming aware of a personal data breach. The data breach must be investigated, and procedures put in place to ensure such a breach does not recur.

Impact on the council:

As failure to report a breach when required to do so could result in a fine, as well as a fine for the data breach, then it would be better for the council to err on the side of caution when deciding on whether to report data breaches to the ICO, by consulting with ourselves and, if required, the ICO as to whether the breach needs to be reported.

The council should adopt:

- ***procedures for dealing with data breaches***
- ***a data breach register, which should be completed with data breach details even if the breach is not considered significant enough to report to the ICO***

Subject Access Requests (SAR)

To comply with DPA 2018 requirements the council will need to adopt and implement procedures to ensure they cover the handling of subject access requests and ensure the following:

- How to recognise a SAR
- The council will respond within one month
- Situations where an extension can be applied
- The potential exemptions that are available
- The council can charge a fee for requests that are manifestly unfounded or excessive or repetitive and can refuse to respond
- If the council refuses a request, the individual must be told why and informed of their right to complain to the ICO and to a judicial remedy. The individual must be informed of the decision without undue delay and at the latest within 1 month.

Impact on the council:

Subject Access Request procedures should be adopted by the council to help ensure all

requests are dealt with within time limits. (NB We are able to provide model letters for responding to SARs, for instance, where exemptions are being applied.)

Conclusions

There are a number of areas where the council needs to take action to help ensure compliance with data protection good practice and the DPA 2018:

- Adopting and complying with a data protection policy, a document retention policy and schedule, and information security policies.
- Implementing the recommendations to improve manual and electronic document security in this report.
- Continuing to keep up to date the council data inventory we have helped the clerk prepare .
- Ensuring personal information is only retained for as long as required for the purposes of processing and according to statutory requirements. This will require ongoing compliance with the adopted retention policy.
- Ensuring ongoing data protection and cybersecurity awareness training of staff and members.
- Ensuring the external Privacy Notice is clearly published so external data subjects can easily view their rights and how their data is processed by the council. An internal privacy notice covering staff and roleholders should be adopted as soon as possible.
- Implementing signed data processing agreements where personal data is processed by third parties for the council eg. Payroll Agent.
- Adopting the Privacy Impact Assessment (PIA) code of practice
- The council should adopt procedures for dealing with subject access requests and data breaches. A data breach register should be established , which should be completed with data breach details even if the breach is not considered significant enough to report to the ICO.

The action plan overleaf includes the detailed recommendations arising from the review to help address the above issues. The action plan prioritises issues as ‘Fundamental’, ‘Significant’ and ‘Merits Attention’.

ACTION PLAN

The priority of the recommendations made is as follows:

Fundamental	Significant	Merits Attention
Action is required to ensure that the DPA 2018 requirements are met	Action is required to avoid exposure to significant risk in not meeting DPA 2018 requirements	Action is advised to enhance personal data controls and security

Recommendation	Categorisation	Accepted (Y/N)	Council Comment	Implementation Date	Responsibility
<i>The council should adopt a Data Protection policy that evidences the procedures in place to ensure compliance with the Data Protection Act 2018.</i>	Fundamental				
<i>The council should adopt an information security policy which also identifies security requirements for members. The security policy should also cover cybersecurity awareness.</i>	Fundamental				
<i>A document retention policy should be adopted to reflect the data subject categories and set time limits for their personal data retention. The council should adhere strictly to the retention deadlines in the document retention policy. In particular, the council should ensure it is not retaining personal data longer than is necessary to complete the specified purpose(s). There will need to be time allocated to permanently delete and</i>	Fundamental				

Recommendation	Categorisation	Accepted (Y/N)	Council Comment	Implementation Date	Responsibility
<p><i>shred legacy personal data, and other information held in excess of the time limits set in the newly adopted document retention policy.</i></p> <p><i>When a member ceases to be a member, the limits set in the retention policy should be applied to the email history of the councilor.</i></p>					
<p><i>Data Protection training and cybersecurity awareness training should be provided at induction to employees and members, and on an ongoing basis.</i></p>	Significant				
<p><i>The IT provider should be asked to:</i></p> <ul style="list-style-type: none"> <i>- install software that enable permanent deletion of electronic files.</i> <i>- set up automatic prompts for password changes at a frequency to be determined by the council. Secure password best practice should be followed.</i> <i>- implement effective anti-virus software for the council requirements and ensure it is updated regularly to cover the latest identified cybersecurity threats.</i> <i>- ensure an appropriate multi-layered approach is in place using two-factor authentication, email filters and anti-spoofing controls. In addition there should be raised awareness amongst staff and members via training on the identification of malicious content.</i> 	Fundamental				

Recommendation	Categorisation	Accepted (Y/N)	Council Comment	Implementation Date	Responsibility
<p><i>Security of current manual and archived information should be improved as follows:</i></p> <ul style="list-style-type: none"> <i>When the document retention policy/schedule has been adopted, all archived personal information held in excess of the retention deadlines in should be securely shredded.</i> <i>No third parties should be permitted access to the council archive information.</i> <i>All council personal information held at the clerks home should be kept in a locked drawer.</i> <i>The council should identify what personal information is held at volunteer or members houses and require the information to be locked securely, or if no longer required, to be returned to the clerk for shredding</i> 	Fundamental				
<p><i>Personal information stored on the computer drive should be reviewed by reference to a newly adopted retention policy and data no longer</i></p>	Fundamental				

Recommendation	Categorisation	Accepted (Y/N)	Council Comment	Implementation Date	Responsibility
<i>required should be permanently deleted using the deletion software.</i>					
<i>The type of firewall installed (eg Windows defender) on both laptops should be confirmed and staff should ensure the firewall is switched on for all network types.</i>	Merits Attention				
<i>Secure disposal of all computers that in future are classified as obsolete should be implemented.</i>	Significant				
<i>The council should ensure email encryption is available when required for emailing sensitive personal data.</i>	Significant				
<i>Photographs and Live streams should be securely stored until destruction or permanent deletion with all other personal data types. Photographs and Live streams should be included in a retention policy and all hired photographers should comply with the council security requirements.</i>	Fundamental				
<i>Appropriate signage should be used at events so people are full informed that photos are being taken and are able to opt out if they wish.</i> <i>Consent forms should be used where it is clear that images are being taken of individuals rather than group photographs. If any photographs are taken of minors that, along with other</i>	Fundamental				

Recommendation	Categorisation	Accepted (Y/N)	Council Comment	Implementation Date	Responsibility
<p><i>information, can be identified with an individual then use of these images requires guardian consent.</i></p> <p><i>The council should identify scenarios where images may be used and set out clear guidelines to ensure processing is lawful in such situations. An example approach for images may be to state within an information security policy that non-identifiable images e.g. group photographs or background photographs, may be used without prior consent (although signage informs people at events that they can opt out). But that any image, when used with associated information, that can uniquely identify an individual, requires written consent before it can be published externally, including on the council website. Once consent has been obtained, the council must ensure they protect the confidentiality of the images until they are permanently deleted in accordance with the retention policy.</i></p>					
<p><i>The council should adopt a privacy notices for staff and roleholders.</i></p>	Fundamental				
<p><i>The council could improve communication of the general privacy notice:</i></p> <ul style="list-style-type: none"> - <i>Making it clearer on the website where the privacy policy is located</i> - <i>Attaching a manual copy of the policy to the community centre noticeboard</i> 	Merits Attention				

Recommendation	Categorisation	Accepted (Y/N)	Council Comment	Implementation Date	Responsibility
<ul style="list-style-type: none"> - Where the privacy notice is referred to in the email disclaimer, actually including a link to the privacy notice so all third parties in email communication with the council can easily access the policy - Ensuring the privacy notice is referred to in the standard grant application form 					
The privacy notice for users of the website should be updated to include Social Media platforms and links to the relevant data protection and privacy policies of Google, Facebook, Instagram and Twitter.	Merits Attention				
A signed data processing agreement should be implemented for all third party, non-statutory data processors of the council.	Fundamental				
Sensitive personal data transferred to and from the payroll agent or staff should always be encrypted.	Fundamental				
The council should adopt the PIA code of practice that utilises a best practice template which will enable a PIA to be carried out effectively if required in the future.	Merits Attention				
The council should compile a complete data inventory to evidence compliance with the DPA 2018 requirements.	Significant		NB We have supported the clerk with compiling the draft data inventory.		
The council should adopt:	Fundamental				

	Recommendation	Categorisation	Accepted (Y/N)	Council Comment	Implementation Date	Responsibility
	<ul style="list-style-type: none"><i>procedures for dealing with data breaches</i><i>a data breach register, which should be completed with data breach details even if the breach is not considered significant enough to report to the ICO</i>					
	<i>Subject Access Request procedures should be adopted by the council to help ensure all requests are dealt with within time limits.</i>	Fundamental		<i>(NB We are able to provide model letters for responding to SARs, for instance, where exemptions are being applied.)</i>		



Report Statement

Meeting: Parish Council 01.12.2021

Report Purpose: To provide the H&S General Inspection report completed by Rhino Safety

Version Control: v1

Author: Clerk

1. Report Summary

This report provides the H&S General Inspection report completed by Rhino Safety

2. Background

Those managing village halls and similar community buildings (e.g. village hall management committees, community association committees or parish councils) have a 'duty of care' under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property.

Parish Council also have a statutory duty under the Health and Safety at Work Act, 1974 to take 'reasonably practicable' steps to ensure the health and safety of employees and others who use the hall, i.e. volunteers, members of the public and contractors.

In addition to these general responsibilities recent pieces of legislation have introduced specific health and safety requirements. Such:

- Health and Safety policies and procedures.
- Risk Assessments and Method Statements
- COSHH assessments for any hazardous chemicals you use.
- Covid documentation
- Fire Risk Assessment

3. Position

Rhino Safety has been contracted to provide a H&S pack to Shavington cum Gresty Parish Council, in order to cover the following:

- Shavington cum Gresty Village Hall
- Vine Tree Play Area
- Employees, Volunteers and Members
- Suppliers, contractors



The agency conducted the inspection and check and identified actions needed. Actions are listed in Annex 1.

Mainly those actions fall under the following groups:

- a. Emergency sings
- b. Regular checks
- c. Regular test (electric and fire drills)
- d. First aid training
- e. Procedures and policies
- f. Electrical checks and maintenance service

The agency also provided the following risk assessments (to be considered under item 13):

- a. Shavington cum Gresty Village Hall
- b. Vine Tree Play Area
- c. Fire Risk Assessment

The agency also provided policies to be considered under item 14

Rhino Safety offers online training session, which would meet some of the H&S requirements. In particular those training sessions would be appropriate for officers:

- Fire Marshall (£24.50) x2
- First Aid (£ TBC) x2
- Workplace Health and Safety (£24.50) x1

Members are asked to note the report and to sign a form to acknowledge this.

4. Sustainability Impact

Environment: neutral as mainly digital

5. Community Impact

Positive: H&S procedure and policies are thought to better protect users of the Village Hall

6. Governance

Council must comply H&S regulation

7. Financial Impact

Within budget

8. Resource Impact

Clerk time

9. Conclusions



Members are asked to note the report and:

- a. Approved it and delegate the Clerk to progress any actions needed within budget
- b. Not approve the report

10. Consideration Sought

That the report is approved, the documentation signed and that the Clerk is delegated to progress with any actions needed within budget



SHAVINGTON
CUM
GRESTY

NOTE – IF ODD No. OF PAGES, ADD ANOTHER PAGE AND CLEARLY
MARK to facilitate collating of printed agenda packs–

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General Health and Safety Inspection

Shavington Parish Council / 21 Oct 2021 / Karl Hand

Complete

Score	80.95%	Failed items	19	Actions	0
Conducted on	21 Oct 2021 10:25 BST				
Prepared by	Karl Hand				
Company Name	Shavington Parish Council				
Location	159 Main Rd, Shavington, Crewe CW2 5DP, UK (53.0625426, -2.4483448)				

Failed Items

19 failed

Documentation

Is the H&S Law Poster on display and the correct details filled in?

High

Whilst a H&S Law Poster was on display, we recommend that your own H&S contact be inserted in the top section and Rhino Safety inserted in the @other contacts@ section.

Documentation

Are risk assessments (including young persons, disabled, pregnancy if applicable) complete?

No

A general Risk Assessment for the use of the building together with the Parish Council's activities should be completed. Rhino Safety to provide up to date documentation covering relevant activities undertaken.

Documentation

Are there records of fire drills?

No

Documentation

Are there records of fire alarm tests and 6- monthly fire alarm servicing?

No

Confirmed no in house checks completed and no records of servicing. Recommend that the alarm system should be tested on a weekly basis in house, and a annual service carried out by a BAFE registered contractor every 6 months.

Documentation

Are there records of PAT testing?

High

Electrical items in the kitchen confirm tested; next due to be tested on 11/01/22. Recommend that all electrical equipment, including laptop chargers should be inspected annually.

Documentation

Are the records of emergency light testing and servicing?

No

No records available. Emergency lighting testing not carried out in house. Noted that one of the emergency lights (staircase) does not appear to be in working order. Recommend that testing is carried out annually and that the defective light is inspected by a competent contractor, at the earliest opportunity.

Documentation

Are there WAH equipment inspection records?

Completion of item or availability of documents verbally confirmed (No evidence provided)

Used only by volunteers and members, not used regularly. Minimum Class 2 light trade ladders should be used if owned by the parish council, domestic grade ladders should be avoided.

Documentation

Have DSE assessments been completed?

Low

Recommend that assessments are carried out for any users requiring or using any DSE. Rhino Safety to provide DSE Checklist.

Documentation

Are first aid certificates available and in date?

No

There are no trained first aid staff within the Parish Council. It is recommended that consideration is given to providing first aid training to certain members and volunteers. In addition, further recommendation that enquiries are made with groups using the building regularly, regarding their own first aid certificates.

Documentation

Is there an asbestos register?

No

No asbestos register confirmed and no survey completed. Due to the overall age of the building, it is recommended that an asbestos survey is considered.

Documentation

Has manual handling training been completed?

Low

We would recommend that staff and volunteers are given the opportunity to familiarise themselves with the Risk Assessment for Manual Handling and that any volunteer activities that include manual handling are monitored.

Observations / Fire Safety

Are all fire escapes/routes free from obstructions?

High

Fire exit door in the kitchen should be unlocked during all times in which the building is occupied. Exit door was observed to be locked during inspection.

Observations / Fire Safety

Are all emergency exits and escape routes clearly marked?

High

All escape routes and exits should be clearly marked. Recommend that further signage is installed on the ground floor to clearly mark escape routes and furthermore to alert users of the building that the exit door opens inwards.

Observations / Fire Safety

Have staff been instructed in the evacuation procedures in the event of an emergency?

High

Emergency fire plan should be considered, to include details of a fire assembly point. This should be made available to all staff and volunteers as well as all users and hirers of the premises.

Observations / Housekeeping

Is the workplace generally clean and tidy?

Low

Premises was generally clean and tidy during the inspection. Recommend that in some areas, such as the store rooms, that consideration is given to the way some items are stored and whether any items stored on floors can be moved onto shelves or discarded where these are no longer needed.

Observations / First Aid Facilities & PPE

Are fully equipped first aid boxes provided throughout the workplace?

High

First aid boxes located in kitchen and bar. All items in date. One box contained paracetamol. Tablets and medicines should not be kept in the first-aid box.

Observations / First Aid Facilities & PPE

Are first aid kits checked routinely?

Medium

Verbally confirmed that checks are carried out on a periodic basis. Recommend that first aid kits should be routinely checked and an internal log is kept, to ensure that contents remain well stocked and in date. Rhino Safety to provide checklists.

Observations / Environmental, Asbestos and Legionella

Are areas of asbestos free from damage?

High

Based on the overall age of the building, it is recommended that an asbestos survey is undertaken in order to identify any areas of the premises which might contain asbestos, including pipework and lagging.

Observations / COVID-19

Does the business have suitable and sufficient COVID-19 Risk assessments in place?

No

Rhino Safety to provide.

Documentation

11 failed, 64.52%

Is the H&S policy available to all staff, valid and signed by director?

Yes (Evidence provided)

Health & Safety policy is available however this is quite brief, Rhino Safety to provide updated H&S Policy within 4 weeks. Upon receipt of the documentation the Policy Statement of Intent should be signed by a senior member of the parish council, dated and on display within the premises.

Is the H&S Law Poster on display and the correct details filled in?

High

Whilst a H&S Law Poster was on display, we recommend that your own H&S contact be inserted in the top section and Rhino Safety inserted in the @other contacts@ section.

Is a copy of employer's liability insurance on display and in date?

Yes (Evidence provided)

Current EL Certificate observed and in date.

Is an accident book available and is there any trends?

Yes (Evidence provided)

Two copies of accident book located in the kitchen/bar area. One copy did not record any accidents, whilst the remaining copy contained only one entry, dating back to an incident older than three years.

Are risk assessments (including young persons, disabled, pregnancy if applicable) complete?

No

A general Risk Assessment for the use of the building together with the Parish Council's activities should be completed. Rhino Safety to provide up to date documentation covering relevant activities undertaken.

Are staff training/induction records available?

N/A

Are there records of health surveillance?

N/A

Are there records of fire drills?

No

Are there records of fire alarm tests and 6- monthly fire alarm servicing?

No

Confirmed no in house checks completed and no records of servicing. Recommend that the alarm system should be tested on a weekly basis in house, and a annual service carried out by a BAFE registered contractor every 6 months.

Are there records of fire extinguisher servicing?

OK

Servicing carried out; next service is due in November 2021. This will need to be arranged with the contractor, if not already done so.

Is the fixed electrical certificate available?

Yes (Evidence provided)

Last servicing date 11.01.21 - displayed on fuse box. Next service is due 01.2026

Are there records of PAT testing?

High

Electrical items in the kitchen confirm tested; next due to be tested on 11/01/22. Recommend that all electrical equipment, including laptop chargers should be inspected annually.

Are there records of Gas appliance servicing?

Yes (Evidence provided)

New boiler was installed within the last 12 months. Recommend that a service should be carried out annually.

Are the records of emergency light testing and servicing?

No

No records available. Emergency lighting testing not carried out in house. Noted that one of the emergency lights (staircase) does not appear to be in working order. Recommend that testing is carried out annually and that the defective light is inspected by a competent contractor, at the earliest opportunity.

Are there records of air conditioning servicing?	N/A
Are there records of LEV or Ventilation systems servicing?	N/A
Are COSHH data sheets or COSHH assessments available?	N/A
Are there WAH equipment inspection records?	Completion of item or availability of documents verbally confirmed (No evidence provided)

Used only by volunteers and members, not used regularly. Minimum Class 2 light trade ladders should be used if owned by the parish council, domestic grade ladders should be avoided.

Are there racking inspection records?	N/A
Are there pre-use checks complete for machinery?	N/A
Are LOLER inspection certificates available for FLT's and other lifting equipment?	N/A
Are FLT driver licenses available and daily checks completed?	N/A
Have DSE assessments been completed?	Low

Recommend that assessments are carried out for any users requiring or using any DSE. Rhino Safety to provide DSE Checklist.

Are first aid certificates available and in date?	No
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There are no trained first aid staff within the Parish Council. It is recommended that consideration is given to providing first aid training to certain members and volunteers. In addition, further recommendation that enquiries are made with groups using the building regularly, regarding their own first aid certificates.

Is there a PPE register?	N/A
Is there an asbestos register?	No

No asbestos register confirmed and no survey completed. Due to the overall age of the building, it is recommended that an asbestos survey is considered.

Is there a legionella risk assessment?	N/A
Are air compressor inspection and service records available?	N/A
Are records of noise monitoring available?	N/A
Are records of air sampling available?	N/A
Has manual handling training been completed?	Low

We would recommend that staff and volunteers are given the opportunity to familiarise themselves with the Risk Assessment for Manual Handling and that any volunteer activities that include manual handling are monitored.

Observations

8 failed, 87.84%

Fire Safety

3 failed, 40%

Are all fire escapes/routes free from obstructions?

High

Fire exit door in the kitchen should be unlocked during all times in which the building is occupied. Exit door was observed to be locked during inspection.

Are all emergency exits and escape routes clearly marked?

High

All escape routes and exists should be clearly marked. Recommend that further signage is installed on the ground floor to clearly mark escape routes and furthermore to alert users of the building that the exit door opens inwards.

Are there enough fire extinguishers of the correct type within easy reach and near to fire exits and on each floor?

OK

C02, fire blanket and powder extinguisher in the kitchen. Further extinguishers located elsewhere in the building (foam and C02 at the top of the stairs).

Have staff been instructed in the evacuation procedures in the event of an emergency?

High

Emergency fire plan should be considered, to include details of a fire assembly point. This should be made available to all staff and volunteers as well as all users and hirers of the premises.

Has a Personal Emergency Evacuation Plan been produced for any applicable persons?

N/A

Traffic/Pedestrian Routes

100%

Does the car park have adequate pedestrian access?

OK

Are there separate routes for pedestrians and vehicles in the workplace and barriers and signage used?

N/A

If not are moving vehicles used in a designated area which is familiar to staff?

N/A

Is the workplace accessible to persons with a disability?

OK

Electrical Safety

100%

Are the electrics free from any exposed, loose or entangled wires and connections?

OK

Are all sockets or terminals free from overloading?

OK

Are all switchboards, sockets and panel boards suitably covered?

OK

Housekeeping

1 failed, 75%

Is the workplace generally clean and tidy?	Low
Premises was generally clean and tidy during the inspection. Recommend that in some areas, such as the store rooms, that consideration is given to the way some items are stored and whether any items stored on floors can be moved onto shelves or discarded where these are no longer needed.	
Is the workplace free of slip or trip hazards?	OK
Are all bins/skips suitably located and not overfilled?	OK
Is the workplace free from evidence of vermin?	OK

General Workplace Requirements 100%

Are all work areas adequately lit inside and out?	OK
Are temperature levels in the workplace reasonable?	OK
Are noise levels in the workplace reasonable?	OK
Is suitable hearing protection provided if noise cannot be reduced by other means?	N/A
Is there sufficient natural ventilation in the workplace?	OK
Are ventilation/extraction systems cleaned and maintained regularly?	N/A

Hazardous Substances 100%

Are all chemicals stored correctly?	OK
External company responsible for onsite cleaning. All cleaning chemicals are stored in locked cupboards.	
Are bulk storage tanks banded?	N/A
Are spray booth filters changed regularly?	N/A

Falls and Falling Objects 80%

Are all staircases secure and fitted with suitable handrails and/or mezzanine levels with guardrails?	OK
Are pallet gates in place if necessary?	N/A
Is all equipment used for working at height (e.g. ladders and scaffold), suitable and in a safe condition?	
Are materials/objects safely stored or racked to prevent them from falling and causing injury?	N/A
Are vehicles unloaded safely, without the need for staff to climb onto vehicles or loads?	N/A

Racking		100%
Is the racking free from damage?	N/A	
Are safe working loads displayed on the racking?	N/A	
Are all items stored correctly on the racking?	N/A	
Is corner protection provided?	N/A	
Tools, Equipment and Machine Safety		100%
Are tools and work equipment suitable for the task?	OK	
Are all tools and equipment in good condition and stored and maintained properly?	OK	
Are all moving parts on machinery and equipment fitted with suitable guards?	N/A	
Are all guards used and free from damage?	N/A	
Are all machine controls correctly labelled and emergency stops easily accessible?	N/A	
Are all protective devices (e.g. e-stops/interlocks etc) tested regularly?	N/A	
Is maintenance work carried out safely in the event of a machine breaking?	N/A	
Is all work equipment located suitably for the individual? (including DSE)	N/A	
Lifting and Handling		100%
Have manual handling assessments been carried out on all applicable tasks?	N/A	
Is mechanical equipment such as levers, conveyors, cranes, FLT's etc. used to avoid manual handling?	N/A	
Are fork lift trucks being driven safely?	N/A	
Are the keys removed from the FLT when unattended?	N/A	
Is manual handling being conducted correctly if mechanical measures cannot be applied?	N/A	
First Aid Facilities & PPE		2 failed, 75%
Are fully equipped first aid boxes provided throughout the workplace?	High	

First aid boxes located in kitchen and bar. All items in date. One box contained paracetamol. Tablets and medicines should not be kept in the first-aid box.

Are they located so that they are easily accessible to staff?

OK

Are first aid kits checked routinely?

Medium

Verbally confirmed that checks are carried out on a periodic basis. Recommend that first aid kits should be routinely checked and an internal log is kept, to ensure that contents remain well stocked and in date. Rhino Safety to provide checklists.

Are first aider's names displayed in prominent positions?

N/A

Is the PPE provided suitable for the task and in good condition?

N/A

Is all PPE stored appropriately?

N/A

Have all staff been trained to use and maintain their PPE?

N/A

Have tight fitting masks been face-fitted to the user?

N/A

Welfare Facilities

100%

Are there sufficient toilets and washing facilities for both gender, and disabled if required?

OK

Do all toilet and washing facilities have sufficient supplies of hot water, soap, hand cleaners and barrier creams?

OK

Are toilet and washing facilities cleaned and maintained to a high standard?

OK

Are there sufficient areas/facilities to heat food and take rest breaks?

OK

Environmental, Asbestos and Legionella

1 failed, 90%

Is the area free from visible dust or fumes coming from the site?

OK

Is the area free from significant noise coming from the site?

OK

Is waste separated and segregated for recycling?

OK

Is hazardous waste disposed of correctly?

N/A

Are spill kits available around site?

N/A

Is disturbance to flora minimised and avoided where possible?

N/A

Are hedges and trees onsite being well maintained?

N/A

Are areas of asbestos free from damage?

High

Based on the overall age of the building, it is recommended that an asbestos survey is undertaken in order to identify any areas of the premises which might contain asbestos, including pipework and lagging.

Are all areas that contain asbestos clearly signed?	N/A
Are water temperatures from taps above and below the thresholds for legionella growth?	N/A
Water/tap temperatures not taken	

COVID-19

1 failed, 80%

Does the business have suitable and sufficient COVID-19 Policy and is it on display?	Yes
Does the business have suitable and sufficient COVID-19 Risk assessments in place?	No
Rhino Safety to provide.	
Is COVID-19 safety signage displayed in the premises?	Yes
Have all staff been made aware of the above documents?	Yes
Is the workplace COVID secure i.e. Control measures in place?	Yes

Additional Observations and Key

Are there any additional observations?

Are there any additional observations?

KEY

OK - Safe Condition - Maintain Existing Controls

High – Action to be completed, implemented or arranged within 1 month.

High priority actions do not always indicate an imminent risk. They can relate to actions that are able to be implemented in a short period with little, or no cost in terms of time & effort (i.e. carrying out and recording routine inspections of the premises)

Medium - Action to be completed, implemented or arranged within 3 months.

These actions can vary in importance and risk. It is recognised that time, cost and effort may need to be considered as part of the planning, organising and carrying out of these actions.

Low - Action to be completed, implemented or arranged within 6 months.

These actions can vary in importance, but in most cases the risk is considered tolerable. The carrying out of these actions may be long term or infrequent, so an extended period of time is allocated for each.

Completion of item or availability of documents verbally confirmed (No evidence provided) - Failed item due to no electronic or physical documented record of completion of the item in question being available. Physical or electronic documented evidence to be provided during next inspection.



Report Statement

Meeting: Parish Council 01.12.2021

Report Purpose: To provide the H&S General Inspection report completed by Rhino Safety

Version Control: v1

Author: Clerk

1. Report Summary

This report provides the H&S General Inspection report completed by Rhino Safety

2. Background

Those managing village halls and similar community buildings (e.g. village hall management committees, community association committees or parish councils) have a 'duty of care' under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property.

Parish Council also have a statutory duty under the Health and Safety at Work Act, 1974 to take 'reasonably practicable' steps to ensure the health and safety of employees and others who use the hall, i.e. volunteers, members of the public and contractors.

In addition to these general responsibilities recent pieces of legislation have introduced specific health and safety requirements. Such:

- Health and Safety policies and procedures.
- Risk Assessments and Method Statements
- COSHH assessments for any hazardous chemicals you use.
- Covid documentation
- Fire Risk Assessment

3. Position

Rhino Safety has been contracted to provide a H&S pack to Shavington cum Gresty Parish Council, in order to cover the following:

- Shavington cum Gresty Village Hall
- Vine Tree Play Area
- Employees, Volunteers and Members
- Suppliers, contractors



The agency provided the following risk assessments (Annex 1 – Annex 2 – Annex 3):

- a. Shavington cum Gresty Village Hall
- b. Vine Tree Play Area
- c. Fire Risk Assessment

4. Sustainability Impact

Environment: neutral as mainly digital

5. Community Impact

Positive: H&S procedure and policies are thought to better protect users of the Village Hall

6. Governance

Council must comply H&S regulation

7. Financial Impact

Within budget

8. Resource Impact

Clerk time

9. Conclusions

Members are asked to note the risk assessment and:

- a. Approve them
- b. Request some amendments to be done, and approve them
- c. Not approve them

10. Consideration Sought

That the risk assessments are approved.



SHAVINGTON_{CUM} GRESTY PARISH COUNCIL

Date of Risk Assessment:	October 2021
Review Date:	October 2022 (unless change occurs, in which case review is required immediately)
Completed By:	Karl Hand, Tech IOSH - <i>Rhino Safety Limited</i>

Premises Risk Assessment – Shavington-cum-Gresty Parish Council – Village Hall

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
1. Slips, Trips and Falls	Medium	Who? <ul style="list-style-type: none">• Volunteers• Members• Hirers• Contractors Consequences <ul style="list-style-type: none">• Fractures• Bruising• Sprains• Strains	<ul style="list-style-type: none">• All equipment is well maintained and inspected regularly;• Appropriate footwear is worn at all times;• Housekeeping on the premises is maintained at a high standard at all times, both internally and externally;• Adequate lighting is provided internally and externally;• Any damaged flooring on the premises is reported immediately for repair and the area is cordoned off to avoid an accident;• Any trip hazards are removed or barriered off immediately.• Wet floor signs are used when cleaning is in progress.	None	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
2. Falls from Height	Low	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Death • Fractures • Bruising • Cuts 	<ul style="list-style-type: none"> • Only competent persons are allowed to use ladders; • Ladders and steps are stored appropriately to prevent unauthorised use; • All ladders and steps inspected prior to use for any defects. 	None	N/A	N/A	Low
3. Manual Handling	Low	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Muscular strains or sprains • Back injuries • Trapped Nerves 	<ul style="list-style-type: none"> • Loads are only lifted where persons feel they are within their capabilities; • Team Lifting is encouraged where possible; • Trolleys are provided to help with lifting heavy items. 	None	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
4. Electricity	Low	<p>Who?</p> <ul style="list-style-type: none"> Volunteers Members Hirers Contractors <p>Consequences</p> <ul style="list-style-type: none"> Burns Electrocution 	<ul style="list-style-type: none"> Fixed electrical testing is completed; All electrical equipment is kept in good repair; All persons visually inspect electrical equipment for damage before use; Electrical appliances are used and maintained in accordance with manufacturer's guidance. Instruction for the safe use of the mixing desk are available to hirers. 	<p><i>Fixed electrical distribution boards should be inspected at 5 year intervals by an NICEIC registered contractor.</i></p> <p><i>PAT testing should be completed annually.</i></p>	Committee		Low
5. Hazardous Substances	Low	<p>Who?</p> <ul style="list-style-type: none"> Volunteers Members Hirers Contractors <p>Consequences</p> <ul style="list-style-type: none"> Burns Respiratory Problems Loss of vision 	<ul style="list-style-type: none"> All chemicals are stored in suitable containers correctly labeled; Correct Personal Protective Equipment (PPE) used; All hazardous chemicals are kept locked away to prevent unauthorised use. 	None	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
6. Falling Objects	Low	Who? <ul style="list-style-type: none"> Volunteers Members Hirers Contractors Consequences <ul style="list-style-type: none"> Fractures Bruising 	<ul style="list-style-type: none"> All items are stored in a suitable location; Any damage to storage areas is reported immediately; No work will be carried out over areas where people may walk under. 	None	N/A	N/A	Low
7. Knives	Medium	Who? <ul style="list-style-type: none"> Volunteers Members Hirers Consequences <ul style="list-style-type: none"> Cuts Lacerations Blood loss Amputation 	<ul style="list-style-type: none"> Only competent persons use knives; Children are not permitted to enter the kitchen Knives are always kept sharp; The correct knife is used for the job. Hirers are responsible for the safe use of all knives as detailed in the hire agreement 	None.	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
8. Food Hygiene	Low	<p>Who?</p> <ul style="list-style-type: none"> Volunteers Members <p>Consequences</p> <ul style="list-style-type: none"> Sickness 	<ul style="list-style-type: none"> A comprehensive cleaning schedule is in place; Highest standards of hygiene are adhered to, preventing cross-contamination; Hands are cleaned regularly. Hirers are responsible for the correct handling of food as outlined in the hire agreement. 	None	N/A	N/A	Low
9. Using the Kitchen Equipment	Medium	<p>Who?</p> <ul style="list-style-type: none"> Volunteers Members Hirers <p>Consequences</p> <ul style="list-style-type: none"> Burns Scalding 	<ul style="list-style-type: none"> Only low risk equipment is available; The appliances are used and maintained in accordance with the manufacturer's guidance; Pre-use visual inspections of the appliances are conducted; Suitable fire extinguishing media is located in the vicinity. Children are not permitted to enter the kitchen <p>Detailed instructions on the safe use of the kitchen equipment are available to all hirers.</p>	None.	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>10.</p> <p>Maintenance of the Premises</p>	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Cuts • Fractures • Crushing • Drawing-in 	<ul style="list-style-type: none"> • Only competent persons use maintenance equipment e.g. groundwork equipment, hand tools & power tools; • The correct Personal Protective Equipment (PPE) is used; • The equipment is checked before use for any defects; • The equipment is used and maintained in accordance with manufacturer's guidance; • Only competent contractors are employed. 	None.	N/A	N/A	Low
<p>11.</p> <p>Moving Vehicles</p>	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors • Public <p>Consequences</p> <ul style="list-style-type: none"> • Cuts • Fractures • Crushing 	<ul style="list-style-type: none"> • The car park is well laid out to avoid vehicles blocking visibility; • Badly parked vehicles are requested to move; • Adequate lighting is provided; 	None.	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
12. Fire	High	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors • Public <p>Consequences</p> <ul style="list-style-type: none"> • Major or minor injury • Burns • Smoke Inhalation • Death 	<ul style="list-style-type: none"> • Fire alarms are tested on a regular basis • Emergency lighting operating correctly in all areas of the building • Suitable fire extinguishers are available throughout the building • There are adequate means of escape and all exits are immediately openable • There are suitable safety signs and notices displayed throughout the building • Fire emergency plan is made available to all hirers of the hall at time of booking • Waste disposed of correctly and stored away from potential ignition sources • Housekeeping maintained to a suitable level. • Walkways and traffic routes kept free from hazards 	<p><i>Hire agreement should be amended to include provision for nomination of a fire warden for all hires.</i></p> <p><i>Fire log book should be purchased for the premises and all in house testing and servicing schedules should be recorded within in it.</i></p>	Within One Month	Shavington-cum-Gresty Parish Council	Medium

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
13. Lone Working	Low	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members <p>Consequences</p> <ul style="list-style-type: none"> • • Members 	<ul style="list-style-type: none"> • Lone working is avoided where possible • Lone workers only complete low risk tasks • Lone workers ensure that their location and expected duration of works is known • Lone workers have a mobile phone with them at all times with emergency contact numbers 	<p><i>No current lone working policy in place. Rhino Safety to include within main H&S Policy.</i></p>	Within One Month	Rhino Safety	Low



SHAVINGTON^{CUM} GRESTY
PARISH COUNCIL

Date of Risk Assessment:	October 2021
Review Date:	October 2022 (unless change occurs, in which case review is required immediately)
Completed By:	Simon Hughes - <i>Rhino Safety Limited</i>

Risk Assessment – Vine Tree Avenue Play Area

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed ?	Final Hazard Level
1. Slips, Trips and Falls	Medium	Who? <ul style="list-style-type: none">Staff & VolunteersVisitors/UsersContractors Consequences <ul style="list-style-type: none">FracturesBruisingSprainsStrains	<ul style="list-style-type: none">The site is well maintained and inspected regularly by staff & volunteers;Appropriate footwear is worn at all times by staff & volunteers;Users of the site are requested to report any issues found immediately;The path is clearly defined and appropriately surfaced;Users of the site are made aware that the site is an outdoor location and therefore care should be taken in inclement weather as well as suitable footwear worn;Any trip hazards are removed or barriered off immediately where possible, taking into consideration it is an outdoor location;	Ongoing monitoring.	Staff & Volunteers	Ongoing	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed?	Final Hazard Level
<p>2.</p> <p>Unsafe condition and/or use of play equipment & furniture</p>	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Staff & Volunteers • Visitors/Users • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Fractures • Bruising • Sprains • Strains • Lacerations 	<ul style="list-style-type: none"> • Regular inspections of play equipment logged • Play equipment is given an annual safety inspection by a competent person • All furniture is maintained in a safe condition; free from loose joints; protruding bolts/screws; splinters • Playground surface maintained in safe condition to minimise slips and trips • Signage detailing terms of use displayed at entrance; No dogs; children under 5 years to be accompanied by an adult; equipment suitable for children only; no ball games; smoking not permitted; maximum number of 6 persons can use the playground at one time • Contractor engaged to cut grass, maintain borders and hedges • Users of the site are requested to report any issues found immediately; 	<p><i>Continued monitoring of condition and maintenance – regular documented inspections</i></p> <p><i>Essential that annual inspections are carried out and documented</i></p>	Staff & Volunteers	Ongoing	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed ?	Final Hazard Level
<p>3.</p> <p>Site Hazards</p>	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Staff & Volunteers • Visitors/Users • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Cuts • Puncture wounds • Fractures • Bruising • Muscular strains or sprains 	<ul style="list-style-type: none"> • Site inspected regularly by staff & volunteers • Hazards are removed where applicable; glass & sharp items are removed by volunteers • Litter and other waste cleared regularly; a litter bin is provided to keep litter off the site • Site is locked during evening hours (Hours of use: 8am-9pm) • Anti-social behaviour and/or vandalism is reported to the police • PCSO conducts routine visits • Dogs are not permitted within the play area, however regular checks are made to ensure any dog waste is removed and disposed of where applicable 	<p><i>Inspections are regularly monitored/ documented – applicable issues are highlighted, and relevant actions acted upon</i></p>	Staff & Volunteers	Ongoing	Low

Rhino Safety Ltd.

**Regulatory Reform (Fire Safety) Order 2005,
Fire Risk Assessment**

conducted for

Shavington Parish Council

Audit Title

Fire Risk Assessment

Document No.

KH048/2021

Location/address

159 Main Rd
Shavington
Crewe
CW2 5DP

Conducted on

21.10.2021

Prepared by

Karl Hand – Tech IOSH

Person(s) consulted

Simona Garnero - Clerk to Shavington-cum-Gresty Parish Council

Date of previous fire risk assessment

Not known

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Disclaimer

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

This report only addresses those parts of the building which were accessible at the time of the inspection. It did not cover roof voids, compartmentalisation above ceiling ducts, cabling, separation etc.

Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

Fire Risk Assessment

Audit

Question	Response (Yes/No/NA)	Details
Part 1: GENERAL INFORMATION		
The responsible person for fire safety		
Name of the responsible person	The Parish Council are responsible.	
Contact details of responsible person	01270 262 636	
1 The Building		
Number of floors	2	
Floor area: (m2 per floor)	TBC	
Brief details of construction:	Brick built and slate tile roof, internal partition walls.	
Occupancy type:	Office space and event hall	
2 The occupants		
Maximum number of occupants & hours of occupancy:	Monday to Sunday 8am till midnight	
Maximum number of occupants at any given time:	4 officers and members – committee meetings 14	
Maximum number of members of the public at one time:	Yoga classes – 20 30 Bridge session- 30 Toddler group - unknown Private hire – hall can hold 120	
3 Occupants at special risk		
Are children employed at the premises?	No	
Are there sleeping occupants?	No	
Are there disabled/Vulnerable occupants?	Yes	Potentially during private hire events.
Are there occupants in remote areas?	No	
Are there lone workers?	Yes	No lone working policy, Rhino safety to include within main H&S Policy.

4 Previous Fire loss experience		
Is there any previous history of fire loss in the premises (if yes give details)	No	
5 Other relevant background		
Are there any residential properties in or attached to the building	No	
Is there a prohibition notice in force? (if yes give date of issue)	No	
Is there an alteration notice in force? (if yes give date of issue)	No	
Is there an enforcement notice in force? (if yes give date of issue and date of when work is to be completed by)	No	
6 Relevant Fire Safety Legislation		
6.1 The following fire safety legislation applies to these premises:	The Regulatory Reform (Fire Safety) Order 2005	
6.2 The above legislation is enforced by:	Cheshire Fire & Rescue Service	
6.3 other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2006):	The Fire Safety (Employee's Capabilities) (England) Regs 2010 Building Regulations 2006 The Smoke Free (Premises & Enforcement) Regulations 2006. Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1988 and 1993). Equality Act 2010. Health and Safety (Safety Signs and Signals) Regulations 1996.	
6.4 The above referenced legislation is enforced by:	Health & Safety Executive	
6.5 Comments:	Guidance used for reference; HM Government guidance on: Offices & shops ISBN-13:9781 85112 8150 Small & Medium places of assembly ISBN-13:9781 85112 8204 PAS 79 - 1:2020 Fire Risk Assessment. Part 1 - Premises other than housing – Code of Practice	

Part 2: FIRE HAZARDS AND ELIMINATION OR CONTROL		
7 Electrical sources of ignition		
7.1 Are reasonable measures taken to prevent fires of electrical origin?	Yes	
7.2 Is the fixed wiring installation periodically tested and inspected?	Yes	Fixed electrics inspected 11.01.2021
7.3 Are portable appliances tested/inspected?	Yes / No	Kitchen equipment inspected date it 01.2021. Office equipment has not been inspected.
7.4 Is there a suitable policy about the use of personal electrical appliances?	No	Rhino Safety to provide within the H&S Policy.
7.5 Is there a suitable limitation on the use of trailing leads and adapters?	Yes	
7.6 Is Luminous Discharge Lighting installed? (if yes does the installation meet with current standards)	N/A	
8 Smoking		
8.1 Are reasonable measures taken to prevent fires as a result of smoking?	Yes	
8.2 Is smoking prohibited in the building?	Yes	
8.3 Is smoking prohibited in appropriate areas?	Yes	
8.4 Are there suitable arrangements made for those who wish to smoke?	No	No designated smoking areas.
8.5 Is there any evidence of breaches of smoking policy?	No	
8.6 Is the appropriate smoking prohibition notice displayed at the building's entrance?	Yes	
9 Arson		
9.1 Does the basic security against arson appear reasonable?	Yes	Gates and perimeter fencing, locked key box outside to access keys.
9.2 Is there sufficient control of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	No	Bins stored against the building.
10 Portable heaters and heating installation		
10.1 Is the use of portable heaters avoided as far as reasonably practicable?	Yes	

10.2 If portable heaters are used, are the more hazardous types (radiant bars and LPG) avoided?	Yes	Electric heater observed in the upstairs storage area.
10.3 If portable heaters are used are suitable measures taken to minimise the risk of ignition of combustible materials?	Yes	
10.4 Are fixed heating installations subject to regular maintenance?	Yes	Verbally confirmed that the boiler is less than 12 months old, recommend that this be inspected annually, and servicing certificate made available during future inspections.
11 Cooking facilities		
11.1 Are reasonable measures taken to prevent cooking fires?	Yes	Microwave, electric oven, and hob.
11.2 Are filters changed and ductwork cleaned regularly?	N/A	No extraction hood fitted in the kitchen - Recommend that a Recirculating unit be fitted
11.3 Are suitable extinguishers available?	Yes	CO2, Fire blanket and Powder extinguisher. Recommend that the powder extinguisher be removed from the kitchen as these are no longer recommended for indoor use.
12 Lightning		
Does the building have lightning protection system if required? (if yes has it been tested and are records of testing kept)	N/A	
13 Other significant ignition sources that warrant consideration including process hazards that impact on general fire precautions		
List other ignition sources:	None seen.	
14 Housekeeping		
14.1 Is the standard of housekeeping adequate?	Yes	Storage area would benefit from sorting through.
14.2 Are combustible materials separated from ignition sources?	Yes	
14.3 Is the unnecessary accumulation of combustibles and waste avoided?	Yes	
14.4 Is there appropriate storage of hazardous materials?	Yes	Cleaning products are stored in a locked cupboard under the stairs.
14.5 Are combustible materials stored appropriately?	Yes	

15 Hazards introduced by contractors and building works		
15.1 Is there sufficient control over works by contractors (e.g. Permits to work & hot works permits)?	No	'Hot Works' permit attached as Appendix A. this should be issued to contractors who are carrying out any grinding or brazing works to ensure they have considered the risk and what controls they have in place to prevent a fire from starting.
15.2 Are there arrangements for the safe storage of gas bottles and others hazardous materials	N/A	
15.3 Are fire safety conditions and instructions communicated to contractors?	No	Contractors would always be supervised by a member of the parish council.
16 Dangerous Substances		
16.1 Are dangerous substances present on the premises?	No	
16.2 Has the risk to relevant persons been adequately eliminated or reduced?	N/A	
Part 3: FIRE PROTECTION CONTROL MEASURES		
17 Means of escape		
17.1 Is the building provided with adequate means of escape in case of fire?	Yes	Final exits from the hall and kitchen lead to the rear carpark. Front entrance leads directly outside with access to the rear carpark.
17.2 Are there sufficient exits?	Yes	3 final exits from the building in total, if 1 exit was to become obstructed then the remaining two would be sufficient to allow the escape of the maximum 120 people.
17.3 Are exits easily and immediately openable where necessary?	No	Fire exit in the kitchen was locked.
17.4 Do fire exits open in the direction of travel where necessary?	No	Fire exit in the kitchen opens inwards.
17.5 Have sliding or revolving doors been avoided as fire exits?	Yes	
17.6 Are there adequate means of securing exits?	Yes	
17.7 Are there reasonable distances of travel where there is a single direction of travel?	Yes	Travel distance from the storage room adjacent to the office would be below the required 45 meters to either the front exit of the kitchen exit.
17.8 Are there reasonable distances of travel where there are alternative means of escape?	Yes	

17.9 Are escape routes adequately protected?	Yes	Fire doors installed on both rooms that open onto the stairwell.
17.10 Are there suitable fire precautions for all inner rooms?	No	Storage area adjacent to the office can be classed as an inner room, meaning that you would have to pass through the office to get to a protected area, in this case the stairwell. There is no automatic detection within the office that would alert anyone within the stores room to a fire, however the occupancy levels are extremely low and the sources of ignition within the office are negligible.
17.11 Are escape routes unobstructed?	Yes	
17.12 Are there suitable means of escape for disabled occupants?	Yes	
18 Measures to limit fire spread and development.		
18.1 Is there a sufficient standard of compartmentation and sub-compartmentation?	No	Kitchen has damaged ceiling tiles, it was verbally confirmed that a quote to replace the entire ceiling had been approved.
18.2 Are linings that promote fire spread avoided as far as reasonably practicable?	No	Wallpapered rear room.
19 Emergency Escape lighting (Based on visual inspection but no test of luminance levels or verification of full compliance with BS5266)		
Is there a reasonable standard of escape lighting provided?	Yes	Illuminated exit signs above office door, and ground floor auxiliary function room has bulkhead lighting above the door. Final exit from the main hall has illuminated exit sign as does the door leading from the hall to the main entrance hallway. Stair well does not have emergency lighting installed and unit installed in the office did not display a green LED indicator.
20 Fire safety signs and notices		
Are fire safety signs and notices suitable and sufficient?	Yes	Fire action signs displayed above all manual call points on the ground floor. Manual call point in the upstairs office has no fire action sign. final exit door from the kitchen is missing all signage. No designated fire assembly point.

21 Means of giving warning in the event of fire (Based on visual inspection, but no audibility tests or verification of full compliance with BS5839)		
21.1 Is a manually operated electrical fire alarm system provided?	Yes	Manually operated call points throughout the premises. Fire bell in the ground floor hallway.
21.2 Is automatic fire detection provided?	No	
21.3 Is there remote transmission of alarm signals?	N/A	
22 Manual fire extinguishing appliances (Based on visual inspection, but no verification of full compliance with BS5306)		
22.1 Is there suitable and sufficient provision of portable fire extinguishers?	Yes	2 x Foam and 1 CO2 located at the top of the stairs. 2 x 6L water located in the main hall and CO2 and Powder located in the kitchen.
22.2 Are hose reels provided?	No	
23 Relevant automatic fire extinguishing systems		
Type of system:	N/A	
24 Facilities, equipment, and devices for the protection of Fire-Fighters		
Types of facilities:	N/A	
Part 4: MANAGEMENT OF FIRE SAFETY		
25 Procedures and arrangements		
Person responsible for fire safety:	Shavington Parish Council.	
25.1 Are there competent persons available to assist in implementing fire safety arrangements?	Yes	Rhino Safety Ltd
25.2 Are appropriate fire procedures in place? (including arrangements for calling the fire service)	Yes	Fire action signs installed in the premises.
25.3 Fire Emergency Plan in place and details recorded?	No	Fire emergency plan attached as Appendix B. Fire emergency plan should be communicated to all private hirers of the hall during the booking process and displayed within the kitchen.
25.4 Does the plan take account of other Fire Emergency Plans applicable in the building?	Yes	
25.5 Is the Fire Emergency Plan readily available for staff to read?	N/A	

25.6 Is the Fire Emergency Plan available to the enforcing authority?	N/A	
25.7 Are there persons nominated to respond to fire?	Yes	First responder would call the emergency services
25.8 Are persons nominated to assist with evacuation?	No	No trained fire marshals. Private hirers are left to themselves, it should be mentioned within the hire agreement that they should nominate a fire warden within their party to assist in the evacuation process.
25.9 Is there appropriate liaison with the fire service?	No	Recommend that the brigade be invited to visit the premises.
25.10 Do routine in-house inspections of fire precautions take place?	Yes	
26 Training and drills		
26.1 Are staff given instruction on induction?	No	Volunteers should receive basic fire safety instructions.
26.2 Do staff receive periodic refresher training at suitable intervals?	No	
26.3 Are staff with special responsibilities given appropriate training?	No	Senior members of the parish council who frequent the building on a regular basis should receive training on the fire alarm panel.
26.4 Are fire drills carried out at appropriate intervals?	No	No recorded fire drills.
27 Testing and maintenance		
27.1 Is the workplace adequately maintained?	Yes	
27.2 Is there weekly testing and periodic servicing of the fire detection and alarm system?	No	No in house testing currently takes place. No servicing records available.
27.3 Is there monthly testing and annual servicing of the emergency lighting?	No	As per 27.2.
27.4 Is there annual maintenance and testing of fire extinguishing equipment?	Yes	Service by North Staff Fire Ltd 11.2020 – This is due to be completed again in November 2021
27.5 Is there annual inspection and test of the lightning protection system?	N/A	
27.6 Is there six monthly and annual testing of wet/dry risers?	N/A	
27.7 Is there weekly testing and periodic inspection of sprinkler installations?	N/A	

27.8 Are there routine checks of fire doors and final exit doors (including security fastenings)?	Yes	Not currently recorded.
Other relevant inspection and test	N/A	
28 Records		
28.1 Are there records of fire drills?	No	
28.2 Are there records of fire training?	No	
28.3 Are there records of fire alarm tests?	No	
28.4 Are there records of emergency lighting tests?	No	
28.5 Are there records of maintenance and testing of other fire protection systems?	N/A	
Part 5: RISK RATING AND RECOMMENDATIONS		
<p>Taking into account the fire prevention measures observed at the time of this assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is;</p> <p style="text-align: center;"> LOW <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HIGH <input type="checkbox"/> </p>		
<p>Defined as;</p> <p>LOW – Unusually low likelihood of fire as a result of negligible potential sources of ignition</p> <p>MEDIUM – Normal fire hazards (eg, potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)</p> <p>HIGH – Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire</p>		
<p>Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements, it is considered that the consequences for life safety in the event of a fire would be;</p> <p style="text-align: center;"> SLIGHT HARM <input checked="" type="checkbox"/> MODERATE HARM <input type="checkbox"/> EXTREME HARM <input type="checkbox"/> </p>		
<p>Defined as;</p> <p>SLIGHT HARM – Outbreak of fire unlikely to result in serious injury or death of any occupant (other than sleeping in a room in which a fire occurs)</p> <p>MODERATE HARM – Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities</p> <p>EXTREME HARM – Significant potential for serious injury or death of one or more occupants</p>		
<p>The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79¹:</p>		

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Accordingly, it is considered that the risk to life from fire at these premises is;

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Definition of risk level;

Trivial - no action is required, and no detailed records need to be kept.

Tolerable - no major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

Moderate - it is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.

Substantial - considerable resources might have to be allocated to reduce the risk. If the building is occupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.

Intolerable - building (or relevant area) should not be occupied until the risk is reduced.

Tolerable

Action Plan Recommendations

ACTION PRIORITY;

High – Action to be completed, implemented or arranged within 1 month.

High priority actions do not always indicate an imminent risk. They can relate to actions that are able to be

implemented in a short period with little, or no cost in terms of time & effort (i.e. carrying out and recording routine inspections of the premises)

Medium - Action to be completed, implemented or arranged within 6 months.

These actions can vary in importance and risk. It is recognized that time, cost and effort need to be considered as part of the planning, organizing and carrying out of these actions.

Low - Action to be completed, implemented or arranged within 12 months.

These actions can vary in importance, but in most cases the risk is considered tolerable. The carrying out of these actions may be long term or infrequent, so an extended period of time is allocated for each

Item 1	Ref Electrical sources of ignition
Recommendations	7.3 – All electrical equipment used within the premises requires PAT testing, this includes laptop chargers and any monitors used within the hall – this should be completed annually.
Action Priority. High Medium. Low	High
Action Completed? (Name & date)	
Item 2	Ref Smoking
Recommendations	8.4 – Designated smoking area should be established and suitable located to provide any users of the hall with a area to smoke and vape. A suitable ashtray should also be provided and emptied regularly.
Action Priority. High Medium. Low	High
Action Completed? (Name & date)	
Item 3	Ref Arson
Recommendations	9.2 – Recommend that the bins be stored away from the building at a minimum of 5 meters
Action Priority. High Medium. Low	High
Action Completed? (Name & date)	
Item 4	Ref Housekeeping
Recommendations	Premises was generally clean and tidy during the inspection. Recommend that in some areas, such as the storerooms, consideration is given to the way some items are stored and whether any items stored on floors can be moved onto shelves or discarded where these are no longer needed and combustible items be kept to a minimum within the premises.
Action Priority. High Medium. Low	Medium
Action Completed? (Name & date)	
Item 5	Ref Means of escape
Recommendations	<p>17.3, 17.4 – Fire exit from the kitchen must be unlocked when the premises is occupied to allow for the required number of exits from the building.</p> <p>This must be stipulated as a requirement with the hirers agreement and signage should also be installed on the door to remind people that this must be unlocked.</p> <p>Signage should also be installed to indicated that the door opens inwards.</p>

Action Priority. High Medium. Low	High
Action Completed? (Name & date)	
Item 6	Ref Emergency Escape lighting
Recommendations	<p>Recommend that emergency lighting be installed in the stairwell. Any changes in level must have a provision of emergency lighting.</p> <p>The bulkhead installed above the office door did not display a green LED indicating that the light may not have an active power supply and therefor may not activate in the event of a power outage. This should be inspected by competent person.</p>
Action Priority. High Medium. Low	High
Action Completed? (Name & date)	
Item 7	Ref Fire safety signs and notices
Recommendations	<p>Fire action sign should be displayed above the call point in the upstairs office.</p> <p>Exit door from the kitchen should display 'Fire Exit' signage and 'Door Opens Inwards' signage.</p> <p>Designated area should be identified as a suitable fire assembly point. Once this has been established the 'Assembly Point' signage should be installed in this location and the location of the assembly point included in all fire action signs and emergency plans</p>
Action Priority. High Medium. Low	High
Action Completed? (Name & date)	
Item 8	Ref Means of giving warning in the event of fire
Recommendations	<p>21.2 - Recommend that a P2 system be installed to protect property, with detectors installed in the upstairs office, ground floor hallway and kitchen. The kitchen should also include a heat detector.</p> <p>These detectors should be interlinked meaning that if one activates, they all sound and would alert all occupants to a potential fire within the building.</p>
Action Priority. High Medium. Low	Medium
Action Completed? (Name & date)	
Item 9	Ref Testing and maintenance
Recommendations	Testing and maintenance should take place in the following timescales.

		<ul style="list-style-type: none"> • Fire alarm tested weekly in house from different call points, serviced every 6 months by a BAFE f=registered contractor • Emergency lighting functionality tests should be completed month in house. Annual service and 3-hour discharge test should be completed by a competent person. • Fire extinguishers should be serviced annually by a competent contractor. <p>Records of all in house testing and servicing should be recorded in a fire logbook for the premises.</p>	
Action Priority. High Medium. Low		High	
Action Completed? (Name & date)			
Item 10		Ref Records	
Recommendations		All records should be kept in a fire logbook for the premises and made available to the enforcing authority on request and made available during future H&S inspection.	
Action Priority. High Medium. Low		High	
Action Completed? (Name & date)			
Assessor Signature		K Hand	21.10.2021
Re-Assessment This fire risk assessment should be reviewed in 12 months, or sooner if any significant change takes place.			
Date reviewed	Reviewed by	Signature	Reason for review

APPENDIX A

HOT WORK PERMIT – to be issued for all temporary Hot Work inside buildings or outside if adjacent to buildings or flammable storage.			
Location:		Permit No:	
Date:			
Applicable to all operations involving flame, hot air, arc welding, cutting equipment, brazing, soldering, blowlamps, bitumen boilers, grinding of metals or any other equipment producing heat or having naked flame.			
Fire Precautions Required – Tick Where Appropriate			
<input type="checkbox"/>	Area cleared of all loose combustible material. Remove or protect all flammable liquids or gas.	<input type="checkbox"/>	Gas cylinder in vertical position
<input type="checkbox"/>	Other sides of walls or partitions checked to ensure combustible materials will not be ignited by conducted heat.	<input type="checkbox"/>	Flash back arrestors fitted to gas cylinders
<input type="checkbox"/>	Exposed wooden flooring or other immovable combustible covered with sand or other non-combustible material.	<input type="checkbox"/>	“Tar” boilers supervised by experienced persons (see note below) and never left unattended unless switched off.
<input type="checkbox"/>	Welding, cutting or grinding work screened using non-combustible material.	<input type="checkbox"/>	Gas cylinders three metres from burners
<input type="checkbox"/>	Smoking not allowed.	<input type="checkbox"/>	Appropriate extinguishers standing by with extinguishing equipment while work is in progress.
<input type="checkbox"/>	Ensure smoke and heat detectors are rendered inoperable by a) disconnection b) enclosing with protective cover To be made operable immediately after completion of work.	<input type="checkbox"/>	Check area one hour after completion of work
<input type="checkbox"/>		<input type="checkbox"/>	If operating adjacent to a gas supply, turn off gas or protect piping.
Note: Tar boilers and similar equipment should only be taken on roofs when permitted by the building supervisor and a non combustible heat insulating base must be provided to prevent heat igniting the roof. Operators to be familiar with the following: a) what to do if they discover a fire b) how to raise the alarm c) evacuation procedure			
Nature of work:			
Equipment to be used:			
Location:			
Additional Precautions:			
Permit issued to.....of..... Valid from.....hrs to.....hrs on..... Signed/Time..... Signed/Time.....			
PERMIT CLEARANCE/RETURN			
The above work area has been checked 1 hour after completion of work			
Signed..... Date..... Time			
Confirmation of Return of Permit			
Signed DateTime			

Fire Action Procedure.

1. On discovering smoke or a fire:

- a. Raise the alarm by shouting **Fire, Fire** and activating the nearest break glass call point, making sure that everyone in the vicinity has heard you.
- b. If it is safe for you and you have been trained, use the nearest appropriate fire extinguisher
- c. If the fire extinguisher runs out or the fire continues to grow or the smoke increases, exit by the nearest fire exit, go to the Fire Assembly Point, and report the incident to the person in charge.

2. Person in charge – In the event of the fire alarm being raised:

- a. Ensure that people in the building are, or have evacuated, to the Fire Assembly Point.
- b. Proceed to the Fire Assembly Point and confirm the location and details of the incident.
- c. If flames or smoke has been reported, dial 999 and ask for fire brigade attendance, give the location, post code and phone number.
- d. Confirm that the buildings have been evacuated and carry out a roll call.
- e. Do not allow anyone to return to the building until told that it is safe.
- f. Send someone to the end of the road to meet the fire & rescue service and to direct them to the building concerned.

3. Occupants – if the fire alarm is raised:

- a. Leave the building by the nearest Fire Exit Door ensuring that anyone else in your building is also evacuating and proceed to the Fire Assembly Point for roll call.
- b. Do not stop to collect any personal items and do not return to the building until it is safe.



Report Statement

Meeting: Parish Council 01.12.2021

Report Purpose: To provide draft Policies for consideration

Version Control: v1

Author: Clerk

1. Report Summary

This report provides draft policies for Members' consideration.

2. Background

The Data Protection Compliance Review completed by JDH Business Service Ltd and the H&S General Inspection report completed by Rhino Safety, highlighted the need for the Parish Council to adopt policies to comply with DPA and H&S.

3. Position

Members are asked to consider the following policies:

- Shavington cum Gresty Health and Safety Policy
- Shavington cum Gresty Environmental and Sustainability Policy
- Shavington cum Gresty Bench Sponsorship Policy
- Shavington cum Gresty Cyber Security Policy
- Shavington cum Gresty Data Breach Policy
- Shavington cum Gresty Data Processing Agreement
- Shavington cum Gresty Document Retention Policy
- Shavington cum Gresty Internal Privacy Notice
- Shavington cum Gresty Member Security
- Shavington cum Gresty Subject access request procedure
- Shavington cum Gresty General Privacy Policy and Website Privacy Policy (rev)

4. Sustainability Impact

Environment: neutral as mainly digital

5. Governance

Council must comply with DPA and H&S regulation

6. Financial Impact

Within budget

7. Resource Impact



Clerk time

8. Conclusions

Members are asked:

- a. Note the draft policies and approve them
- b. Note the draft policies, request some amendments to be made and approve them
- c. Note the draft policies and not approve them

9. Consideration Sought

That the policies are approved.

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MARK to facilitate collating of printed agenda packs–

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SHAVINGTON_{CUM} GRESTY
PARISH COUNCIL

HEALTH AND SAFETY POLICY

Shavington Parish Council

October 2021

Provided by:



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INTRODUCTION

This policy is available to access by all staff and volunteers and officers of Shavington Parish Council and any other interested person that may be affected by our work or activities. A hard copy is kept securely in the club, and electronic copies can be provided on request.

All staff and volunteers are encouraged to fully familiarise themselves with this policy and accompanying documentation. Staff and volunteers are required to confirm that they are aware of and understand the contents of this policy. If they are unsure of or do not understand any aspect, they should speak to their Manager at the earliest opportunity for clarification.

We ensure that this policy is managed effectively by regularly monitoring the policy (at least annually) and revising when necessary. Revisions and amendments may be necessary to reflect legislative change, or changes that have taken place within Shavington Parish Council. Staff and volunteers are informed when revisions or amendments are made.

Shavington Parish Council encourages all staff and volunteers to inform the Management of any aspect of this policy which they consider to be inadequate, ineffective, or in any other way unsuitable; with a view to ensuring that this policy is maintained as a true working document.

Shavington Parish Council accepts that the responsibility for health, safety and welfare is ultimately with the Managing Chairperson, and accepts the duty under law to provide a working environment that is free from danger or hazard, so far as is reasonably practicable.

Effective Health, Safety and Welfare management is a priority and will never be compromised for any other objectives.

POLICY STATEMENT OF INTENT

Shavington Parish Council believes that the effective management of health and safety is an essential element within its overall business plan. An effective and practical health and safety ethos is reflected in high productivity and quality standards.

We engage the services of Rhino Safety Limited, an external Health & Safety consultancy, to provide us with expert advice, support and guidance. This demonstrates our commitment to the continuous monitoring and improvement of health, safety and welfare in our workplace, with a view to achieving high standards and best practices.

We recognise that our staff and volunteers are our most important asset, and we are wholly committed to protecting their health, safety and welfare in our workplace at all times. We will also safeguard any other people who may be affected by our work activities.

We recognise that from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. There is no conflict between profit and safety considerations; they go hand in hand. High health and safety standards make sound commercial sense. Health and safety is never compromised for any other objectives.

We are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

Our intentions:

- To identify, assess and proactively manage the health, safety and welfare hazards and risks that are associated with our business; and to ensure that all our staff and volunteers (and any other person who may be affected by our work activities) are aware of and understand those hazards, risks, and control measures. Hazards and risks will be prevented, reduced or controlled to an acceptable level to ensure the potential for incidents and accidents is minimised.
- To require any sub-contractors or other person working in our workplace to prove their health and safety competence; and also require them to identify, assess, manage and communicate any health and safety hazards and risks associated with their work that may impact on our work activities.
- To actively involve our staff and volunteers in consultation on matters affecting health, safety and welfare, and to promote and demonstrate open and transparent communication.
- To provide our staff and volunteers with the appropriate information, education and supervision to ensure that they are competent in their duties.
- To provide and maintain safe resources and equipment; and provide adequate and effective control measures to identify, assess and manage the health and safety risks related to our work activities, our resources and our equipment.
- To do everything that is reasonably practicable to prevent incidents, accidents and instances of work-related illnesses; including by providing training and education to staff and volunteers where appropriate.
- To review and (where appropriate) revise this policy regularly, and to assess its ongoing effectiveness.
- Ultimately, to maintain a safe and healthy working environment.

Signed on behalf of Shavington Parish Council:

Name:

Position:

Date:

RESPONSIBILITIES

CHAIRPERSON

The responsibilities of the Chairperson are to:

- Be responsible for the implementation of the Shavington Parish Council Health and Safety Policy.
- Regularly (at least annually) review the Health and Safety Policy to ensure that it remains in compliance with Shavington Parish Council's objectives for Health and Safety.
- Ensure that Management and staff and volunteers at all levels fully understand the arrangements for the implementation of the Health and Safety Policy.
- Ensure that all levels of Management and staff and volunteers are aware of and carry out their responsibilities and obligation to comply with the Shavington Parish Council Health & Safety policy (and other related rules or procedures) that are in place at their actual place of work.
- Ensure that all health and safety issues are communicated promptly and effectively.
- Ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions.
- Ensure that statutory insurance cover is in place, and that the current statutory Certificate is displayed in a prominent position.
- Ensure that open and transparent consultations between Management and staff and volunteers take place at regular intervals.
- Ensure that contractors, temporary workers, visitors etc., adhere to the Shavington Parish Council health and safety rules and procedures and any other relevant legislation.
- Ensure that all risk and hazard assessments relating to the activities and hazards of Shavington Parish Council are completed and recorded; the results communicated to all staff and volunteers; and that the assessments are reviewed regularly (at least annually and/or whenever change occurs).
- Ensure that safe access and egress throughout the workplace is provided and maintained.
- Ensure that suitable and sufficient Personal Protective Equipment (PPE), if appropriate, is provided for any relevant hazards within Shavington Parish Council's premises, or operations elsewhere by their staff and volunteers.
- Ensure that appropriate First Aid personnel and resources are provided; and that staff and volunteers are aware of the identity of First Aid personnel, the location of facilities, and the requirement to record all accidents/incidents, either in the Accident Book, or in another approved format.
- Ensure that adequate fire-fighting equipment is provided, and to ensure that all maintenance records are kept complete and up to date.
- Ensure that there are suitable means of raising the alarm in the event of a fire, and that checks are carried as per the statutory guidelines.
- Ensure that fire escape routes and doors are provided, maintained in good working order, and kept free from obstruction.
- Ensure that all reportable injuries, diseases, and dangerous occurrences are reported either by telephone or online, and that all required documentation is forwarded within the relevant time periods;
- Ensure that records are compiled for all statutory inspections, testing, or maintenance carried out on all work equipment, and that these are fulfilled by competent personnel.
- Ensure that any faulty work equipment is immediately taken out of service until either repaired or replaced.
- Ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are appropriate and adequate.
- Ensure that all flammable and hazardous substances are contained and identified with signs to comply with the statutory C.O.S.H.H. Regulations.

STAFF AND VOLUNTEERS

Health and Safety legislation requires Shavington Parish Council staff and volunteers to accept and comply with the following responsibilities:

- To take all reasonable care of their own health, safety and welfare; and that of any other person who may be affected by their actions or failure to act; and to cooperate with Shavington Parish Council and its Chairperson to enable them to fulfil their own responsibilities successfully.
- To always follow safety rules; to avoid improvisation, and to comply with the Shavington Parish Council health and safety policy (*and any policy and requirements in place at their working site*).
- To only undertake work or actions in they are qualified or competent; to carry out their work in a safe manner in accordance with instructions.
- To never participate in horseplay or other actions that could place them or those affected by their actions at risk of harm.
- To always use, transport, and store materials, equipment and tools in a safe and secure manner.
- To assist in ensuring that emergency escape routes are never blocked or obstructed.
- To always wear suitable clothing and personal protective equipment (PPE) for the task being undertaken.
- To always report any unsafe action or condition, including hazards, defective equipment, unsafe practices, accidents and near misses.

Under no circumstances must an employee or staff and volunteers purposely interfere with, or misuse, or compromise, any item or resource (*e.g. guards, signs, and firefighting equipment*) provided in the interests of the health, safety or welfare of Shavington Parish Council staff or other persons.

EXTERNAL HEALTH AND SAFETY CONSULTANCY

The responsibility of Rhino Safety Limited is to:

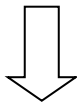
- Advise Shavington Parish Council on Health and Safety issues and legal compliances.
- To inform the company on any updates to legislation and advise on the effects of any updated legislation to the company.
- Prepare any Health and Safety documentation as required (risk assessments etc.).
- To assist in the regular review and revision of the Health and Safety documentation applicable to the company.
- Provide support and advice in relation to any Health and Safety issues.

INFORMATION FOR STAFF AND VOLUNTEERS

Shavington Parish Council is required to provide certain information regarding health and safety legislation to all their staff and volunteers. We comply with this requirement by displaying the approved Health and Safety Information poster on their premises. This poster is kept in a readable condition.

ORGANISATIONAL CHART

PARISH COUNCIL



HEALTH & SAFETY CONSULTANTS

Rhino Safety Limited

ARRANGEMENTS

The following sections detail the arrangements we implement to effectively minimise, control and manage the risks that we have identified as having the most potential to cause serious harm associated with our workplace and activities.

We recognise that there are other ways in which harm may be caused during our work activities, even when the harm may not be significant. As with general daily life, there are very few areas that are entirely free from risk. We expect all staff and volunteers, subcontractors, and others who may be involved in or affected by our work activities to take all reasonable care to prevent any harm, irrespective of how minor the harm may seem, and to engage in sensible precautions where necessary; even where such precautions are not explicitly identified within this document.

BEHAVIOURAL SAFETY

SAFETY CULTURE

It is the policy of Shavington Parish Council that a positive Health and Safety culture is promoted throughout the company, safety culture means “the way we do things around here with regards to Health and Safety” and is a collective ownership of Health and Safety from the managing director down through each level of the company hierarchy.

We recognise that behaviour of employees plays a huge part in maintaining a positive safety culture and employee's behaviour stems from the behaviours of management. We believe that measuring behaviour is proactive management, as observing at risk behaviours and taking action to correct them leads to less accidents due to early identification of problems, so we not only encourage management to observe and report unsafe behaviours, but employees too.

Reasons for Poor Behaviour

- Taking short cuts to save time;
- The person is a habitual risk taker;
- Misunderstanding (being unaware or having a low perception of risk)
- Not updating documents such as risk assessment or safe systems of work to reflect changes that may have happened to processes, people, equipment or environment;
- Misinformation or poor communication (e.g. inadequate training, lack of regular toolbox talks, not reporting accidents or near misses);
- Thinking “We've always done it this way” or being resistant to change.

Management Controls

- Review documentation as necessary ensuring that any changes are communicated to employees;
- Ensure all employees receive sufficient training and supervision for their activities;
- Ensure regular safety communication with employees, often employees have the best solutions to safety problems because of their intimate knowledge of the job;
- Observe unsafe behaviours and encourage employee to observe and report any unsafe behaviours themselves;
- ALWAYS lead by example.

Employee Responsibilities

- Ensure you read and understand all risk assessments relating to your job;
- Take on board the training provided and make us aware of anything you may not have understood;
- Ask questions and observe unsafe behaviours, don't walk by something that could potentially be dangerous;
- Please speak to us about your job and any improvements you think can be made, we understand that workers often have the best solutions;
- If you think “this doesn't feel right” or “this doesn't make sense” stop and re consider the task and involve other members of your team when finding solutions;
- Report any circumstances that you feel will put yourself or others in danger.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Aims of the Regulations are to help everyone:

- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that Shavington Parish Council are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

NOTIFIABLE PROJECTS

A project is notifiable if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or;
- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

PRINCIPAL CONTRACTOR

When Shavington Parish Council act as principal contractor, we will plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase; to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

Specifically, we will ensure that:

- Design, technical and organisational aspects are decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- The period of time required to complete the work or work stages is estimated;
- The general principles of prevention are taken into account.
- Shavington Parish Council must:
 - Organise co-operation between contractors;

- Co-ordinate implementation by the contractors of applicable legal requirements for health and safety;
- Ensure that employers apply the general principles of prevention in a consistent manner;
- Ensure a suitable site induction is provided;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;

We will liaise with the principal designer for the duration of the principal designer's appointment and share information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety file.

CONTRACTOR

When Shavington Parish Council acts as a contractor during a project, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations;
- We plan, manage and monitor construction work carried out either by ourselves or by workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, we will comply with:

- Any directions given by the principal designer or the principal contractor; and
- The parts of the construction phase plan that are relevant to that our work on the project.

If we are the sole contractor working on the project, then we will draw up a construction phase plan, as soon as is practicable prior to setting up a construction site.

We will not employ or appoint a person to work on a construction site unless that person has the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

We will provide each worker under our control with appropriate supervision, training, instruction and information so that construction work can be carried out without risks to health and safety.

PRINCIPAL DESIGNER

When we act as a Principal Designer during a project, we will ensure that we:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we will take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Aims of the Regulations are to help everyone:

- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that Shavington Parish Council are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

NOTIFIABLE PROJECTS

A project is notifiable if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or;
- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

PRINCIPAL CONTRACTOR

When Shavington Parish Council act as principal contractor, we will plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase; to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

Specifically, we will ensure that:

- Design, technical and organisational aspects are decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- The period of time required to complete the work or work stages is estimated;
- The general principles of prevention are taken into account.
- Shavington Parish Council must:
 - Organise co-operation between contractors;

- Co-ordinate implementation by the contractors of applicable legal requirements for health and safety;
- Ensure that employers apply the general principles of prevention in a consistent manner;
- Ensure a suitable site induction is provided;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;

We will liaise with the principal designer for the duration of the principal designer's appointment and share information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety file.

CONTRACTOR

When Shavington Parish Council acts as a contractor during a project, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations;
- We plan, manage and monitor construction work carried out either by ourselves or by workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, we will comply with:

- Any directions given by the principal designer or the principal contractor; and
- The parts of the construction phase plan that are relevant to that our work on the project.

If we are the sole contractor working on the project, then we will draw up a construction phase plan, as soon as is practicable prior to setting up a construction site.

We will not employ or appoint a person to work on a construction site unless that person has the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

We will provide each worker under our control with appropriate supervision, training, instruction and information so that construction work can be carried out without risks to health and safety.

PRINCIPAL DESIGNER

When we act as a Principal Designer during a project, we will ensure that we:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we will take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

CLIENT

When Shavington Parish Council acts as the Client during a project, we will ensure that we make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:

- Appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
- Allowing sufficient time and resources for each stage of the project.
- Making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
- Making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintaining and reviewing the management arrangements for the duration of the project.
- Providing pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensuring that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensuring that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

CONTRACTOR SELECTION

Shavington Parish Council has adopted a policy that we will only work with Contractors who can demonstrate and validate their commitment to high standards of health and safety. As such, all Contractors will be selected via a process that substantiates their competency.

Management Controls

- Wherever possible, contractors are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the Training and Experience of their staff.
- Contractors are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.
- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.

C.O.S.H.H.

C.O.S.H.H. stands for the Control of Substances Hazardous to Health. In the course of our work activities, staff and volunteers may be exposed to, or required to use, substances that may be hazardous to health if proper control measures are not adhered to.

SUBSTANCES HAZARDOUS TO HEALTH INCLUDE:

- Any chemicals that have to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive';
- Any substance with a 'maximum exposure limit' or 'occupational exposure standard' (OES);
- Substantial quantities of airborne dust of any kind;
- Harmful micro-organisms;
- Any other substance that creates a comparable health hazard.

Certain substances, such as asbestos and lead, are covered by specific Regulations.

Management Controls

- We ensure that we have the current datasheets for all substances hazardous to health that we use during our operations.
- These substances are assessed, and the correct control measures implemented.
- All the hazardous substances we hold are stored in a suitable safe location.
- Where appropriate, suitable Personal Protective Equipment is provided for use when dealing with hazardous substances, and staff are instructed that they must wear it.

Employee Responsibilities

- Always wear the Personal Protective Equipment provided.

DISPLAY SCREEN EQUIPMENT

A user of Display Screen Equipment is defined as a person who "habitually uses display screen equipment as a significant part of their normal work". Generally, this means an employee who uses DSE more or less continually during the working day (*or for continuous spells of an hour or more at a time*); and who has to transfer information quickly to or from the screen.

Management Controls

- Workstations within our offices will be assessed with a view to reducing the risks associated with DSE.
- The assessment will be reviewed when; hardware/software is modified or changed; the workstation is modified; the time spent using equipment increases; there is a change in task, the workstation is relocated, or the lighting modified.
- We ensure that there is sufficient space for the operator to move, change position, and store documents.
- We ensure that lighting is suitable and sufficient to reduce glare and reflections.
- We assess ancillary equipment to ensure noise does not create excessive disturbance.
- Checks are made to ensure that excessive heat is not produced by ancillary equipment.
- We ensure that humidity is maintained at a suitable and adequate level.

EYE TESTS

The provision of eyesight tests for present and future users of DSE is available. Present users shall be provided, on request, with appropriate eye tests. It is advised that future users are tested before they become users.

Repeat testing is to be at the discretion of the optometrist conducting the test. However, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer should provide eye/eyesight tests as soon as possible. Shavington Parish Council will meet the cost of providing a full eye / eyesight test with an optometrist or doctor; and will contribute towards the cost of any corrective equipment (such as spectacles) that are prescribed specifically for use with DSE.

DISPOSAL OF WASTE – GENERAL

It is the policy of Shavington Parish Council to conduct all aspects of our activities in accordance with approved and acceptable waste management practices, and to operate within current legislation. Legislation regarding items prohibited from entering the waste stream are continuously being updated; therefore, if there is any doubt about how a particular waste product should be dealt with, a manager or supervisor should be contacted

Management Controls

- General Waste: General waste (*i.e. neither hazardous nor clinical*) is collected on a regular basis and not left to build up.
- Confidential Waste: Precautions are taken when disposing of confidential waste, and independent companies are contracted to dispose of confidential materials where necessary.
- Hazardous Waste: Hazardous waste includes; IT and telecommunications, including monitors and handsets; lighting equipment, including fluorescent tubes; electrical equipment and electronic tools; monitoring and control devices; and automatic dispensers. Any hazardous waste is disposed of according to the relevant legislation.
- Recycling: All other waste is recycled. Containers clearly marked with what can be disposed of are sited throughout Shavington Parish Council and can be used to recycle; paper, newspapers, envelopes, cardboard, cans and glass, and toner and printer cartridges. Other items must not be placed in the recycling bins as this can lead to the contamination of an entire recycling load, which will then be taken to landfill.

Employee Responsibilities

- All staff and volunteers of Shavington Parish Council have a personal responsibility for the way their conduct impacts on the environment and must ensure that they carefully consider all materials before disposing of them as waste.

FOOD SAFETY

Management Controls

- All staff who work in the kitchen are competent to operate all kitchen equipment.
- All equipment is visually inspected prior to use for any damage or defects. Any damaged items are immediately taken out of use for replacement or repair.
- All kitchen equipment is serviced and maintained in accordance with the manufacturer's guidance.
- All gas appliances are serviced and maintained in accordance with the manufacturer's guidance, using appropriately qualified contractors.
- All staff responsible for food preparation have the relevant food hygiene training.
- The kitchen is kept clean and tidy, with any spills cleaned up immediately.
- The extraction system is cleaned on a regular basis to avoid the build-up of grease.
- All food items are stored appropriately.
- The fridges and freezers are monitored to ensure food is kept at the correct temperature.

Employee Responsibilities

- Any damaged items must not be used and must be reported immediately to the supervisor for replacement or repair.
- No employee should handle food or enter the food handling area if they are suffering from, or carrying, a disease likely to be transmitted via food; have open or infected wounds, skin conditions or sores; have diarrhoea / vomiting.
- Every employee must maintain a high level of personal cleanliness. He or she must wear suitable clean clothing, and protective clothing where necessary.
- Effective hand washing is extremely important to help the prevention of harmful bacteria being spread from people's hands to food, work surfaces, equipment etc. Therefore, all staff and volunteers should wash their hands thoroughly and dry them using a disposable towel, in the following (non-exhaustive) circumstances:
 - When entering the food handling area after a break / toilet break;
 - Before and after preparing food;
 - After touching raw / defrosting food;
 - After handling food waste / emptying the bin;
 - After cleaning or handling cleaning products;
 - After blowing nose / sneezing etc.

FIRE SAFETY

Strict compliance with fire safety instructions is necessary to ensure the safety of all staff and visitors to the premises of Shavington Parish Council. The fire assembly point is located on the car park.

Management Controls

- Management are responsible for ensuring that each member of staff is aware of these instructions and is also familiar with the procedures to be followed in the case of a fire or fire alarm.
- All staff are briefed by a nominated and competent person on the fire safety arrangements of Shavington Parish Council at least once a year. Such training is recorded and held on the premises. The training record is signed by the employee, to formally confirm their understanding of that training.
- Shavington Parish Council nominates a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible is competent in fire safety and arranges the necessary training in accordance with the following guidelines:

DUTIES OF THE NOMINATED AND COMPETENT PERSON RESPONSIBLE FOR FIRE SAFETY

The person responsible for fire safety:

- Maintains an up-to-date Register of Staff and volunteers. This Register is available for inspection at all times and is taken to the fire assembly point in the event of an evacuation, for the purpose of ensuring that all staff are accounted for.
- Maintains a Visitors Book, in which the names and vehicle registration numbers of all visitors to the premises are recorded. This Visitors Book is taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- Ensures employee training in Fire Safety.
- Maintains the Fire Safety Records, detailing all relevant records regarding fire safety, and available for inspection by the local authority and/or Fire Service as required.
- Ensures that all fire alarm and associated equipment is tested regularly, with results being recorded.
- Ensures that all firefighting equipment is tested on a regular basis in accordance with the manufacturers' or suppliers' guidelines.
- Ensures that a fire evacuation drill is carried out annually by all regular users of the hall.
- Ensures that all automatic fire detection equipment is tested according to the manufacturers' or suppliers' guidelines.
- Ensures that all emergency lighting and emergency exit lights are tested according to the manufacturers' or suppliers' current guidelines.
- Ensures that all hazardous substances or materials are recorded in the appropriate format, and that the information is readily available to the local Fire Service when needed or requested.
- Ensures that escape routes and doors are not obstructed; that Fire Exit doors are unlocked and available for use when the building is occupied; and that Fire doors are closed at all times and not wedged open.

FIRE INSTRUCTION

Fire Instruction notices are displayed in prominent positions and highlight the action to be taken by all staff in the event of a suspected fire situation occurring.

The Fire Instruction notice contains the following details:

- Name and address of the premises.
- How to raise the alarm.

- How to call the Fire Service.
- How to act on hearing the alarm.
- Location of the assembly point.

Together with the following mandatory instructions:

- Raise the alarm if not already done.
- Evacuate the building (*and vicinity if necessary*).
- Ensure the relevant emergency services have been notified.
- Go to the pre-designated assembly point.
- Do not stop to collect personal belongings.
- Obey instructions from the Fire Safety Marshal and Fire Service.
- Do not re-enter the building until told it is safe to do so.

FIRE TRAINING

All staff receive instructions by a competent person on fire safety at the induction stage of their employment, and then at least once annually.

The training includes the following:

- Basic advice on fire prevention.
- Procedures in case of fire.
- Methods of raising the alarm.
- Location of fire alarm call points and alarm indicator panels.
- Action to be taken on hearing the alarm.
- Correct procedures in calling the Fire Service.
- Position and use of internal firefighting equipment.
- Location of Fire exits and routes leading to them.
- Evacuation procedures.
- Special arrangements for staff or visitors with disabilities.
- Arrangements for the assistance and guidance of visitors.

FIRE PREVENTION

- Fire extinguishers, call points, fire detectors, and all other fire prevention equipment items must not be abused or misused.
- Fire Exits and escape routes are well signed and available for use at all times when the building is occupied.
- Internal fire doors are clearly labelled and fitted with closing devices.
- Adequate provision for the disposal of cigarette ends etc. are provided.
- Waste materials are not allowed to accumulate, and all waste disposal containers are constructed of fire-resistant material and fitted with lids.
- Portable heaters are located well away from combustible materials and pedestrian routes, and the instructions for use strictly observed.
- Temporary fixtures and fittings used for special occasions are located away from heat or flame sources, not attached to lights or heaters, or to any fire safety equipment provided for use in an emergency.
- Emergency signs and notices are not obscured, and fire exit routes kept clear.
- Electrical apparatus conforms to British Standards and only installed by a competent electrical contractor.

At the end of the day a check is made of all rooms to ensure that:

- Fire doors are closed.
- Windows are closed.
- All potential seats of fire (*e.g., cigarette ends, combustible waste etc.*) have been properly disposed of.

FIRST AID

FACILITIES AND EQUIPMENT

Shavington Parish Council will provide suitable and sufficient First Aid facilities and equipment as required by the relevant legislation.

FIRST AID PERSONNEL

The number of First Aid personnel ('Appointed Persons' and 'First Aiders') required in a workplace depends on the potential hazards identified therein.

APPOINTED PERSON

An Appointed Person is an employee authorised by the employer to take charge if an injury or illness should occur. This person will act in the absence of a trained First Aider and have the responsibility of summoning help, calling for an ambulance, etc. Appointed Persons should be trained to such a level that they are competent in emergency situations.

FIRST AIDERS

A First Aider is a person who has undertaken training and obtained qualifications approved by the Health and Safety Executive. All First Aid certificates are valid for three years. It is important that qualified First Aiders undertake refresher training before their current certificate expires.

FIRST AID INFORMATION

Notices detailing the arrangements that have been made in connection with First Aid, including the location of First Aid facilities and personnel will be displayed.

FIRST AID RESOURCES

The First Aid box will be adequately stocked with resources that the First Aider has been trained to use, but it will not contain any form of medication.

As a general guide (*there is no mandatory list*) the First Aid Box **will typically contain:**

- A First Aid General Guidance card, or a First Aid at Work booklet.
- Approx. 20 individually wrapped sterile adhesive dressings of assorted sizes.
- Approx. 2 Sterile Eye Pads, with holding attachments.
- Approx. 4 individually wrapped sterile triangular bandages.
- A suitable number of safety pins.
- Approx. 6 medium individually wrapped sterile wound dressing, unmedicated.
- Approx. 2 large individually wrapped wound dressings, unmedicated.
- One pair of disposable gloves.

These contents must be examined regularly and restocked when necessary (including the replacement of items that have reached their expiry date). **Under NO circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in First Aid Box.**

GENERAL PREMISES CONDITIONS

CLEANLINESS AND WASTE

All work areas are kept clean and tidy with waste removed at regular intervals and not left to build up.

WORK STATIONS AND SEATING

Each workstation and chair are suitable for the job function and the person utilising them. Workstations are arranged so that each task can be carried out safely and comfortably, including ensuring that the worker can work at a suitable height in relation to the work surface.

Those members of staff who use computer equipment on a regular basis are required to complete a Display Screen Equipment assessment form.

DRINKING WATER

An adequate supply of drinking water is readily accessible in our premises.

INDOOR TEMPERATURE

A reasonable temperature (*normally at least 16 degrees Celsius*) is provided during work hours in our premises.

TRAFFIC ROUTES

Car parking outside our premises is organised to allow pedestrians and vehicular traffic to circulate safely.

WASHING AND SANITARY FACILITIES

Our premises comply with the regulatory requirements with regard to the number of WCs provided in relation to the number of staff employed on the premises.

In the case of female WCs, suitable means is provided for the disposal of sanitary dressings.

In both male and female WCs, washing facilities are suitable and sufficient, with hot and cold running water, soap, and suitable drying facilities.

Washing and sanitary facilities are regularly checked to ensure standards of cleanliness and tidiness are maintained. All WCs are adequately ventilated and lit.

GLASS

Management Controls

- Glass stored in our premises is done so in the glass racks/shelves provided and nowhere else.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it when handling broken glass.
- Suitable training for the safe handling and disposal of glass is provided.

Employee Responsibilities

- Ensure that glass is stored in the provided location.
- Ensure that empty glasses are collected frequently during events.
- Ensure that the correct Personal Protective Equipment (PPE) is worn at all times when handling broken glass.
- Take extra care when dealing with broken glass; clear up breakages immediately and dispose of broken glass in a suitable way.

HAND TOOLS

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

Management Controls

- All hand tools comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Select the correct tools for the job.
- Check that the tools are in good condition.
- Use them correctly.
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.
- Do not lay tools down so that they can fall, roll or be knocked over.
- Never leave tools lying in walkways or any place where they could be tripped over.

HOME WORKING

Employees of Shavington Parish Council may be required to work from home, or alternatively may request to work from home.

Management Controls

- The home worker is informed of the best ways of accessing their Manager whilst home working.
- Regular communications take place between the Manager and colleagues, where any issues can be raised and appropriate actions taken.
- All equipment provided is safe to use. Company electrical equipment (laptops etc.) are PAT tested and have an expiry date attached to them.

Employee Responsibilities

- It is the home worker's responsibility to ensure that they bring Company equipment into the office when required to ensure testing can be done.
- When working from home, the working area must be arranged in such a way to enable work to be done in a safe and comfortable manner. This should be done in conjunction with the Display Screen Equipment (DSE) assessment form to use as a general guide.
- Any issues should be brought to the attention of the Manager immediately.

KNIVES

Management Controls

- Shavington Parish Council ensures that all staff are adequately trained and competent before using knives and keeps documented records of all training received.
- All knives comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Maintenance and replacement of knives, etc. is the responsibility of the Management.
- Damaged or defective knives are removed from use until repaired or replaced.

Employee Responsibilities

- Only use knives for their intended purpose, and in accordance with safe working practices.
- Never use any other knives in the workplace.
- Wear suitable Personal Protective Equipment provided.

LADDERS / WORKING AT HEIGHT

Work which cannot be comfortably reached from a ladder must not be undertaken from a ladder. The risk involved calls for a better method (e.g., *mobile scaffold tower etc.*).

- Ladders are a means of access/egress, not a work platform.
- The foot of the ladder must be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.
- The top of the ladder must be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed.
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
- Fitted with Non-slip feet, and based on a firm level surface, which is not slippery.
- Erected at a safe angle (1:4).
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m.
- Different grades of ladder are available. Ensure that the ladder in use is the correct strength for the work to be carried out:

Current Grades of Ladders

Class 1	The heaviest duty ladder is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light (e.g., domestic) use.	BS 2037

These are being replaced with a new standard **EN131**

Professional (commercial)	Load Capacity 150kg
Non-professional (domestic)	Load Capacity 150kg

As per the regulations, our current ladders that are in good condition will not be changed. When they need replacing, we will ensure that the new ladders that are purchased conform to the new standard EN131 and have the correct minimum rating of 150kg.

Management Controls

- The risks associated with working at height are assessed taking the following factors into consideration:
 - The time and duration of the work;
 - The height at which work is to be undertaken;
 - Hazards associated with falling objects and fragile materials;
 - Local restrictions (*related to structures, overhead lines, etc.*);
 - Choice of access equipment;

- Ground conditions, weather and other environmental considerations;
- Training and experience;
- Requirements for additional safety equipment;
- Other work being undertaken in the vicinity.
- After access equipment choices have been determined, all those required to work at heights are informed of their Health and Safety duties and requirements.
- Where required, a specific Risk Assessment and Method Statement for the operations is produced.

Employee Responsibilities

- Before using a ladder, inspect it to insure it is in good condition. Do not use a damaged ladder (cracked stiles and rungs).
- Check that the ladder is of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.
- Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.
- Never carry heavy items (e.g., propane cylinders) up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (gin wheel etc.).

STEP LADDERS

Step ladders will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage to the office immediately.

Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact the office for more appropriate equipment.

Remember:

- Set up the ladder in a safe manner.
- Never climb on furniture.
- Stepladders and folding trestles must not be used for any degree of side loading. The top platform must not be used for work (unless it is designed with special handholds).

LONE WORKING PROCEDURE

Within Shavington Parish Council, there are a number of situations where it is possible that an employee may be called upon to work on their own. An employee working alone should never be at greater risk than any other employee at any other time. Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment.

Although instances may differ, the following guidelines are to be followed in the case of staff and volunteers called upon to work alone.

Management Controls

- Tasks in any lone worker situations are assessed, taking into account the following: is the work a one-person job? Is the location of the work remote or isolated? Is there likely to be any problems with communication? Is there any security risk, or the possibility of violence towards the lone worker? Are emergency exit routes available (consideration given to those that may be routinely locked out of hours)?
- Safe working practices and arrangements are implemented with a view to eliminating or minimising any risk.
- Staff working alone are given instructions on what to do in the event of an accident or emergency.
- Appropriate first aid resources are made available to any lone workers.

Employee Responsibilities

- To ensure that whilst working alone, their whereabouts and the work they are doing is known to others.
- To ensure that the guidelines for working alone are followed.

LIMITATIONS

No member of staff will be required to work alone on behalf of Shavington Parish Council in circumstances where:

- His or her location is unknown.
- He or she does not feel confident in carrying out lone work.
- He or she has no means of summoning assistance or indicating their location in an emergency (including being taken ill).
- He or she has received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

EMERGENCY SERVICES CONTACT

In an emergency, always dial **999**.

SHAVINGTON PARISH COUNCIL STAFF CONTACT

Any employee likely to be in a lone working situation must ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (*e.g., stored in the staff and volunteers' mobile phone memory*).

MANUAL HANDLING

More than a quarter of all reportable accidents annually are associated with manual handling. Although fatalities accidents are rare, a vast majority of reported accidents result in 'over three (3) day' injuries.

There are three fundamental principles:

- As far as are reasonably practicable, hazardous manual handling activities should be avoided.
- If unavoidable, then a risk assessment of the hazardous manual handling activity must be undertaken.
- Following the assessment, the risk of injury should be reduced to as low as is reasonably practicable.

Management Controls

- Assessments for manual handling activities are recorded and reviewed.
- Wherever possible, we avoid staff and volunteers undertaking unnecessary manual handling activities that involve risks.
- Staff and volunteers are provided with information and guidance with regard to correct handling and lifting techniques.
- Staff and volunteers are provided with appropriate training and suitable personal protective equipment.
- If a task has to be undertaken in the knowledge of the risk, staff and volunteers are informed of the weight of the load and the centre of gravity (if not central).

Employee Responsibilities

- To follow and comply with any system developed to ensure safe manual handling techniques.
- To use any personal protective equipment provided.
- To practice safe work habits.
- To report any hazard or defect

SAFETY CHECKLIST MANUAL HANDLING AND LIFTING

Preparation

- What is being lifted?
- Where to and how far?
- How many people will be needed to move the load safely?
- Are they all trained in kinetic lifting and handling?
- What methods and equipment will be required?
- Is the required equipment available?
- Would mechanical means be more practical or appropriate?
- Is the lifting and handling area/route clear of hazards?
- Is the operation part of a routine? If so, could it be more effectively planned and executed?

Lifting and handling

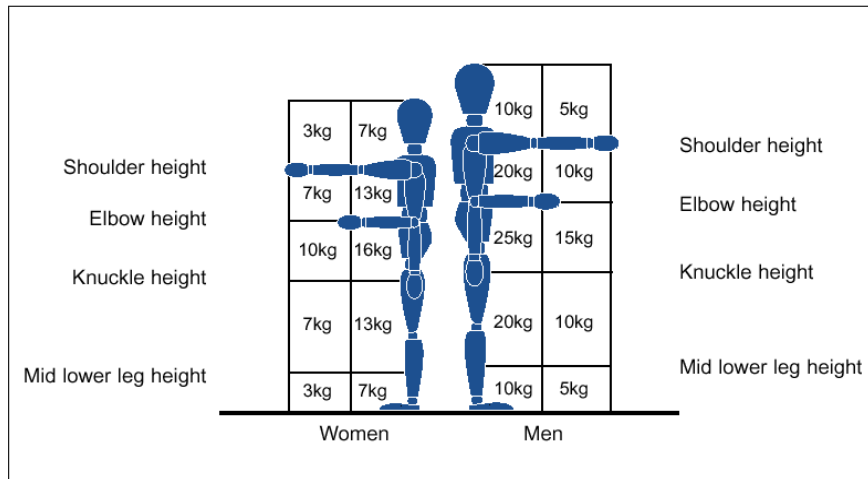
- Is the proper clothing in use?
- Are proper (*kinetic*) lifting methods being employed?
- Is co-ordination satisfactory in dual and team lifting?
- Is the necessary equipment in use or to hand?
- Are excessively heavy weights being lifted?

- Are loads being deposited or stacked safely and securely?
- Is adequate supervision employed where necessary?

After lifting and handling

- Are any incidents or accidents reported and recorded?
- Where injuries have been sustained, has medical attention been sought?
- Is the damage or loss of equipment etc. recorded?

GUIDELINE WEIGHTS FOR MANUAL HANDLING OPERATIONS



Each box in the diagram above shows guideline weights for lifting and lowering.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

EMERGENCIES

Well-intentioned improvisation in an emergency, for example to rescue a casualty, does not amount to a breach of these Regulations.

PERSONAL ELECTRICAL EQUIPMENT

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions. The aim of this policy is to reduce the risks which non-company electrical equipment may pose to all staff and persons visiting or working within the demised premises of the company.

The company recognises that with the ever-increasing pace of technology and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical devices to work. Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones/tablets and chargers
- Digital organisers and chargers
- iPhones, iPods, and MP3 players

Company staff members and contractors are not permitted to bring into the workplace any other privately-owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff and contractors found with any items of electrical equipment which are not allowed in the workplace will be asked to remove the equipment from the premises.

Contractors and delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at the Agency. They must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket.
- The cable and body of the equipment and/or charger do not show any signs of damage.
- All UK plugs are marked BS 1363.

AND

- The equipment or charger is Class II (Double Insulated) & CE (European Standard) marked

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

PERSONAL PROTECTIVE EQUIPMENT

The Regulations regarding Personal Protective Equipment (PPE) deal with clothing and equipment designed to protect staff and volunteers from external influence (*but does not include equipment or clothing required by other legislation such as C.O.S.H.H. or Food Hygiene*). The equipment provided should be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it and does not induce any unnecessary stress when in use. PPE will be provided free of charge if an assessment has indicated that PPE is required to be worn.

Management Controls

- We assess our work activities to determine whether PPE is appropriate and necessary. The assessment will determine; What PPE is required? Is the PPE compatible with other equipment that has to be used or worn for that task? Does the PPE create any additional risks itself?
- Shavington Parish Council provide PPE to staff and volunteers if they are exposed to any risks that cannot be controlled by other means.
- We will also provide suitable training on how and when to use the PPE provided.
- We recognise that PPE may become damaged or defective through normal 'wear and tear', and on such occasions, we will remove and replace the PPE. Where PPE becomes damaged or defective through wilful neglect or misuse, staff and volunteers will be required to contribute to or cover the cost of repair or replacement.

Employee Responsibilities

- To always wear the PPE provided.
- To inform Management if you believe for any reason that the PPE provided is unsuitable for the task or creates additional risks.
- To take all reasonable care of PPE provided to you, including regular appropriate cleaning.
- To check PPE before use and report it to Management for replacement if it is found to be damaged or defective.

PORTABLE APPLIANCE TESTING

INSPECTION

In most cases, inspection is a simple visual technique that does not need to be carried out by a trained electrical expert.

TESTING

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests. Individuals who carry out the testing should possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

COMBINED INSPECTION AND TESTING

A combination of inspection and testing should be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty or damaged.

Management Controls

- Where Testing is required, a competent electrician is engaged in accordance with our policy on Contractor selection.
- Records of all Portable Electrical Appliance testing will be kept on the premises and will be available for inspection when required.
- Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

Employee Responsibilities

- Before using any item of electrical equipment, carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug.
- At the first sign of damage or excessive wear, report the item to Management to be removed from use and isolated until it can be checked by a competent electrician, repaired or replaced.

PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst working with electric power tools.

Management Controls

- All power tools comply with the relevant regulations and standards and are maintained in good condition in accordance with manufacturer's guidelines.
- Where safety devices or guards are required for use with power tools, they are provided and maintained in good condition in accordance with manufacturer's guidelines. Staff are trained in the use of and instructed to always use safety devices and guards where applicable.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Always select the correct tool for the task being carried out.
- Always carry out a visual inspection of power tools prior to using them, to identify any defects or damage to the equipment.
- Do not use any power tools that have defects or damage; report the defects or damage to a Manager and remove the tool from use (with clear labelling to show it is not to be used) until repaired or replaced.
- Always wear the suitable Personal Protective Equipment provided.
- Always use safety devices and guards where provided.
- Always use safe working practices when using power tools.
- Always store, transport, and use hand tools in a safe manner.

PROTECTION OF THE PUBLIC (Public Visiting Premises)

Members of the public enter the club on a regular basis (*this may include children*) to attend events.

Management Controls

- We ensure that the general housekeeping on our premises is always kept to a high standard. This includes:
- Ensuring there are no trip hazards.
- Not tools or equipment is left unattended.
- Any spills or broken items are cleared up immediately.
- Items are stacked in a safe manner.

RECORDING ACCIDENTS

All accidents, incidents, and near-misses, no matter how small, must be recorded.

Management Controls

- Appropriate arrangements are made for the provision of suitably trained First Aiders and First Aid equipment.
- Staff are informed of who the nominated and/or qualified First Aiders are and where they can be contacted, and the location of First Aid equipment.
- All accidents and incidents are recorded by the First Aider or appointed person. The records include:
 - the name of the casualty;
 - the date and time of the accident or incident;
 - the circumstances of the accident or incident;
 - the details of any injuries sustained;
 - the details of any treatment given.
- Records are kept securely in a suitable location for ease of inspection.

Employee Responsibilities

In the event of being involved in or witnessing an accident, incident or near miss, the following procedure must be adhered to:

- Seek medical attention from a First Aider or appointed person or dial 999 in an emergency situation.
- Once the situation has stabilised (which may be some time after the event), ensure the details are recorded in the accident book.

R.I.D.D.O.R.

(REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES)

Shavington Parish Council has a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

Management Controls

If an accident or dangerous occurrence does occur, the following procedure is followed:

- Ensure that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate.
- Ensure that an investigation is undertaken to prevent the accident recurring.
- Ensure the incident is reported to the correct authority as required.

Shavington Parish Council is responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation. Details of all reportable accidents and injuries must be kept for at least three (3) years and record the following:

- Date and time of the accident or dangerous occurrence.
- Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered.
- Where the accident/dangerous occurrence happened.
- Description of the circumstances surrounding the accident or occurrence.

Employee Responsibilities

- To cooperate fully with Shavington Parish Council in the gathering and recording of details regarding accidents, incidents and near misses.
- To always report any event that may be considered an accident, incident or near miss.

REPORTABLE ACCIDENTS AND OCCURRENCES

Determining whether a particular incident or accident should be reported can be confusing. The following **must** be reported:

- Deaths.
- Specified reportable injuries.
- Accidents resulting in over seven (7) day injury to an employee.
- Reportable diseases.
- Reportable dangerous occurrences.
- Gas incidents.

DEATH OR SPECIFIED INJURIES

If there is an accident connected with work and.

- an employee, or a self-employed person working on our premises is killed or suffers a specific injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital.

the HSE Incident Contact Centre **must** be informed without delay, either via telephone or completion of the appropriate form on the HSE website.

REPORTABLE SPECIFIED INJURIES:

Specified injuries are classified as:

- Fractures, other than to fingers, thumbs and toes.
- Bone fractures including a break, crack or chip.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which:
 - covers more than 10% of the whole body's total surface area; *or*
 - causes significant damage to the eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g., carbon monoxide.
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; *or*
 - requires resuscitation or admittance to hospital for more than twenty-four (24) hours;

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, (e.g., when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation). In such situations, there is no requirement to make precautionary reports of specified injuries. However, it is likely that the accident will require reporting due to the injured person being incapacitated for more than seven (7) days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

OVER SEVEN-DAY INJURY

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). **The report must be made within fifteen (15) days of the accident.** Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days.**

REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported. Reportable diseases include:

- Certain poisonings.
- Some skin diseases.
- Lung diseases, including occupational asthma, pneumoconiosis, asbestosis.
- Infections such as hepatitis; tuberculosis; legionellosis and tetanus.
- Other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

REPORTABLE DANGEROUS OCCURRENCES

If something happens that, although it may not have resulted in a reportable injury, clearly could have done; it may be a dangerous occurrence. This must be reported to the HSE Incident Contact Centre immediately. Reportable dangerous occurrences include:

- Explosion collapse or bursting of any closed vessel or associated pipe work.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health.
- Collapse or partial collapse of a scaffold over five metres high.
- Unintended collapse of any building or structure under construction.
- Explosion or fire causing suspension of normal work for over twenty-four (24) hours.

RISK ASSESSMENTS

GENERAL PRINCIPLES

Where five or more persons are employed, health and safety legislation require written risk assessments of hazards and risks to be undertaken, and the findings to be brought to the attention of those who might be affected by the associated hazard or risk.

Assessments are to be undertaken by a trained and competent person, being *"a person having the necessary training, qualifications, and relevant practical experience concerning the task being assessed"*. There is no such thing as a risk-free workplace, but you can minimise threats to health and safety through risk assessment.

Management Controls

- We assess all processes that have the potential to cause harm.
- Completed assessments are made available to all staff and volunteers.
- Risk Assessments are periodically monitored, to ensure their continued relevance and suitability.

Employee Responsibilities

- To comply with all measures identified by Risk Assessments.

FIVE STEPS TO RISK ASSESSMENTS

The following five steps are the key:

Step 1: WHAT?

Identify the hazards which could cause harm. Key hazards include:

- Slipping or tripping hazards, (e.g., uneven or wet floors, cabling).
- Fire risks.
- Chemicals, fumes, dust.
- Machinery, portable appliances.
- Working at height, (e.g., from mezzanine floors, scaffolding).
- Vehicles, forklift trucks.
- Electricity.
- Manual handling, lifting, carrying.
- Noise pollution.
- Poor lighting.
- Low (or high) temperature.

Step 2: WHO?

Decide who the people, or groups of people, are that might be affected by the hazard, for instance:

- Office staff.
- Maintenance staff and operatives.
- Contractors and Cleaners.
- Visitors or members of the public.

Remember to consider those people or groups that might be more vulnerable, and therefore at greater risk, such as disabled persons, young persons, new or expectant mothers, visitors, inexperienced/temporary staff, lone workers.

Step 3: HOW?

Evaluate precautions that are in place, or need to be put in place; how can the risks be eliminated, reduced or minimised?

- By complying with recognised industry quality standards.
- By removing the source of the hazard completely.
- By introducing and maintaining good housekeeping?
- Accepting the risk, but reducing it as far as possible?

Have you ensured that you

- Have provided adequate information?
- Have arranged sufficient relevant training?
- Have effective systems or procedures?
- Have clear organisational responsibilities?

Step 4: RECORD

Keep records of assessments:

- Record when the assessment was done;
- Record what risks were identified;
- Indicate what precautions are in place;
- Indicate what additional precautions are needed;
- Create an Action Plan, together with a timescale or schedule, to work to;
- Keep the Record of Assessment easily to hand, so that it can be amended as changes occur.

Step 5: REVIEW

Ensure effective monitoring of assessments:

- Remove complacency;
- Regularly review and update your hazard precautions;
- Identify those areas that remain a problem, and take steps to amend and improve;
- Be aware of changes in the workplace that may reduce the effectiveness of your assessment (*e.g. new machinery, change of process or personnel etc.*);
- Be prepared to adjust and reappraise.

SAFETY TRAINING

Safety training is cost effective and is proven to reduce accidents at work. Shavington Parish Council has a duty to provide information, instruction, training and supervision to all staff and volunteers to ensure their health, safety and welfare whilst they are at work.

Management Controls

- We ensure all staff and volunteers are suitably trained to implement and comply with the Health and Safety policy.
- Staff and volunteers are trained to undertake specific tasks in relation to their job function, regardless of the location where the work is being carried out.
- Training is provided:
 - As part of the induction programme when first commencing employment with Shavington Parish Council;
 - When transferred to a different function or task, or when promoted;
 - When the equipment being used, or the system of work, has changed.
- All levels of staff and volunteers will receive training; including Chairperson, Management, and Supervisors.
- All training requirements are monitored and reviewed on a regular basis to take into account any new or changed risks.
- Wherever possible, training is conducted during working hours.

Employee Responsibilities

- All volunteer have a legal responsibility to take reasonable care of themselves, and others who may be affected by their actions or failure to act.
- Staff and volunteers must co-operate in relation to training programmes and are expected to attend any training courses that are provided.

SIGNS AND NOTICES

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises. Those signs that convey a safety message must do so pictorially as well as in writing, to ensure that the information can be understood by all those within the premises.

NOTICES AND CERTIFICATES DISPLAYED

Certificate	Location
Employers Liability Insurance	Prominent

Notice	Location
Health and Safety Law Information Poster	Prominent
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notices	Prominent

STRESS POLICY STATEMENT

Shavington Parish Council is committed to protecting the health (*mental health as well as physical health*), safety and welfare of its staff and volunteers (*this extends to contractors and temporary staff*) by providing a supportive working environment.

To enable individuals to cope successfully with the demands and pressures of work, reasonable and appropriate improvements to the working environment are made and suitable support is always provided to those whose health and well-being are being affected by work-related stress.

It is the policy of Shavington Parish Council to provide a supportive environment for dealing with stress related issues; however, staff and volunteers must take responsibility for raising their concerns as early as possible in order for Shavington Parish Council to investigate and resolve genuine problems.

DEFINITION OF WORK-RELATED STRESS

The Health & Safety Executive (UK) defines work-related stress as “The reaction people have to excessive demands or pressures; arising when people try to cope with tasks, responsibilities or other types of pressure connected with their jobs; but find difficulty, strain or worry in doing so”.

Some pressure at work is inevitable and total elimination of this pressure is neither possible nor desirable. Every job brings its own set of tasks, responsibilities and day-to-day problems. The pressures and demands these place upon staff and volunteers are an unavoidable feature in working life.

Some pressure can be positive. It is often the tasks and challenges faced at work that provide the structure to the working day and keep individuals motivated. These are often key in providing a sense of achievement and job satisfaction. However, an individual's ability to deal with pressure is not limitless and it is important that this pressure does not become sustained stress. It must be recognised that different people have different stress thresholds.

Work-related stress is not an illness, but excessive workplace pressure can potentially cause damage to the mental wellbeing of an individual, and this can in turn undermine the health of the workforce and damage business performance.

Some of the most common causes of work-related stress are known to be excessive workloads, deadline pressures, aggressive management, poor communication, unsupportive work environments and problems maintaining work-life balance.

Outside domestic pressures, such as family, finance, and bereavement are also potential causes of stress and can frequently compound workplace pressure. These should also be taken into consideration where they are likely to have an impact on an individual at work.

Management Controls

Shavington Parish Council has responsibility for:

- Encouraging active consideration of work-related stress issues as part of the design and implementation of procedures, processes or systems (for example when defining roles and responsibilities within their department);
- Endeavouring to take reasonable actions to investigate the issues and reduce or eliminate the factors causing the stress where reasonably practicable and appropriate (support will be provided to the manager dealing with the issue by the relevant Health & Safety Advisor or other appropriate persons as required).

Seeking to avoid or reduce work-related stress by:

- Raising the awareness about all types of stress and its causes;

- Where reasonable and practical, producing and making changes to work-related practices to reduce the factors which may lead to stress in the workplace (for example, workplace risk assessments and audits, providing staff with stress management training and support for dealing with issues);
- Providing opportunities for staff and volunteers to maintain and promote their health and well-being;
- Promoting and maintaining a culture of open communication throughout the organisation;
- Promoting and maintaining good management and team building practices for those with management and supervisory responsibilities.

Dealing with existing or potential stress problems by:

- Providing a supportive environment in which issues and concerns can be raised and dealt with appropriately;
- Providing guidance to managers to assist in the sensitive management of staff and volunteers in likely stressful situations;
- Identifying appropriate training interventions to help alleviate stress;
- Assisting and advising staff and volunteers who are suffering from work-related stress;
- Providing both internal and external sources of assistance for staff and volunteers with clearly identified clinical work-related stress issues (the level and type of assistance will depend on individual circumstances).

Employee Responsibilities

- Ensure concerns regarding work-related stress are raised to their immediate Manager in the first instance as early as possible. Where this is not appropriate, concerns should be raised with another Manager;
- Seeking appropriate medical advice.

VIOLENCE

EFFECTIVE MANAGEMENT OF CHALLENGING BEHAVIOUR AT SHAVINGTON PARISH COUNCIL

WHO IS AT RISK?

Verbal abuse or threats are the most common type of incidents, and physical attacks are rare in comparison. Staff whose job requires them to deal with members of the public at Shavington Parish Council may be subject to abuse of this kind, in particular; staff that give service and staff representing authority.

Management Controls

- We assess the risks of potential abuse or violence, considering the environment, the activities, and the people that could be affected; and record and review the assessments on a regular basis.
- Where the potential for abuse or violence is identified, precautions are implemented to minimise or mitigate the threat.
- Shavington Parish Council provides awareness training on handling and dealing with abuse or violence, including recognising the importance of reporting all instances of abuse or violence.
- We keep detailed accounts of any incidents of abuse or violence.
- We encourage staff to participate in debriefings with Management following any incidents of abuse or violence.
- We recognise that new or younger staff and volunteers may be at greater risk because of lack of experience with dealing with awkward and/or abusive parties and provide extra supervision for them where possible.

Employee Responsibilities

- Staff and volunteers must always report any incident of abuse or violence, whether directly affected by it or not, and regardless of its perceived severity.

VULNERABLE PERSONS

We recognise that vulnerable persons are at greater risk of harm than other people. Vulnerable persons include young people, elderly people, people with impaired physical or mental capacity. People who are not ordinarily vulnerable may become vulnerable either temporarily or permanently, such as during pregnancy, or following surgery.

Management Controls

- Whenever vulnerable persons are employed or affected by our work activities, specific risk assessments are carried out prior to their commencement of work. The assessment will consider:
 - The person's experience and ability to perceive danger;
 - Their workplace and workstation;
 - Any exposures to physical, chemical and/or biological agents;
 - Any work equipment used;
 - The work activities and processes to be undertaken;
 - Any training provided, and any risks from specified agents and processes.
- The risk assessment will be fully communicated to all parties involved in the process.
- Shavington Parish Council will comply with all regulations on working hours and rest break requirements for vulnerable workers.

WORK EQUIPMENT

Management Controls

- All work equipment provided by Shavington Parish Council is regularly and satisfactorily inspected and maintained as required under the Provision and Use of Work Equipment Regulations (1998).
- Risk Assessments and Method Statements are produced and implemented for Work Equipment.
- Suitable training is provided for the safe use of Work Equipment.
- Suitable Personal Protective Equipment is provided where applicable, and staff instructed to wear it.
- Any safety equipment, including safety devices, guarding of dangerous parts of machinery and equipment, etc. used by staff and volunteers are also regularly inspected.

Employee Responsibilities

- Always use safe working practices for the Work Equipment provided.
- Always wear Personal Protective Equipment provided.
- Work Equipment must be visually inspected prior to use, and if any defects or damage is found, the Work Equipment must not be used and removed from use.
- Defects or damage must be reported immediately to Management for repair or replacement.



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ENVIRONMENTAL AND SUSTAINABILITY POLICY

THE POLICY

Shavington Parish Council recognises its responsibilities to the sustainability of the environment. It is the policy of Shavington Parish Council to conduct all aspects of our activities in accordance with approved, sustainable and acceptable environmental practices, and to operate within current environmental legislation.

In order to achieve this, we will encourage and instruct all staff to operate within the following guidelines:

- To minimise the consumption of natural resources and energy;
- To consume material goods with consideration and in moderation;
- To adopt working practices that will reduce waste and allow for the recycling of materials wherever and whenever possible;
- To ensure that all waste and effluent is disposed of safely, responsibly, and without unacceptable risk to the environment;
- To encourage amongst all staff and clients an understanding of environmental considerations in the context of our business activities;
- To comply with and embrace all environmental legislation.

Through this policy, Shavington Parish Council will always seek to consider the environmental impact in relation to all its activities, and to recognise its responsibilities in helping to protect the overall environment.

AIM OF THE POLICY

The aim of the policy is to:

- Comply with current environmental legislation;
- To consider and assess best practice; taking action where necessary to continuously improve environmental practice;
- Emphasise to all employees at all levels their own responsibility to the environmental well-being; providing training where applicable;
- Ensure this Policy is available to all employees, including sub-contractors;
- Audit environmental and sustainability performance;
- Review this policy regularly, taking into consideration any audit findings.

RESPONSIBILITIES

The Chairman (or the senior member of staff in charge in their absence) will be responsible for implementing this Policy and, as far as is reasonably practicable, will ensure that:

- Any work carried out will comply with the requirements of this Policy;
- We will try to recycle as much of our waste as possible;
- Measures are taken to prevent any surface, underground or atmospheric pollution;
- Noise pollution is kept to a minimum, as far as is reasonably practicable;



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- Vehicle exhaust pollutants are kept to a minimum;
- Wildlife and surrounding habitats, trees, flora, fauna, and archaeological and heritage sites are protected as appropriate;
- Material wastage is kept to a minimum, as far as is reasonably practicable;
- Water and energy are conserved, and recycling of materials is promoted;
- Environmental accidents are investigated and resolved; and preventative measures are enforced to prevent reoccurrences;
- The policy is reviewed regularly to ensure both compliance and relevance.

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BENCH SPONSORSHIP AGREEMENT

Please note, the Commemorative Bench Scheme at Shavington-cum-Gresty Parish Council is subject to the following conditions. Please read the following carefully and sign your agreement below

1. Bench sponsorship is for a period of 10 years from the day payment is received either for the refurbishment of an existing bench, or provision of a new bench. The estimated lifespan of commemorative benches is 10 years, but as benches are kept outside this cannot be guaranteed. If after 10 years a commemorative bench is deemed to be in a good state of repair, it may remain in position at the discretion of the Parish Council until it becomes beyond repair when it will be removed from the position. Any plaques will be removed and returned to Shavington-cum-Gresty Parish Council who will contact the sponsor to enquire if they wish for the plaque to be returned to them
2. Benches are a standard specification and will be supplied by Shavington-cum-Gresty Parish Council.
3. The amount of the sponsorship might vary and will depend on the market price of the bench, and will cover the cost of purchase, delivery and installation of the bench.
4. Benches will have one standard specification plaque which will be placed in the centre of the uppermost wooden slat on the back of the bench. The plaque will display a message of your choice. All wording is to be approved by Shavington-cum-Gresty Parish Council prior to being placed on the bench. A draft will be sent to the supporter before the plaque is ordered, the sponsor is solely responsible for checking the accuracy of the wording.
5. If we are notified that a repair is needed (by supporters or staff), the bench will be removed from its position and assessed:
 - a. If repairable, it will be repaired and returned to its existing place.
 - b. If beyond repair, any plaques will be removed and returned to the Council who will contact the supporter to enquire if they wish for the plaque to be returned to them.
6. If a commemorative bench is deemed "beyond repair" by the Parish Council, it will be removed from its position even if the bench is within the estimated 10 year life-span. A replacement bench may be offered at the discretion of the Council.
7. The bench will be placed in the desired area on delivery, but it could be moved and therefore its location cannot be guaranteed. The Parish Council cannot take responsibility for this movement and if the benches are moved, Council staff may not be able to search for or locate them.
8. On delivery we will attempt to place the benches in the sponsor's preferred area, but this may be subject to availability as some areas of the are likely to be more popular than others – therefore if there are sufficient benches in one area we may have to pursue the sponsor's second or third choice.

Agreement to the conditions of the Commemorative Bench Scheme at Shavington-cum-Gresty Parish Council.



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By signing this agreement, you are agreeing to the conditions outlined above and you agree to the attached location plan.

Signed:

Print Name:

Address:

Postcode:

Email:

Telephone:

Please complete your email address if you are happy for us to contact you in this way.

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159 Main Rd, Shavington, Crewe, CW2 5DP

Shavington-cum-Gresty Parish Council

Cyber Security Policy

Background

One effective way to educate council officers and role-holders on the importance of security is a cybersecurity policy that explains responsibilities for protecting IT systems and data. A cybersecurity policy sets the standards of behaviour for activities such as the encryption of email attachments.

Cybersecurity policies are important because cyberattacks and data breaches are potentially costly. At the same time, people are often the weak links in an organisation's security. Employees could potentially share passwords, click on malicious URLs and attachments, use unapproved cloud applications, and neglect to encrypt sensitive files.

Purpose

Cyber security is a form of data protection that prevents unauthorised access to personal and other data that the council controls and processes. As a council we need to ensure that systems and procedures are in place to prevent cyberattacks which can happen to any device that is connected to the internet.

Scope

This policy applies to all the council employees, councillors, contractors and anyone else who has permanent or temporary access to the council systems and hardware.

Cyberattacks and Cybersecurity Awareness

Cyber security is a form of data protection that prevents unauthorised access to personal and other data via a cyberattack. Therefore, we need to ensure that systems and procedures are in place to prevent cyberattacks which can happen to any device that is connected to the internet. We will ensure that all employees and councillors receive training in cybersecurity awareness.

The primary types of cyberattack employees and councillors need to be aware of are:

- Phishing and spear phishing - the most common type of cyberattack where a communication is received pretending to be a trustworthy party seeking information such as passwords, bank details etc. Spear fishing simply targets an organisation or individual rather than large random groups
- Malware, including viruses, worms and Trojans - Malware is short for 'malicious software' and is designed to damage or disrupt computers. Malware can be installed on computers via a variety of methods such as clicking on unsafe links or attachments in emails, a link in a website, a pop up window, an unsafe link on a social media post etc.
- Ransomware - this is malware that gains access to computer files, locks/encrypts them so they are inaccessible to the user, and then demands payment for their release or decryption. Ransomware is usually disguised as a legitimate file that is then downloaded
- Identity theft - this is a cyberattack fraud whereby the attacker impersonates the victim using stolen personal information



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(There are other less common types of cyberattack such as MITM (Man in the Middle) attacks which obtain personal information by intercepting and eavesdropping on an online or telephone conversation.)

Employees and councillors should be particularly aware of the risks relating to emails which can host malicious software. To avoid virus infection or data theft, employees and councillors should avoid opening attachments and clicking on links when the content is not adequately explained, check email and names of people they received a message from to ensure they are legitimate, look for inconsistencies or give-aways (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.) and be suspicious of clickbait titles. If an employee or councillors is not sure that an email they have received is safe, they can refer to the IT provider.

Software Security Measures

Effective security arrangements for software is an important cybersecurity measure. All software in use on the IT Systems (including, but not limited to, operating systems and individual software applications) will be kept up-to-date including any and all relevant software updates, patches and fixes. No Users may install any software of their own, whether that software is supplied on physical media or whether it is downloaded, without the approval of the IT provider. Any software belonging to Users must be approved by the Clerk and may only be installed where that installation poses no security risk to the IT Systems and where the installation would not breach any licence agreements to which that software may be subject.

Anti-Virus Security Measures

IT Systems (including all computers and servers) must be protected with suitable anti-virus, firewall and internet security software. All such anti-virus, firewall and internet security software will be kept up-to-date with the latest software updates and definitions. All IT Systems protected by anti-virus software will be subject to a full system scan regularly.

All storage media (e.g. USB memory sticks or disks of any kind) used for transferring files must be virus-scanned before any files may be transferred. Such virus scans shall be performed automatically upon connection. Users shall be permitted to transfer files using SharePoint cloud storage systems. All other cloud storage systems are forbidden. Any files being sent to third parties outside the Council, whether by email, on physical media or by other means (e.g. FTP or shared cloud storage) must be scanned for viruses before being sent or as part of the sending process, as appropriate. Where any virus is detected by a User this must be reported immediately to the Clerk and the council shall promptly take any and all necessary action to remedy the problem. In limited circumstances this may involve the temporary removal of the affected computer or device. Wherever possible a suitable replacement computer or device will be provided within 1 week to limit disruption to the User. Where any User deliberately introduces any malicious software or virus to the IT Systems this will constitute a criminal offence under the Computer Misuse Act 1990 and will be handled as appropriate under the Council's disciplinary procedures.

Hardware Security Measures

An important cybersecurity measures is also the implementation of effective hardware security measures. Wherever practical, IT Systems will be located in rooms which may be securely locked when not in use or, in appropriate cases, at all times whether in use or not (with authorised Users being granted access by means of a key, smart card, door code or similar). Where access to such locations is restricted, Users must not allow any unauthorised individual access to such locations for any reason.



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All IT Systems not intended for normal use by Users (including, but not limited to, servers, networking equipment and network infrastructure) and any other areas where personal data may be stored shall be designed to (i) protect information and physical assets from unauthorised physical access, (ii) manage, monitor and log movement of persons into and out of the relevant facilities, and (iii) guard against environmental hazards such as heat, fire and water damage.

No Users shall have access to any IT Systems not intended for normal use by Users (including such devices mentioned above) without the express permission of the Council clerk.

All non-mobile devices (including, but not limited to, desktop computers, workstations and monitors) shall, wherever possible and practical, be physically secured in place with a suitable locking mechanism. Where the design of the hardware allows, computer cases shall be locked to prevent tampering with or theft of internal components.

All mobile devices (including, but not limited to, laptops, netbooks, tablets, PDAs and mobile telephones) provided by the Council should always be transported securely and handled with care. In circumstances where such mobile devices are to be left unattended they should be placed inside a lockable case or other suitable container. Users should make all reasonable efforts to avoid such mobile devices from being left unattended at any location other than their private homes or Council premises. If any such mobile device is to be left in a vehicle it must be stored out of sight.

The Clerk shall maintain a complete asset register of all IT Systems. All IT Systems shall be labelled and the corresponding data shall be kept on the asset register.

Access Security

All IT Systems (and in particular mobile devices including, but not limited to, laptops, tablets, PDAs and mobile telephones) shall be protected with a secure password and dual authentication where required. Such alternative forms of secure log-in for dual authentication may include fingerprint identification and facial recognition.

Logical access controls will be in place designed to manage electronic access to data and IT System functionality based on authority levels and job functions, (e.g. granting access on a need-to-know and least privilege basis, use of unique IDs and passwords for all Users, periodic review and revoking/changing access promptly when employment terminates or changes in job functions occur). All passwords must, where the software, computer or device allows:

- be at least 8 characters long;
- contain a combination of upper and lower case letter/numbers/spaces/symbols etc;
- not be obvious or easily guessed (e.g. birthdays or other memorable dates, memorable names, events or places etc.);
- be created by individual Users; and
- newly issued passwords must be changed after first use

Passwords should be kept secret by each User. Under no circumstances should a User share their password with anyone. No User will be legitimately asked for their password by anyone at any time and any such request should be refused. If a User has reason to believe that another individual has obtained their password they should change their password immediately and report the suspected breach of security to the Clerk.

All IT Systems with displays and user input devices (e.g. mouse, keyboard, touchscreen etc.) shall be protected, where possible, with a password protected screensaver that will activate after 3 minutes of inactivity.



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This time period cannot be changed by Users and Users may not disable the screensaver. Activation of the screensaver will not interrupt or disrupt any other activities taking place on the computer (e.g. data processing).

Data Protection

All personal data, held and processed by the Council will be collected, held and processed strictly in accordance with the Data Protection Act 2018 and the Council's Data Protection Policy.

The IT provider shall ensure there are data security controls which include at a minimum, but may not be limited to, logical segregation of data, restricted (e.g. rolebased) access and monitoring, and utilisation of commercially available and industry standard encryption technologies for personal data that is: a) transmitted over public networks (i.e. the Internet) or when transmitted wirelessly; or b) at rest or stored on portable or removable media (i.e. laptop computers, CD/DVD, USB drives, back-up tapes).

All emails containing personal data must be encrypted. Personal data contained in the body of an email, whether sent or received, should be copied from the body of that email and stored securely. The email itself should be deleted. All temporary files associated therewith should also be deleted.

If personal data is being viewed on a computer screen and the computer in question is to be left unattended for any period of time, the user must lock the computer and screen before leaving it. No personal data should be transferred to any device personally belonging to an employee and personal data may only be transferred to devices belonging to agents, contractors, or other parties working on behalf of the Council where the party in question has agreed to comply fully with the letter and spirit of this Policy and the DPA 2018 (which may include demonstrating to the Council that all suitable technical and organisational measures have been taken).

The Clerk shall ensure operational procedures and controls to provide for the secure disposal of any part of the IT Systems or any media to render all information or data contained therein as undecipherable or unrecoverable prior to final disposal or release from the Council's possession. Where any personal data is to be erased or otherwise disposed of for any reason (including where copies have been made and are no longer needed), it should be securely deleted and disposed of. Hardcopies should be shredded, and electronic copies should be deleted securely.

The Parish Council shall ensure that it has in place appropriate technical and, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting personal data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to personal data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it).

All personal data stored electronically should be backed up daily with backups stored offsite. All backups should be encrypted. All electronic copies of personal data should be stored securely using passwords and data encryption. Where personal data held by the Council is used for marketing purposes, it shall be the responsibility of the Clerk to ensure that no data subjects have added their details to any marketing preference databases including, but not limited to, the Telephone Preference Service, the Mail Preference Service, the Email Preference Service, and the Fax Preference Service. Such details should be checked at least annually. Only Users that need access to, and use of, personal data in order to carry out their assigned duties correctly



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shall have access to personal data held by the Council. All Users handling personal data for and on behalf of the Council shall be subject to, and must comply with, the provisions of the Council's Data Protection Policy.

Remote employees

Remote employees must follow this policy. Since they will be accessing our systems from a distance, they are obliged to follow all data encryption, protection standards, settings and cybersecurity measures, and ensure their private network is secure.

Disciplinary Action

If any user is found to have breached this policy, they could be subject to Shavington-cum-Gresty Parish Council's Disciplinary Procedure. Serious breaches of this policy could be regarded as gross misconduct.



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DATA BREACH NOTIFICATION POLICY

We are aware of the obligations placed on us by the DPA 2018 in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

PERSONAL DATA BREACH

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a data controller or data processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission;
- loss of availability of personal data.

INVESTIGATION INTO SUSPECTED BREACH

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. This investigation will be carried out by a Data Protection Officer who will provide guidance to the council to help it determine whether the breach is required to be notified to the Information Commissioner. A decision will also be made over whether the breach is such that the individual(s) must also be notified.

WHEN A BREACH WILL BE NOTIFIED TO THE INFORMATION COMMISSIONER

In accordance with the DPA 2018, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information, as a minimum, will be provided when a breach is notified:

- a description of the nature of the personal data breach including, where possible:
 - the categories and approximate number of individuals concerned; and
 - the categories and approximate number of personal data records concerned



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- the name and contact details of the Data Protection Office is: JDH Business Services Ltd, Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire. CH7 5EW where more information can be obtained;
- a description of the likely consequences of the personal data breach; and
- a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.
- A description of the Agencies informed of the breach

WHEN A BREACH WILL BE NOTIFIED TO THE INDIVIDUAL

In accordance with the DPA 2018, we will undertake to notify the individual whose data is the subject of a breach if there is a high risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- a description of the nature of the breach
- a description of the likely consequences of the personal data breach and
- a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

RECORD OF BREACHES

The council records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under GDPR. It records the facts relating to the breach, its effects and the remedial action taken in a data breach register.



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DATA PROCESSING AGREEMENT

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and

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AGREEMENT DATED [insert date] _____

BETWEEN:

- (1) Shavington-cum-Gresty Parish Council and
(2) _____, having its registered office at _____ (the "Processor").

BACKGROUND

- (A) This Agreement is to ensure there is in place proper arrangements relating to personal data passed from Shavington-cum-Gresty Council to the Processor.
(B) This Agreement is compliant with the requirements of the Data Protection Act 2018 (DPA 2018)
(C) The parties wish to record their commitments under this Agreement.

IT IS AGREED AS FOLLOWS:

1. DEFINITIONS AND INTERPRETATION

In this Agreement:

"Data Protection Laws" means the Data Protection Act 1998, Data Protection Act 2018, together with any successor legislation;

"Data" means personal data passed under this Agreement, being in particular [describe personal data being passed];

"Services" means [describe the services provided by the Processor].

2. DATA PROCESSING

Shavington-cum-Gresty Parish Council is the data controller for the Data and the Processor is the data processor for the Data. The Data Processor agrees to process the Data only in accordance with Data Protection Laws and in particular on the following conditions:

- the Processor shall only process the Data (i) on the written instructions from Shavington-cum-Gresty Parish Council (ii) only process the Data for completing the Services and (iii) only process the Data in the EEA with no transfer of the Data outside of the EEA ,
- ensure that all employees and other representatives accessing the Data are (i) aware of the terms of this Agreement and (ii) have received comprehensive training on Data Protection Laws and related good practice, and (iii) are bound by a commitment of confidentiality ,
- Shavington-cum-Gresty Parish Council and the Processor have agreed to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, complying with the DPA 2018, details of those measures are set out under Part A of the Annex to this Agreement



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- the Processor shall not involve any third party in the processing of the Data without the consent of Shavington-cum-Gresty Parish Council. Such consent may be withheld without reason. If consent is given a further processing agreement will be required,
- taking into account the nature of the processing, assist Shavington-cum-Gresty Parish Council by appropriate technical and organisational measures, in so far as this is possible, for the fulfilment of Shavington-cum-Gresty Parish Councils' obligation to respond to requests from individuals exercising their rights laid down in the DPA 2018 – rights to erasure, rectification, access, restriction, portability, object and right not to be subject to automated decision making,
- assist Shavington-cum-Gresty Parish Council in ensuring compliance with the obligations pursuant to the DPA 2018:– security, notification of data breaches, communication of data breaches to individuals, data protection impact assessments and when necessary consultation with the ICO, taking into account the nature of processing and the information available to the Processor,
- at Shavington-cum-Gresty Parish Council's choice safely delete or return the Data at any time. [It has been agreed that the Processor will in any event securely delete the Data at the end of the Services]. Where the Processor is to delete the Data, deletion shall include destruction of all existing copies unless otherwise a legal requirement to retain the Data. Where there is a legal requirement the Processor will prior to entering into this Agreement confirm such an obligation in writing to Shavington-cum-Gresty Parish Council. Upon request by Shavington-cum-Gresty Parish Council the Processor shall provide certification of destruction of all Data.
- make immediately available to Shavington-cum-Gresty Parish Council all information necessary to demonstrate compliance with the obligations laid down under this Agreement and allow for and contribute to any audits, inspections or other verification exercises required by Shavington-cum-Gresty Parish Council from time to time,
- arrangements relating to the secure transfer of the Data from Shavington-cum-Gresty Parish Council to the Processor and the safe keeping of the Data by the Processor are detailed under Part A of the Annex.
- maintain the integrity of the Data, without alteration, ensuring that the Data can be separated from any other information created; and
- immediately contact Shavington-cum-Gresty Parish Council if there is any personal data breach or incident where the Data may have been compromised.

3. Termination

Shavington-cum-Gresty Parish Council may immediately terminate this Agreement on written notice to the Processor. The Processor may not terminate this Agreement without the written consent of Shavington-cum-Gresty Parish Council.

4. General

- This Agreement may only be varied with the written consent of both parties.
- For the purposes of this Agreement the representatives of each party are detailed under Part B of the Annex.
- This Agreement represents the entire understanding of the parties relating to necessary legal protections arising out of their data controller/processor relationship under Data Protection Laws.



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- This Agreement is subject to English law and the exclusive jurisdiction of the English Courts.

For and on behalf of Shavington-cum-Gresty Parish Council

For and on behalf of _____

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Document Retention Policy

PURPOSE

The council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:

- Enables the council to meet its statutory obligations in respect of documents subject to legislation;
- Ensures security of documents;
- Protects employees' privacy;
- Facilitates access to information;
- Optimises the use of storage space;
- Is cost effective; and
- Facilitates destruction of redundant documents.

SCOPE

This Policy applies to users of the council's information records, both paper and electronic, it includes Councillors and employees.

STATUTORY REQUIREMENTS

Documents subject to a statutory period of retention are identified by their associated legislation in Annex A.

SECURITY OF DOCUMENTS

Council records are held in paper and/or electronic format. The following security is applied to manual documents:

- all paper documents are stored in lockable cupboards
- all sensitive files are secured with password

EMPLOYEES' PRIVACY

The privacy of personnel records will be appropriately assured.

AVAILABILITY & ACCESS

All records necessary for council business will be retained for a period of time that reasonably assures the availability of records when needed.

STORAGE SPACE AND COST

Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be



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undertaken in accordance with the provisions of this Policy to avoid any inference that a document was destroyed in anticipation of a problem.

ELECTRONIC STORAGE

Records maintained on electronic data processing storage media will be subject to the same rules of retention and security as paper records.

IMPLEMENTATION OF POLICY

The Council will be responsible for the implementation of the Policy.

MONITORING & REVIEW OF POLICY

Council will review the Policy periodically to monitor its effectiveness, taking account of users' comments.



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Annex A – Retention Periods: Statutory Requirement & Best Practice Guidance

Document/Type	Minimum Retention Period	Reason	Associated Legislation
Agreements, Contracts & Related Correspondence			
Contract Executed as a Deed	12 years	Proceedings founded on a contract may be brought within these periods Actions for latent damage may be brought up to fifteen years after the damage occurs Audit, Management	Limitation Act 1980 Section 5
Contracts with Customers, Suppliers or Agents	Indefinite		
Licensing Agreements			
Rental/Hire Purchase Agreements			
Indemnities & Guarantees			
Other Agreements/Contracts			
Quotations and Tenders	12 years	Limitation Act 1980 (as amended)	
Leases, agreements, contracts	Indefinite	Audit, Management	Limitation Act 1980 Section 14B
Corporate plans, strategies, policies, business plans, annual reports, asset register	Indefinitely	Common Practice	
Operating Procedures	2 years after superseded	Common Practice	
Market Licences	Destroy after 6 years	Management	
Market Licence Holder Records	Destroy after 6 years after leaving the market	Management	
Other Licences	Destroy after 6 years after leaving the market	Management	
Funding Documents	As required by individual funders	Funding requirements	
Press Releases	Destroy after 3 years	Local Choice	
Property			
Title Deeds	Indefinite	Audit, Management	Limitation Act 1980 Section 14B



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Document/Type	Minimum Period	Retention	Reason	Associated Legislation
<i>For Town Hall and Market</i>				
application to hire lettings diaries copies of bills to hires records of tickets issued	6 years		VAT	
<i>For Allotments</i>				
Register and plans	Indefinite		Audit, Management	
<i>Financial Records</i>				
Cheques, cheque book stubs, bills of exchange and paying in books	6 years plus current year		Audit	
Instructions to banks	6 years after ceasing to be effective			
Investments	Indefinite		Audit, Management	
Scales of Fees and charges	6 years plus current year		Management	
Postage & Telephone Records	6 years plus current year		Tax, VAT, Statute of Limitations	
Receipt and payment account(s)	Indefinite		Archive	
Receipt books of all kinds	6 years plus current year		VAT	
Bank statements, including deposit/savings accounts	6 years plus current year		Audit	
Paid Invoices	6 years plus current year		VAT	
Paid cheques	6 years plus current year		Limitation Act 1980 (as amended)	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents		VAT	
Petty cash and postage	6 years plus current year		Tax, VAT, Limitation Act 1980 (as amended)	



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Document/Type	Minimum Retention Period	Reason	Associated Legislation
Timesheets	3 years	Audit (requirement) Personal injury (best practice)	
Wages books	12 years	Company Pension	
Accounts and Audits	Indefinite, archive after administrative use	Common Practice	
Budget and estimates	Indefinite, archive after 3 years	Statutory	
Building contracts	Life of the building, plus 15 years	Statutory	
Loans	Destroy 7 years after loan repaid	Common Practice	
Tax			
Supporting documentation for VAT returns	6 years plus current year	If there is an enquiry into a tax return, records should be retained until the enquiry is complete	VAT Act 1994 s58 & Schedule 11 Para 6
Supporting documentation for PAYE returns	6 years plus current year		Income Tax (PAYE) Regulation 2003 Reg.97
PAYE related records not required to be sent to Inland Revenue	Three years after the end of the tax year to which they relate		
Electoral Roll	Destroy when superseded		
Councillors Records			
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Tax, Limitation Act 1980 (as amended)
Councillors Notification of Members' Interests	1 year after end of service	Local Choice	Chapter 7 Localism Act 2011
Councillor contact	1 year after end of service	Local Choice	
Employee Records			



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Document/Type	Minimum Retention Period	Reason	Associated Legislation
Personal Records, inclusive of appraisals, disciplinary records, leave, training records, contracts, redundancy, promotion/pay awards/pay levels etc	6 years after employment ceases 25 years for staff working with Children	Health & Safety Records may need to be kept longer	Limitation Act 1980
Basic Personal Details (name/address/dates of employment/role etc)	Indefinitely	Health and Safety or DBS records	
Employee Handbook	Indefinitely	Common Practice	
Applications for jobs-where the candidate is unsuccessful, including CV's, Interview notes	6 months after notifying the unsuccessful candidate	Time Limit for employment claims	Equality Act 2010 Limitation Act 1980
Salary/Payrolls/Wages/tax documents (Inland Revenue)	12 years after 31 January of the following year of assessment	Company Pension	Tax Management Act 1970 Sections 12 & 15.
LGPS Correspondence re individuals	12 years from date of leaving	LGPS regulations	
P Forms (P45 etc)	6 years		
Expense Accounts	6 years		
Labour Agreements	10 years	Best practice	
Sickness Records	6 years after employment ceases		Statutory Sick Pay (General) Regulations 1982 Reg.13
Accident Books	7 years from the date of last entry	Local Choice	
Health & Safety Records	3 years	Personal injury actions must generally be commenced within three years of the injury. The time periods are extended in relation to employees exposed to	



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Document/Type	Minimum Retention Period	Reason	Associated Legislation
		hazardous substances.	
Time-Keeping Records	Last Completed Audit	Last completed audit year	Audit
Recruitment documents, including Person Specification, Job Descriptions	5 year	Equal Opportunities claims	
Statutory Maternity/Paternity pay and leave records	Current tax year plus 3 years	Local Choice	
References	Destroy after 5 years of leaving employment	Insurance	
Correspondence with residents	Two years	Local Choice	
Insurance			
Policies	40 years	Statutory	
Claims Correspondence	Three years after settlement	See NALC LTN 40 Para 7 replicated below	
Employer's Liability Insurance Certificate	40 years from the date on which insurance commenced or was renewed	The Employers' liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management	
Accident Reports and relevant correspondence	3years after settlement		
Donations & Subscription Records			
Donations given & related correspondence	6 years		Companies Act 1985 Sections 221-222
Deeds of Covenant	6 years after the last payment made 12 years if payments are still outstanding or there is a dispute re the Deed		



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Document/Type	Minimum Retention Period	Reason	Associated Legislation
Subscription records	3 years after cessation of membership		Companies Act 1985 Section 222
Planning Applications & Associated Documents & Licensing	Where planning permission is granted, the application, any plans and the decision letter should be retained until the development has been completed. Advice from CWaC: Six years from the date of meeting at which Planning Application discussed (Planning Authority's records, available for inspection, go back to 1973)		
Planning Memos	Council Comments & Planning Authority's Decision – 6 years Other related documents – 2 years	Until the development has been completed	Freedom of Information Act 2000
Private Applications (Rejected)	5 Years	Until the period within which an appeal can be made has expired	
Appeal Decision relating to rejected Private Applications	Indefinitely	NALC LTN 40 refers	
Major Developments	Indefinitely		
Copies of Structure Plans, Local Plans and similar documents	As long as document is in force	NALC LTN 40 refers	
Licensing Memos	NTC's comments – 6 years Other related documents – 2 years	Local Choice	
Publications Newsletters Guides, Pamphlets, Leaflets, Maps, Plans	Local choice	a copy of published works in print after 01.02.04 or after 06.04.13 electronic works off line, to deliver, at its own expense, a copy of them to the british library board. electronic works published on line	The Legal Deposit Libraries Act 2003



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Document/Type	Minimum Period	Retention	Reason	Associated Legislation
			after 2013 only if requested NALC LTN 40 refers	
Meetings Records Agendas Minutes – Meetings Minutes – Committees, Subcommittees	Following the meeting Indefinite Indefinite Indefinite		Facility for back-checking Hard copies – at Archives On electronic media – 1 copy at a separate location	
Electronic Documents				
E-mail	2years		Local Choice	
Scanned Documents	2years		Local Choice	



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PRIVACY NOTICE

For staff*, councillors and Role Holders**

*"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 Shavington-cum-Gresty 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.



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- 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 swipecard records.
- Information about your use of our information and communications systems.

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

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

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.



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- 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.



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- 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.

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

- Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers



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- 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.



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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 [add URL]. This Notice was last updated in February 2018.



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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, [Add council details]

Email:

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.

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Use of personally owned computer equipment for council business

Members who opt to use their own computers and tablets must undertake to maintain an appropriate level of security on devices used for accessing Council information. The ICO has stated 'Permitting a range of devices to process personal data held by an organisation gives rise to a number of questions a data controller must answer in order to continue to comply with its data protection obligations. It is important to remember that the data controller must remain in control of the personal data for which he is responsible, regardless of the ownership of the device used to carry out the processing.'

Detailed guidance is provided below but in brief security arrangement required would include:

- Maintaining an up to date antivirus solution.
- Applying system and software patches and updates as and when they are released.
- Enabling personal firewalls.
- Maintaining password or other access controls (such as personal identification numbers, or PINs) on devices and accounts.
- Storing documents, emails or other files containing information related to the business of the Council in places where others who are not entitled to the information cannot gain access to them. This applies, for example, when storing documents on a shared computer, and rules out using a joint email account.

Securing personally owned computer equipment

General.

Where a member is using privately owned equipment for processing personal data the following guidance should be followed as a minimum:

- Passwords and PINs to lock the device or screen when it is not in use should always be used.
- Different passwords for Council and personal business should always be used. Passwords for council systems should never be shared; not even with ICT staff.
- Passwords should be at least 8 characters in length and contain a mix of upper and lower case letters, numbers and special characters and should not contain common words, family names or part of your user name. Using phrases that are easy to remember are better than single words however long; for example "Mysmalldog1#".
- If other people have access to the computer you use for your council business (e.g. a family or business computer) there must be separate accounts on the computer for each person and you should log off every time you have finished using it.
- If you lose, or suspect you have lost, Personal information relating to an individual regardless of how it happened e.g. laptop stolen, computer virus you should assess the seriousness of the information getting into the wrong hands and take the following actions:



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- If you have had computer equipment stolen, whether that be personal or council owned, you must report it to the police and obtain a crime report number. This will be required in any insurance claim.
- If you have lost any council owned equipment you must report it to the clerk who will then discuss with the Data Protection Officer whether the incident warrants reporting to the Information Commissioners Office.

Personal computers and laptops.

If you are using a personal computer or laptop you should:

- Always have an up-to-date antivirus solution in place. This will always mean having a personal firewall configured on your computer, and will involve either having appropriate anti-virus software installed, or keeping built-in antivirus protection updated. Most commercially available products such as Norton, Kaspersky, McAfee etc provide both levels of protection. They may also have other features such as internet browsing protection, parental controls etc. There are free antivirus products available but the old adage "you get what you pay for" in the internet security world applies.
- Any antivirus product should be configured to automatically scan your computer regularly (weekly) and should also be configured to automatically download and apply the latest updates.
- You should always load security updates provided for the applications on your computer when prompted.

Tablets and smartphones

- There are antivirus products (apps) available for mobile devices (tablets and smartphones) but as they operate in different ways from computers and laptops generally the security of such devices can be managed through the device settings. Apple and Android devices may still be subjected to vulnerabilities though these are usually introduced through cheap or free apps from illicit download sites. The use of an internet security app (such as Webroot) which helps to secure web browsing activities is suggested where appropriate. The biggest risk to information on mobile devices is when the device is lost or stolen. Having said that there are a number of points that should be considered when using mobile devices:
 - Always run security and operating system updates when prompted.
 - Maximise access security for instance by having a 4 digit access pin and finger print recognition
 - Do not try to bypass the settings in the device (known as jailbreaking).
 - Only use apps from reputable sources such as the Apple App Store, Google play store or similar (e.g. Amazon). It is recommended to use apps only from the appropriate Store for the device.

Email security

Members who process emails related to council business that may contain personal information about employees, other members or citizens should ideally do so in their allocated council email account. This removes many of the compliance requirements from the individual member. The following guidance should be followed:



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- Routinely auto forwarding email from one account to another, such as from a Council email address to a private address presents a risk to the council as there is no control regarding what information is being forwarded. The Council has to ensure that personal data being sent from its own system is adequately protected.
- Keep an email account for Council matters that is separate from work or business, private and family matters. Although this may seem onerous the risk of information leakage is greater when all email is held in one account.
- Have separate passwords for each email account.
- Beware of using "reply to all", forwarding emails, using the carbon copy (cc) function and distribution lists when forwarding personal data as you must ensure everyone you are sending it to is entitled to receive it.
- Never click links in emails except when you are expecting the email and you recognise the sender (such as when you are expecting a password reset or account activation).
- Be wary of opening attachments you are not expecting.
- Beware of rogue emails trying to gain your personal information (known as Phishing). Some of these emails appear very genuine.
- Many email providers are using web versions of their software for example Hotmail, AOL, Gmail. Many of these are hosted outside the EEA and may not comply with the Data Protection Act. If you are unsure as to where your information is being stored you as a data controller should contact your provider and seek a written assurance regarding where your data is being held.
- Never let other people routinely deal with your Council email on your behalf; they may not be entitled to view the contents.

File security

Documents which contain personal information such as letters from residents or print outs of information should be secured so that they cannot be accessed by people not entitled to see them. This applies whether the document is in paper or digital format. When dealing with information the following guidance should be followed:

- Personal data and personal sensitive data related to residents, employees of the Council, or other Members should never be held in an account or storage area that can be accessed by other people.
- Keep separate file structures for council and non-council business.
- Consider password protecting documents.
- If you are storing documents containing personal and personal sensitive data on the hard drive of a computer you should be aware those documents exist even after you have deleted them or formatted the disk so when the computer is no longer required you should ensure the hard drive is physically destroyed.



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- If you use a cloud based storage system such as Dropbox, Apple's iCloud, Google Drive, Microsoft One Drive then you need to satisfy yourself that the storage of personal information is compliant.
- Be wary of transferring personal information via USB stick. Apart from the risk of transferring viruses and other malware, they are easy to mislay. If you must use a USB stick to transfer personal information ensure it is of the encrypted type or that the files on the stick are either encrypted or password protected. Do not allow others to use the same stick.

Wireless hot spots

The increasing coverage of free public wireless networks means devices can frequently be connected to the internet from many public spaces such as hotels, restaurants airports. However, there are a number of security concerns related to their use:

- You can never be sure if the wireless access point you are connecting to is actually what you think it is, for example anyone with a mobile phone or computer can set up a wireless hotspot in a coffee shop and call it "cafe secure Wi-Fi".
- You cannot be sure who else is connected to the same network, and whether they can capture your data.
- There are a number of things you can do to reduce the risk when using open Wi-Fi connections:
 - If there are secure connections available choose one of these instead.
 - Turn off data sharing application and location aware services. Turn on Wi-Fi only when you need it.
 - Avoid using other websites that require you to input a user name and password such as online shopping and banking when connected to an open connection.

This is to certify that I wish to use my own personal ICT equipment for the processing of council information. I have read and understood the ICT guidance for members above and will ensure adequate technical and physical security measures in place to protect the information related to the business of the council. I understand that I may from time to time be asked to provide evidence that appropriate security measures are in place.

Name.....

Sign.....

Date.....

This form is to be signed annually and to be returned to the clerk once completed.



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Subject access request procedures

- Inform data subjects of their right to access data and provide an easily accessible mechanism through which such a request can be submitted (e.g. a dedicated email address).
- Make sure a SAR policy is in place within the organisation and that internal procedures on handling of SARs are accurate and complied with. Include, among other elements, provisions on:
 - Responsibilities (who, what)
 - Timing
 - Changes to data
 - Handling requests for rectification, erasure or restriction of processing.
- Ensure personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.
- Implement the following standards to respond to SARs, including a standard response

Upon receipt of a SAR:

1. Verify whether you are controller of the data subject's personal data. If you are not a controller, but merely a processor, inform the data subject and refer them to the actual controller.
2. Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
3. Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
4. Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.
5. Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
6. Verify whether you process the data requested. If you do not process any data, inform the data subject accordingly. At all times make sure the internal SAR policy is followed and progress can be monitored.
7. Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
8. Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented (via third party confirmation letter)_to the supply of their data as part of the SAR.



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Responding to a SAR

1. Respond to a SAR within one month after receipt of the request:
 - a. If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;
 - b. if the organisation cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
2. If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.
3. If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
 - a. the purposes of the processing;
 - b. the categories of personal data concerned;
 - c. the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or model clauses
 - d. where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e. the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - f. the right to lodge a complaint with the Information Commissioners Office ("ICO");
 - g. if the data has not been collected from the data subject: the source of such data;
 - h. the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
4. Provide a copy of the personal data undergoing processing.



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Sample Subject Access Requests Policy

What must I do?

MUST: On receipt of a subject access request you must forward it immediately to the appointed Data Protection Officer

MUST: We must correctly identify whether a request has been made under the Data Protection legislation

MUST: The nominated member of staff who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they have access.

MUST: All the personal data that has been requested must be provided unless an exemption can be applied.

MUST: We must respond within one calendar month after accepting the request as valid.

MUST: Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.

MUST: Managers must ensure that the staff they manage are aware of and follow this guidance.

MUST: Where a requestor is not satisfied with a response to a SAR, the organisation must manage this as a complaint.

How must I do it?

Notify the Data Protection Officer upon receipt of a request.

We must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the organisation relating to the data subject. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The organisation accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- EEA National Identity Card
- Full UK Paper Driving Licence
- State Benefits Entitlement Document*
- State Pension Entitlement Document*
- HMRC Tax Credit Document*
- Local Authority Benefit Document*
- State/Local Authority Educational Grant Document*
- HMRC Tax Notification Document
- Disabled Driver's Pass
- Financial Statement issued by bank, building society or credit card company+
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline+



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- Most recent Mortgage Statement
- Most recent council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address

DATA SEARCH

Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc, and any other relevant category of electronic or manual file.

FORMAT OF DATA

You must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. You must provide the personal data in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.

Make the rights of access clear on policies/notices and on the organisation website

You should educate staff through the use of induction, performance management and training, as well as through establishing and maintaining appropriate day to day working practices.

A database should be maintained allowing the organisation to report on the volume of requests and compliance against the statutory timescale.

When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office ("ICO") if they remain unhappy with the outcome.

Letters

All letters must include the following information:

- the purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules
- where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- the right to lodge a complaint with the Information Commissioners Office ("ICO");
- if the data has not been collected from the data subject: the source of such data;
- the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.



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GENERAL PRIVACY NOTICE

This Privacy Notice is provided to you by Shavington-cum-Gresty Parish Council which is the data controller for your data.

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.

Other data controllers the council works with:

- Cheshire East Council
- Community groups
- Charities
- Other not-for-profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be 'joint data controllers' which means that we are all collectively responsible to you for your data. Where each of the parties listed above is processing your data for its 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;



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- 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. Shavington-cum-Gresty Parish Council

How we use sensitive personal data

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

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

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

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

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

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

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;



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- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with Shavington-cum-Gresty Parish Council 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.

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. Please refer to our "Document Retention Policy" for further details.

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.



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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).

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

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

Transfer of Data Abroad

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

Further processing

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



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Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated in November 2021.

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WEBSITE PRIVACY NOTICE

Who we are

This Website Privacy Policy is provided to you by Shavington-cum-Gresty Parish Council which is the data controller for your data. Our website address is: <https://www.shavingtononline.co.uk>.

What personal data we collect and why we collect it

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Contact forms

Information uploaded and sent using Contact Forms will be handled as per the Shavington-cum-Gresty Privacy Notice presented below.

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.



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For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Adverts and Sponsored Links

This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve.

Clicking on any such adverts will send you to the advertiser's website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they click on sponsored external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution with regards to their own privacy and personal details. This website, nor its owners, will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy URL's (web addresses).

Users are advised to take caution and good judgment before clicking any shortened URL's published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine url's are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data

Visitor comments may be checked through an automated spam detection service.



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Report Statement

Meeting: Parish Council 01.12.2021

Report Purpose: To provide Members a proposal to sponsor the maintenance cost of n.2 defibrillators in the Parish

Version Control: v1

Author: Clerk

1. Report Summary

This report provides Member a proposal to sponsor the maintenance cost of n.2 defibrillators in the Parish

2. Background

Three years ago, the Smith family donated 3 defibrillators to the local parishes: n.2 in Shavington-cum-Gresty and n.1 defibrillator in Weston.

After 3 years, the pads and boxes need to be serviced at a cost of £100 per unit.

3. Position

Mr Smith contacted the Clerk and asked if the Parish Council might be willing to cover the cost of regular maintenance of those two defibrillators in Shavington-cum-Gresty (£200). Otherwise, they will be removed from their current location and moved to Hough.

Battery and pads need to be serviced every 2/3 years.

4. Community Impact

Positive: Accessible defibrillators in the Village are essential

5. Governance

Shavington cum Gresty Parish Council budget 2021/22

6. Financial Impact

Up to £200

7. Resource Impact

Clerk time

8. Conclusions

Members are asked to note the report and:



- a. Agree to sponsor the pads and boxes services with a budget of up to £200 (Cost centre: Grant – cost code: Small Grants Scheme) and the Clerk is instructed to proceed with the payment
- b. Agree not to sponsor the pads and boxes services

9. Consideration Sought

That the sponsorship is approved, and the Clerk is instructed to proceed with the payment



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Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members with a draft reviewed Financial Regulation Policy

Version Control: v0

Author: Clerk

1. Report Summary

The reports provide Members with a Draft reviewed Financial Regulation Policy

2. Background

The Council is responsible for putting in place arrangements for the management of risk.

3. Position

Due to the increased use of online banking payments, and in order to reduce and control risks, the Council is advised to review its current Financial Regulation Policy accordingly.

The revised DRAFT is attached in Annex 1.

In accordance with 5.2 of the Financial Regulation, and to introduce a second level of control of online payments, the Council is advised to review its current bank arrangement as follow:

- a. Add the Community Manager as new signatory/authorised user to the Parish Council and Village Hall bank account
- b. Review the current list of signatories

4. Governance

Shavington cum Gresty Parish Council Financial Regulation 2021/22

5. Financial Impact

Positive,

6. Resource Impact

Clerk time

7. Conclusions

Members are asked to note the report and to:

- a. Note the draft Financial Regulation, approve it and authorise to review the bank arrangement as suggested in this report

- b. Note the draft Financial Regulation, request some amendment and approve it. Authorise to review the bank arrangement accordingly
- c. Note the draft Financial Regulation, not approve the document. Not approve to review the current bank arrangement





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FINANCIAL REGULATION

1. General

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three principal governing policy documents providing procedural guidance for Members and Officers. Financial regulations must be observed in conjunction with the Council's standing orders and standing orders relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of Officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an Officer may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice Officers to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. By resolution of Council, the Parish Clerk has been appointed the RFO

1.9. The RFO:-

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.



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1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or management information prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

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

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

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

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

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

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

1.14. In addition, the Council must:-

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant in excess of £5,000; and
- in respect of the annual salary for any Officer have regard to recommendations about annual salaries of Officers made by the relevant Committee in accordance with its Terms of Reference. For the purpose of clarity, the Staffing Committee make recommendations on regrading and new positions and may determine annual increments within existing grades

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of Section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability*



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for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a Member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed annually by Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:-

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report and one interim report during each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:-

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council Officer, except to the extent that such Officer have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices



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

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors, unless the correspondence is of a purely administrative matter.

3. Annual estimates (budget) and forward planning

3.1. Each Committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each relevant Committee. The Finance Committee shall, no later than December, consider its own budget and a draft budget for the Council (taking in to account recommendations from relevant Committees) and make recommendations to Council no later than January.

3.3. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the deadline date set by the relevant billing authority. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

3.6. The Finance Committee shall consider a rolling Medium Term Financial Plan prepared by the RFO and recommend it to Council by March each year. The Council shall adopt such a plan no later than April.

4. Budgetary control and authority to spend

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

- the Council for all items over £10,000;
- a duly delegated Committee of the Council for items over £3,000 to £10,000;
- the Clerk for any items up to £1,000. In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, the Clerk will contact all Members indicating that the matter will be actioned in five working days unless the action is 'called in'. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by a quorum Members of Council (in the case of sums over £10,000) or of the relevant Committee (in the case of amounts between £1,000 and £3,000) contacting the Officer asking for a call in. A log will be retained to record requests for call in.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Committee Chair or the Council Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.



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

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without prior approval by either the Finance Committee or Council

4.4. The salary budgets are to be reviewed at least annually in December for the following financial year. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, or other cases of utmost urgency, the Clerk in consultation with the Chairman and Chair of Finance Committee may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement is necessary to continue their delivery. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the next meeting of Finance Committee or to the Council as soon as practicable thereafter.

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

4.7. All capital works shall be administered in accordance with the Council's Standing Orders, Financial Regulations.

4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least every second month and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency. The Council may seek credit references in respect of Members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation by at least three of the Council's Authorised Member Signatories. The three Authorised Member Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by email or by signing the schedule. This shall be deemed as authorisation by any two of the RFO, Proper Officer or other authorised Officer to activate electronic payments using the Council's Electronic Banking System. At every meeting of the Council, the RFO shall present a full list of payments which have been authorised by Members for information.



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5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure headings. The RFO shall take all steps to pay all invoices submitted, unless there is a valid reason to withhold payment or part payment until the issue is resolved.

5.5. The Clerk or RFO shall have delegated authority to authorise the payment of items only in the following circumstances (with the exception of 4.5 above):

- If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee;
- An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee

5.6. Transfers between any accounts (except on any account on which the Officers are signatories) and the current account may be affected by the RFO and Proper Officer. A transfer into any account on which Officers are signatories shall be treated like a cheque on the current account and shall require the authorisation of at least three Members who are authorised signatories.

5.7. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.10. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Parish Clerk or RFO. The Council shall retain a file with details of all suppliers whose invoices are paid electronically. Members Auditor(s) shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.



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6.4. Due to the volume of payments from the Council's bank account, the primary method of payment shall be via electronic banking as set out in 5.2 above. The schedule of payments shall be authorised by email or signed by at least three Authorised Member Signatories and those schedules shall then be presented to the next Council or Finance Committee for ratification. A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. Unless otherwise decided by Council resolution, signatories will be Committee Chairs, the Chair or Deputy Chair.

6.5. In the event that payment is required by cheque those shall be signed by three Authorised Member Signatories. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the Authorised Member Signatories shall each also initial the cheque counterfoil.

6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by three Authorised Member Signatories and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by three Authorised Member Signatories are retained and any payments are reported to Council as made. The approval of the use of a banker's Standing Order shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by at least three Authorised Member Signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which three Authorised Member Signatories approved the payment.

6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be stored in a safe and secure place such as a safe or strongroom in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. This will not be required for a Member's personal computer used only for remote authorisation of bank payments.

6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or Finance Committee.

6.12. Regular back up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.



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6.13. The Council, and any Members using computers for the Council's financial business, shall ensure that antivirus, antispyware and firewall software with automatic updates, together with a high level of security, is used.

6.14. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Administrator. The bank mandate approved by the Council shall identify a number of Councillors and Officers who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with a stated number of approvals. Once the payment is set on the system by the Clerk or another Officer, the transaction will need to be authorised by another Officer or Councillor with a bank mandate.

6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by any two of the Clerk, the RFO or an Authorised Member Signatory. A programme of regular checks of standing data with suppliers will be followed.

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance Committee in writing before any order is placed.

6.18. A prepaid payment card may be issued to the Clerk or RFO, if different, with varying limits. These limits will be set by the Council or Finance Committee and are currently: a maximum value of a single payment shall not exceed £1,000, and the balance held on the card shall not exceed £2,000. Transactions and purchases made will be reported to the Council or Finance Committee. The card may be topped up by the Clerk or RFO upon authorisation by two of the Authorised Member Signatories.

6.19. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.

6.20. The Council will not maintain any form of petty cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO or another officer authorised by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis.

6.21 The Clerk, RFO or Officer responsible for the administration of the Grant and Donations Scheme requests confirmation that payment has been received from the recipient organisation where they have been awarded a grant and/or donation exceeding £1,000. This receipt will be kept in the organisations Grant Application File.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in



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accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or Personnel Committee according to approved delegation.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staffing Committee according to approved delegation.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:-

- by any Councillor who can demonstrate a need to know;
- by the internal auditor;
- by the external auditor; or
- by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for all staff.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council or Staffing Committee must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.



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8.5. The Council shall maintain an Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance. The Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

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

8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

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

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO who shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report from the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

9.11. The Council will not maintain any form of petty cash float.



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10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the Clerk or RFO.

10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1.

10.4. A Member may not issue an official order or make any contract on behalf of the Council.

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

11. Contracts

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

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:
 - i. for the supply utilities such as gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals; accountants, surveyors and planning and other specialist consultants subject to a resolution of Council which embodies the reason for the exemption;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk or RFO shall act after consultation with the Chair of the Finance Committee and the Chairman); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. For contracts at or above this value, the Clerk or RFO shall invite tenders from at least three firms, in accordance with Standing Orders and Standing Orders for Contracts.
- c. The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.



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- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
- e. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- f. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tender shall state that no tender will be considered unless contained in an unmarked, plain, sealed envelope and endorsed "Tender" followed by the subject to which it relates and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two Members of Council.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Orders, Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain three estimates. Otherwise, Regulation 10.3 above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk or RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the Clerk or RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

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

13. Stores and equipment



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13.1. The Officer in charge of each section of the Council's organisation, shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The Clerk or RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk or RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000. Such a disposal must be authorised by the Clerk or RFO and reported to the appropriate Committee or to Council.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The Clerk or RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual Risk Assessment in accordance with Regulation 17, the Clerk or RFO shall effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Clerk (if a different Officer).

15.2. The Clerk shall, where it is a separate Officer, give prompt notification to the Clerk or RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.



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15.3. The Clerk or RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4. The Clerk or RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5. All appropriate Members and Officers of the Council shall be included in a suitable form of security or Fidelity Guarantee Insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

16. Charities

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

17. Risk management

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

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

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council in each financial year. The Clerk or RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

19. Capital Expenditure

19.1 For the purpose of these procedure rules "capital expenditure" means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the Revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.

19.2 A Capital Programme will be prepared by the Clerk, in the annual budget cycle, showing the projects for the next three years.

20. Grants Income

20.1 Officers should ensure that all grants and external funding income is promptly claimed and proper records and working papers are retained to justify claims.



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20.2 The Clerk or RFO must inform the Finance Committee of any new bids for grant funding.

21. Partnerships

21.1 A partner is defined as a private or public organisation, undertaking part funding or participating as a beneficiary in a project.

21.2 The Clerk or RFO will as appropriate, advise on the key elements of partnership, including:-

- Effective controls that ensure that resources are not wasted.
- A scheme appraisal for financial viability in both the current and future years.
- Financial risk appraisal and management.
- Resourcing, including taxation issues.
- Audit, security and control requirements.
- Carry-forward arrangements.
- Satisfactory accounting arrangements.

21.3 The RFO will ensure that:-

- All funding notified by external bodies is received and properly recorded in the Councils accounts.
- The match funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- Audit requirements are met.
- Ensuring that all agreements and arrangements are properly documented.
- Ensuring that all claims for funds are made by the due date.
- Ensuring that the project progresses in accordance with the agreed plan and that all expenditure is properly incurred and recorded.



Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members information with regard to a Planning application

Version Control: v0

Author: Clerk

1. Report Summary

The reports provide Members information with regards to the following planning application:

Application No: 21/5722N

Proposal: High Speed Rail (West Midlands-Crewe) Act 2021, pursuant to Schedule 17 Part 1, Paragraph 6 Conditions relating to Road Transport, of the Phase 2a Act .

Location: HS2 Phase 2a lorry routes relating to Community Area 5 for authorised sites

National Grid Ref: 370696 352714

Cheshire East Council has received an application submitted under Schedule 17 of the High Speed Rail (West Midlands to Crewe) Act 2021 for the development described above. I would be grateful for your observations on this proposal. The application form and plan(s) are available online by using the link below, selecting Application Details and View Documents: <http://planning.cheshireeast.gov.uk/> or if you are viewing this correspondence electronically [please click here](#).

In forming your comments please give regard to the matters that can be considered by the Authority when determining such applications, as set out in Part 1 of Schedule 17 of the High Speed Rail (West Midlands to Crewe) Act 2021. A copy of the legislation is available to view by using the link below:

<https://www.legislation.gov.uk/ukpga/2021/2/contents>

Further details of the Schedule 17 application process and the matters that the Council can consider in the determination of the application are contained on the below guidance note. In forming your comments please give regard to the detailed contained on the guidance note and the scope of control permitted in the legislation.



Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide information with regards to the Primary school car park sponsorship

Version Control: v0

Author: Clerk

1. Report Summary

The reports provide Members information with regard to the Primary School car park sponsorship.

2. Background

On April 2020, the Parish Council resolved to grant an offer of £5,500 to Shavington Primary School to allow community access to the car park for 365 day a year, 24 hours a day, subject to any maintenance or repairs which may from time-to-time be carried out by the school.

3. Position

Members are asked to consider if they will to grant an offer to Shavington Primary School to allow community access to the car park for the period April 2022 – April 2023. And to inform the budget accordingly.

Members are asked to consider if they are willing to negotiate a contract, or if they prefer to grant an offer under S 137

4. Governance

Shavington cum Gresty Parish Council Financial Regulation
Shavington cum Gresty Parish Council budget setting

5. Financial Impact

Within budget

6. Community impact

Positive: community will benefit from the free car park

7. Resource Impact

Clerk time

8. Conclusions

Members are asked to note the report and to:

- a. Agree to grant an offer to Shavington Primary School to allow community access to the car park for the period April 2022-April 2023 (up to £)

- b. Not agree to grant an offer for the use of the car park





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Report Statement

Meeting: Parish Council meeting

Report Purpose: To approve the Parish Council budget 2022/23 and to agree the related precept required for 2022/23

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to give Members an update with regards to the budget setting process.

2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2022/23 Budget at the Full Parish Council meeting on July, 7th 2020
- The Budget Setting Schedule provided the timeframe for the setting of the budget and the reporting of the draft budget to the various Committees of the Council

3. Position

On July 21st, the Staffing committee agreed to recommend a draft staffing budget for the financial year 2022/23.

On 22 September, the Community and Engagement Committee agreed to recommend a draft budget for the financial year 2022/23.

On 29 September, the Finance Committee agreed to recommend its draft budget for the financial year 2022/23.

On 13 October, the Village Hall Committee agreed to recommend its draft budget for the financial year 2022/23.

On 20 October, the Environment and Recreation Committee agreed to recommend its draft budget for the financial year 2022/23.

The draft budget v.1 with headings resulting from Committee's recommendations is attached in Annex 1.

On 3 November, Members had an INFORMAL session to discuss and review the draft budget v.1, and some amendments and changes were suggested and added to a version 2 of the draft budget (Annex 2)



On 17 November, the Finance Committee reviewed the Committee recommendations, and agreed to recommend to Full Council the budget attached in Annex 1 for adoption.

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation

Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

All

7. Conclusions

Members are asked to note the report and:

- a. Note the DRAFT budget, approve it and agree the related precept required for 2022/23. Instruct the Clerk to proceed with the precept request on behalf of the Council accordingly
- b. Note the DRAFT budget and request some amendments to be done. Approve the reviewed budget and agree the related precept required for 2022/23. Instruct the Clerk to proceed with the precept request on behalf of the Council accordingly
- c. Note the DRAFT budget and agree not to approve it

8. Consideration Sought

That the budget for the forthcoming year is approved and that the Clerk is instructed to proceed with the precept request on behalf of the Council accordingly.



ANNEX 1

ScG Parish Council DRAFT budget 2022/23

v.3

2021/22 budget	£232,094.00	2022/23 budget	£234,884.40
Spend	£186,094.00	Spend	£187,907.52
Reserves	£46,000.00	Reserves	£46,976.88
2021/22 precept	£142,540.00	2022/23 precept	£156,700.34
2021/22 Per Band D equiv.	£63.82	Band D equiv.	£65.66
		% diff to 21/22	2.89%
		over/under spend vs last year	£3,516.15

Below a list of each Committee budget with comparison to v.2



SHAVINGTON CUM GRESTD

v.3 Staffing Committee budget

	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Staffing Committee	-	-	-	-

Payroll

Staff Salary	£63,354.00		£50,728.00	
Pension contribution			£11,700.00	
Tax & NI			£4,559.52	
Payroll Service	£500.00		£920.00	
SUB TOTAL	£63,854.00	£0.00	£67,907.52	£0.00

No amendments were suggested with regards to the Staffing Committee v.2 draft budget.



SHAVINGTON CUM GRESTY

v.3 Finance Committee budget

	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Finance Committee	-	-	-	-
Admin				
Staff Expenses	£1,250.00		£300.00	
Stationary			£600.00	
Accountancy software	£650.00		£650.00	
ICT equipment	£2,000.00		£750.00	
Staff Training	£500.00		£2,500.00	
Members training	£500.00		£100.00	
Audit Fees	£2,900.00		£1,500.00	
Insurance			£2,700.00	
Legal and professional fee			£1,500.00	
Subscription (adobe/office/Chalc)	£4,450.00		£3,000.00	
Telephones	£400.00		£500.00	
Website subscription	£2,100.00		£2,100.00	
Website transparency			£1,000.00	
Office expenditure				
Miscellaneous/Expenses			£1,000.00	
SUB TOTAL	£14,750.00	£0.00	£18,200.00	£0.00
Income				
Precept		£142,540.00		
VAT reclaim				
Other income				
SUB TOTAL	£0.00	£142,540.00	£0.00	£0.00
COMMITTEE SUB TOTAL	£14,750.00	£142,540.00	£18,200.00	£0.00

No amendments were suggested with regards to the Staffing Committee v.2 draft budget.



SHAVINGTON CUM GRESTY

v.3 Community and Engagement Committee budget

	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Community and Engagement Committee	-	-	-	-
Communication				
Newsletter: design, printing and delivery	£10,400.00		£11,000.00	
General Parish Council design and print	£2,500.00		£2,500.00	
Social media marketing			£500.00	
SUB TOTAL	£12,900.00	£0.00	£14,000.00	£0.00
Events				
Event 1 - Village Festival	£1,700.00		£3,000.00	
Event 2	£1,500.00			
Event 3	£1,500.00			
Event 4 - Christmas/Winter	£1,600.00		£1,600.00	
Event 5 - Remembrance Service	£4,500.00		£4,500.00	
Community events			£3,000.00	
SUB TOTAL	£10,800.00	£0.00	£12,100.00	£0.00
COMMITTEE SUB TOTAL	£23,700.00	£0.00	£26,100.00	£0.00

No amendments were suggested with regards to the Staffing Committee v.2 draft budget.



SHAVINGTON CUM GRESTY

v.3 Environment and Recreation Committee budget

	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Environment and Recreation Committee	-	-	-	-
Ground Maintenance				
General amenities	£1,800.00		£2,000.00	
Ground Maintenance Supplier	£12,000.00		£15,000.00	
Lengtsman Service	£4,000.00			
SUB TOTAL	£17,800.00	£0.00	£17,000.00	£0.00
Vine Tree Playarea				
Vine Tree Maintenance	£1,000.00		£1,000.00	
Vine Tree- Inspection	£400.00		£400.00	
SUB TOTAL	£1,400.00	£0.00	£1,400.00	£0.00
E&R Project				
Recreational land project	£6,200.00			
HS2 match fund				
SUB TOTAL	£6,200.00	£0.00	£0.00	£0.00
Income				
Allotment fees		£400.00		£400.00
SUB TOTAL	£0.00	£400.00	£0.00	£400.00
COMMITTEE SUB TOTAL	£25,400.00	£400.00	£18,400.00	£400.00

The following amendments were suggested:

- To merge "recreational land" and "140 main road" budget together:
"Acquisition projects" £10k



v.3 Village Hall Committee budget

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	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Village Hall Committee	-	-	-	-
Village Hall				
Suppliers	£300.00		£300.00	
Cleaning service	£6,000.00		£4,500.00	
Gas supply	£1,600.00		£1,900.00	
Power supply	£800.00		£1,000.00	
Fire equipment	£250.00		£250.00	
Wi-fi service	£800.00		£800.00	
Online booking service	£240.00		£300.00	
Hygiene service	£700.00		£700.00	
Water supply	£1,500.00		£2,000.00	
Waste collection	£800.00		£960.00	
PPS/PRS	£250.00		£250.00	
Call-minding service	£800.00		£840.00	
Marketing	£2,000.00		£2,000.00	
Christmas lights				
Kitchen refurbishment			£5,000.00	
General maintenance			£1,500.00	
SUB TOTAL	£16,040.00	£0.00	£22,300.00	£0.00
Income				
Hall Hire		£3,700.00		£14,000.00
SUB TOTAL	£0.00	£3,700.00	£0.00	£14,000.00
COMMITTEE SUB TOTAL	£16,040.00	£3,700.00	£22,300.00	£14,000.00

No amendments were suggested with regards to the Village Hall Committee v.2 draft budget. However, the following caveat will stay:

- a. The kitchen refurbishment budget has remained unchanged but with the caveat that the refurbishment will be authorised only if the income from the Village Hall hire meets the income target set (£14k)

- b.* The income target for Village Hall is £14k, with the advice to review the hiring fees as follow:
- ❖ £30/session on weekdays
 - ❖ £40/session on weekend (+ discounted fee for residents only to £30/session)





SHAVINGTON CUM GRESTDY

	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Parish Council Projects	-	-	-	-
Grants				
Small Grants Scheme	£1,100.00		£100.00	
S.137 Grant - car park	£5,500.00		£5,500.00	
Union flag	£150.00			
Neighbourhood Plan	£500.00			
SUB TOTAL	£7,250.00	£0.00	£5,600.00	£0.00
PCSO				
PCSO funding	£33,300.00		£33,300.00	
Police Car PCSO use	£1,800.00		£0.00	
SUB TOTAL	£35,100.00	£0.00	£33,300.00	£0.00
Defibrillator				
Defibrillators and kiosk			£500.00	
140 Main road				
140 main road feasibility study and business plan				
Acquisition projects			£10,000.00	
SUB TOTAL	£0.00	£0.00	£10,000.00	£0.00
COST CENTRE SUB TOTAL	£42,350.00	£0.00	£39,400.00	£0.00

The following amendments were suggested:

1. To reduce PCSO budget to £33,3k
2. To merge "recreational land" and "140 main road" budget together: "Acquisition projects" £10k
3. To reduce Defibrillator budget to £500 to cover the cost of kiosk refurbishment

and to set up a campaign to encourage residents to
sponsor defibrillator to balance any increase in staff costs





Calculations to inform the budget for 2022-23

A CALCULATION OF LIKELY BALANCE ON 1 APRIL 2022		
	Balance at bank on 3 November 2021 (Parish Council main a/c)	£135,045.09
	Balance at bank on 3 November 2021 (Village Hall account)	£21,384.97
	Total combined balance	<u>£156,430.06</u>
LESS	Forecast Spend to 31 March 2022	£78,246.00
	Expected balance available on 1 April 2022	<u>£78,184.06</u>
 B CALCULATION OF PRECEPT REQUIREMENT 2021-22		
	Budget Proposals (rounded)	£187,907.52
	Expected balance on 1 April 2022 - reserves needed	<u>£78,184.06</u>
LESS		
PLUS	reserves needed	£46,976.88
	Precept Requirement (rounded)	<u>£156,700.34</u>



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Report Statement

Meeting: Parish Council, 01.12.2021

Report Purpose: To reviewed Committee Membership
2021/22

Version Control: v1

Author: Clerk

1. Report Summary

The report provides the Committee Membership for 2021/22 for Members to review.

2. Background

On June 6th, the Parish Council approved the Committee Membership for 2021/22.

On July 7th, two new Members were co-opted to fill two vacancies.

On 1 September 2021, Members were asked to review their Membership in order to fill all vacancies, but there is still one vacancy to fill

3. Position

Members are asked to review the Committee Membership for 2021/22 and to fill any vacancies.

4. Consideration Sought

That the Committee Membership is reviewed and the vacancy is filled



ANNEX 1

Shavington-cum-Gresty Parish Council Committee Membership

Complaints Committee (3)	Community Engagement Committee (5)	Environment and Recreation Committee (5)
Cllr K Gibbs Cllr Edgar Cllr Hancock	Cllr K Gibbs Cllr McIntyre Cllr Moore Cllr Jones Cllr B Gibbs	Cllr Adams Cllr Buchanan Cllr Ferguson Cllr K Gibbs Cllr Hancock
Finance Committee (5)	Village Hall Committee (5)	Staffing Committee (4)
Cllr K Gibbs Cllr Hancock Cllr Ferguson Cllr Wain xxxx	Cllr Adams Cllr K Gibbs Cllr Hancock Cllr McIntyre Cllr Wain	Cllr Jones Cllr B Gibbs Cllr Buchanan Cllr McIntyre Cllr Edgar



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Report Statement

Meeting: Parish Council, 01.12.2021

Report Purpose: To consider making a response to the Final Draft Housing Supplementary Planning Document of Cheshire East Council

Version Control: v1

Author: Clerk

1. Report Summary

The report provides information with regard to the Final Draft Housing Supplementary Planning Document of Cheshire East Council

2. Background

The Final Draft Housing Supplementary Planning Document ("SPD") has been published for consultation and provides further guidance on the implementation of policies in the Local Plan, including SC4 'residential mix', SC5 'affordable homes' and SC6 'rural exceptions housing for local needs' of the Local Plan Strategy. This is the second stage of consultation on the SPD which, once adopted, will be a material consideration in decision taking.

3. Position

The consultation will run from 12pm on Wednesday the 24th November 2021 to 8pm on Wednesday the 22nd December 2021. Further information is available on the council's Final Draft Housing SPD consultation webpage below:

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

The Final Draft Housing Supplementary Planning Document is attached in Annex 1.

4. Conclusions

Members are asked to consider if they wish to submit a comment to the Final Draft Housing Supplementary Planning Document.



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1 Consultation Details

SPD Consultation

1.1 Your views are invited on the content of this final draft Housing Supplementary Planning Document ("SPD") and accompanying report of consultation, which details comments received during the consultation on the initial draft Housing SPD and any subsequent changes made to the document. Consultation is taking place between 24 November 2021 and 22 December 2021. Comments must be received by the council no later than 8pm on 22 December 2021.

1.2 The consultation documents can be viewed online at <https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

1.3 There is no legal requirement for SPDs to be accompanied by Sustainability Appraisal, and this is reinforced in national planning guidance. However, "in exceptional circumstances" there may be a requirement for SPDs to be subject to Strategic Environmental Assessment (SEA) where it is considered likely that they may have a significant effect on the environment that has not already been assessed within the SEA of the LPS. A screening assessment has been undertaken and concludes that further assessment is not necessary.

1.4 A screening exercise (see Appendix 3) has been also carried out to determine whether the document gives rise to the need for Appropriate Assessment (under the Habitats Regulations). This similarly concludes that further assessment is not necessary.

1.5 An Equality Impacts Assessment Screening Exercise has been undertaken on the content of this SPD. It concludes that the SPD provides further guidance on the policy approach set out in the Local Plan Strategy. No negative impacts are identified following consultation on the initial draft SPD

1.6 These screening assessments have been published and are available to read alongside the final draft Housing SPD and you can give your views on their findings too.

Submitting Your Views

1.7 The council's online consultation portal is our preferred method for submitted responses, but you can also respond by e-mail or by post, details below :-

- Online: Respond via the consultation portal at <https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>
- By e-mail: To planningpolicy@cheshireeast.gov.uk
- By post: Strategic Planning (Westfields), C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ.

1.8 Please make sure that your comments reach us by 8pm on 22 December 2021. We are not able to accept anonymous comments and you must provide us with your name and contact details. Your personal data will be processed in line with our Strategic Planning Privacy Notice, which is available on the council's website (www.cheshireeast.gov.uk/localplan). Your name and comments will be published and made available to view on the council's online consultation portal.



What happens after the consultation?

1.9 Following consultation, the council will carefully consider all comments received to the final draft SPD and accompanying consultation report before deciding whether any further amendments to the SPD are needed before the SPD is considered for adoption. Once adopted, the SPD will be formal planning guidance and will be considered as a material consideration in decision taking.



2 Introduction

2.1 Policies in the Local Plan guide development and provide a framework to determine planning applications in the borough. Supplementary Planning Documents (“SPDs”) add further detail to planning policies contained within the development plan and are used to provide detailed guidance on particular issues. SPDs do not form part of the adopted development plan but once adopted, they are a material planning consideration in decision taking.

2.2 The Local Plan Strategy (“LPS”) was adopted in 2017. It sets out a vision and strategic priorities for the development of the area along with planning policies and proposals. A key priority of the LPS, is to create and maintain sustainable communities by supporting the delivery of an appropriate mix of house types, sizes and tenures including affordable housing to meet the borough’s needs. It also seeks to support vulnerable and older people to live independently, and for longer. (LPS Strategic Priority 2, point 1 (ii & iii)).

2.3 The Council’s Corporate Plan (2021-25) sets out three aims. These are to be open, fair and green. In striving to be a fair Council, a key objective is to reduce health inequalities across the borough, addressing issues of poor - quality housing and delivering housing to meet the needs of all residents, including vulnerable and older people. This SPD sets out guidance on policies contained in the Local Plan Strategy (“LPS”) that will support delivery of this ambition.

2.4 The LPS anticipates the production of an SPD ⁽¹⁾ to provide additional policy guidance, focused on LPS policies SC4 (residential mix), SC5 (affordable homes) and SC6 (rural exceptions housing for local needs). This SPD aims to give greater clarity to developers, landowners and communities, focused primarily on affordable housing and specialist accommodation, including older persons accommodation.

3 Policy Background

3.1 Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise⁽²⁾. Material planning considerations can include national planning policy and adopted supplementary planning guidance, where relevant.

National planning policy

3.2 The **National Planning Policy Framework (“NPPF”)**⁽³⁾ sets out the Government’s planning policies for England and how these should be applied. The NPPF provides the national policy context for affordable housing and other housing matters.

1 ¶12.32, ¶12.53 & ¶12.61

2 Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990

3 <https://www.gov.uk/guidance/national-planning-policy-framework>



3.3 National Planning Practice Guidance (“PPG”)⁽⁴⁾ provides guidance on several housing related issues and includes a section relevant to affordable housing and housing for older and disabled people. There is also a section in the PPG on planning obligations (setting out further details on the approach to contributions and other topics such as Vacant Building Credit), First Homes and on viability, amongst other policy areas.

Local planning policy

3.4 Planning policies are set out in the development plan for the area. The development plan for Cheshire East currently comprises the LPS and ‘saved’ policies within previous local plans which remain in effect until such time as they are replaced. Neighbourhood Development Plans which have been made (adopted) also form part of the statutory development plan.

Cheshire East Local Plan Strategy

3.5 The LPS is the strategic plan for the borough. The LPS contains policies of relevance to this draft SPD, including:-

- **Policy PG1: Overall Development Strategy** – sets out the overall development requirements in the borough. The LPS seeks to accommodate a minimum of 36,000 homes between 2010-2030 (at an average of 1,800 per year). The objectively assessed need for affordable housing is for a minimum of 7,100 homes over the Plan period (at an average of 355 dwellings per year).
- **Policy PG3: Green Belt** – sets out the policy approach to Green Belt. The policy includes several listed exceptions to where the construction of new buildings is inappropriate to the Green Belt, the list includes limited affordable housing for local community needs under policies set out in the Local Plan.
- **Policy PG6: Open Countryside** – defines the open countryside and seeks to restrict development to that which is essential for uses appropriate to a rural area. The policy makes several exceptions to this general restriction, including rural exceptions housing for local needs (as set out in policy SC6 (rural exceptions housing for local needs) of the LPS).
- **Policy PG7: Spatial Distribution** – The policy provides an indicative distribution of development by settlement and tier of the settlement hierarchy of centres set out in the LPS.
- **Policy SD2: Sustainable Development Principles** - the policy sets out several principles, on matters including design, energy efficiency and other matters that development in the borough is expected to deliver.
- **Policy IN2: Developer Contributions** – the supporting text to the policy makes clear that the provision of affordable housing or other financial contributions will be secured through S106 agreements.
- **Policy SE2: Efficient Use of Land** - the policy encourages the appropriate redevelopment / re-use of previously developed land and buildings. It also lists several factors that windfall development proposals should consider including landscape / townscape impacts.

4 <https://www.gov.uk/government/collections/planning-practice-guidance>



3.6 There is a raft of other policies in the LPS that are also relevant to housing proposals. The focus of this SPD will be on providing additional guidance on the following LPS policies:

- **Policy SC4: Residential Mix** – the policy seeks to provide for an appropriate mix of housing tenures, types and sizes in residential developments. It also includes policy requirements relating to specialist and older person housing.
- **Policy SC5: Affordable Homes** – includes the relevant thresholds and policy requirements for affordable housing provision in the borough.
- **Policy SC6: Rural Exceptions Housing for Local Needs** – the policy sets out the circumstances where rural exceptions affordable housing will be permitted as an exception to other policies concerning the open countryside.

'Saved' policies from previous Local Plans

3.7 There are a few 'saved' policies that remain part of the development plan from the Crewe and Nantwich, Congleton and Macclesfield Local Plan. The primary policy position on affordable housing and rural exception sites for affordable housing is now included in the LPS. However, 'saved' policies contained within previous local plans in relation to matters such as design, amenity etc will still be of relevance.

Neighbourhood Development Plans

3.8 Cheshire East is one of the most active neighbourhood planning areas in the country. There are several Neighbourhood Development Plans (NDPs) in the borough. NDPs form part of the development plan and may contain local and non-strategic policies and therefore, it is important that these are considered alongside the policies of the LPS and the content of this SPD. Further information on neighbourhood plans in Cheshire East can be found on the [council's website](#).

Supplementary Planning Documents

3.9 The council has adopted several SPDs to provide additional guidance on the implementation of planning policies in the borough. Further details on this SPD and others can be found on the [council's website](#).

Emerging Plans

3.10 The council is currently preparing Local Plan documents which, once adopted, will form part of the adopted development plan. These include the Site Allocations and Development Policies ("SADPD"), the Minerals and Waste Development Plan Document and the Crewe Hub Area Action Plan.

Cheshire East Site Allocations and Development Policies Document

3.11 The SADPD will form the second part of the Local Plan. It will set non-strategic and detailed planning policies to guide planning decisions and allocate additional sites for development to assist in meeting the overall development requirements set out in the LPS.



3.12 The SADPD, once adopted, will contain detailed non-strategic planning policies on matters including housing mix and specialist housing for older people to complement policies contained in the LPS.

Cheshire East Minerals and Waste Development Plan Document

3.13 The Minerals and Waste Development Plan Document is currently in preparation. It will set out the council's planning policies on minerals and waste.

Crewe Hub Area Action Plan

3.14 The Crewe Hub Area Action Plan (CHAAP) is currently in preparation and considers a planning framework to facilitate and manage development around Crewe Railway Station, in response to HS2 and other matters.

4 Applying for Planning Permission

4.1 Applicants should engage with the council, the local community and relevant statutory consultees at the earliest opportunity in order to make sure that new development responds appropriately to the unique character and quality of place in the borough. Before making a planning application, applicants are strongly encouraged to use the council's pre-application service⁽⁵⁾, particularly for larger schemes, to discuss aspects of a planning proposal including the affordable housing requirements.

4.2 For complex, major developments, the council may also work with applicants to negotiate and enter into a planning performance agreement. Planning performance agreements set out an agreed and realistic timetable for processing and determining an application⁽⁶⁾.

4.3 Where schemes involve the provision of affordable homes, the council also recommends approaching Registered Providers as early in the process as possible (where relevant) as their input at the design and concept stage can simplify the process of transferring built affordable homes at a later date.

4.4 Applicants promoting schemes involving specialist (including supported living) or older persons housing are advised to make early contact with the council's adult social care contract and commissioning team and the strategic housing team. One way of doing this is to indicate that you require their advice at the pre-application service stage.

4.5 Applicants should also refer to the requirements of the council's Statement of Community Involvement⁽⁷⁾ and the publicity on planning application(s) protocol⁽⁸⁾ to ensure appropriate engagement takes place on schemes prior to their submission through a planning application.

5 https://www.cheshireeast.gov.uk/planning/view_a_planning_application/pre-application_advice/pre-application_advice.aspx

6 https://www.cheshireeast.gov.uk/planning/view_a_planning_application/pre-application_advice/development_team_service.aspx

7 https://www.cheshireeast.gov.uk/planning/spatial_planning/cheshire_east_local_plan/sci.aspx

8 https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/the_decision_process.aspx



4.6 The council's website includes forms and guidance on making a planning application including a validation checklist ⁽⁹⁾. The validation checklist includes documents that should be completed with an application to ensure all the required information is submitted and the application can be made valid.

4.7 The Community Infrastructure Levy ("CIL") is a planning charge based on the size and type of new development. It is mandatory charge and non-negotiable. CIL charging rates, for use class C3 'dwellinghouses' can be found on the council website ⁽¹⁰⁾ alongside information on mandatory and discretionary CIL relief for certain types of affordable housing. It is important that applicants complete the relevant CIL forms, found on the council's website at: www.cheshireeast.gov.uk/cil.

5 Housing Mix

5.1 Applicants are encouraged to provide information on housing mix at the pre-application stage, particularly on sites of 10 or more dwellings. The Council at this stage will be able to provide feedback on the proposed housing mix, with consideration of a number of site, market and other relevant matters.

5.2 Applicants should then provide information with their planning application on the approach to housing mix and how the proposal responds to the longer-term needs of residents in the borough. The council will require an appropriate range and mix of housing. Housing Mix will be considered on a case by case basis but development proposals are not likely to be supported when dominated by large dwellings (four or five bedrooms) which are unlikely to meet the borough's housing needs.

5.3 Schemes should also consider the inclusion of Key Worker Housing ⁽¹¹⁾ and people wishing to commission or build their own home in the overall housing mix. Additional guidance on specialist accommodation and Custom and Self Build are provided in this SPD.

5.4 To meet the needs arising for older persons housing, applicants should demonstrate how their proposal will be capable of meeting, and adapting to, the long-term needs of residents as they grow older. Steps to achieve this could include the appropriate design, space, layout and functionality of homes to allow residents to adapt their living environment to meet their own needs as they grow older, including through assistive technology.

6 Environmental Impacts of Housing

6.1 The Climate Change Act 2008 introduced a legally binding target for the UK to reduce greenhouse gases by 80% by 2050 against a 1990 baseline. The UK government, on the 20 April 2021, set out its intention to set into law a climate change target to cut emissions by 78% by 2035 compared with 1990 levels. The council has recognised that there is a Climate Emergency and is aiming to be Carbon Neutral by 2025. Applicants are encouraged to reduce their carbon footprint where possible in the design, construction and occupation of homes and follow the energy hierarchy set out in LPS policy SE9 (energy efficient development), namely: -

⁹ https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/making_a_planning_application.aspx

¹⁰ https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/community-infrastructure-levy.aspx

¹¹ A key worker dwelling is defined in the LPS as a public sector employee who is considered to provide an essential service including health; education; emergency services and social workers



- Reducing the need for energy and then ensuring the efficient use of energy supply;
- Maximising the potential for energy supply from decentralised, low carbon and renewable energy sources, including community-led initiatives; and then
- Efficiently using fossil fuels from clean technologies, where possible.

6.2 New housing development should achieve Building for Life 12 Standard ⁽¹²⁾. Using this ‘traffic light’ design led framework, development should seek to maximise the number of green ratings. If amber is achieved for an essential criterion then the design should be revisited to seek to address any issues raised. Red ratings should be avoided. Planning conditions may be attached to a scheme to ensure the delivery of matters arising from the Building for Life Assessment. Opportunities should be taken to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example, through green infrastructure provision, the maintenance of important hedgerows and Trees (particularly those with a Tree Preservation Order) and access to and contact with nature.

6.3 The Cheshire East Environment Strategy 2020 – 2024 ⁽¹³⁾ notes how homes account for 20% of greenhouse gas emissions in the UK. Alongside responding to LPS SE9 (energy efficient development) schemes are encouraged to consider LPS policy SE 8 (renewable and low carbon energy) which includes the policy context for renewable and low carbon energy schemes in the borough outside of permitted development. The justification text to the policy makes reference to sources of renewable and low carbon energy including solar thermal and photovoltaics (particularly on southern facing roof slopes) alongside other technologies including heat pumps. The views of the Aerodrome Safeguarding Authority should be sought in respect of wind-turbine or solar photo-voltaic installations, where necessary.

6.4 LPS Policy SD2 (sustainable development principles) sets out several principles that development proposals will be expected to consider. These include appropriate design, construction, insulation, layout and orientation to create developments that are resilient to climate change, minimise energy use, promote the use, recovery and recycling of materials, are water efficient and minimise waste and pollution. Further guidance on many of these factors are included in the Residential Design Guide SPD, volume 2, section v|22 – V|56 , available on the [council’s website](#).

6.5 Policy SD2 (sustainable development principles) also expects residential development to provide for appropriate open space, provide access to public transport, open space and nature, key services and amenities and incorporate measures to encourage travel by sustainable modes. The policy includes recommended distances to services and amenities (having regard to proposed improvements that are to be brought forward as part of the development). Applicants are also encouraged to consider concepts including the 20-minute neighbourhood which seek to support access to services and facilities for communities without having to use the car.

¹² Building for a Healthy Life (2020), David Birkbeck, Stefan Kruczkowski, Phil Jones, David Singleton and Sue McGlynn
¹³ <https://www.cheshireeast.gov.uk/environment/carbon-neutral-council/environment-strategy.aspx>



6.6 Access to high quality digital infrastructure should be delivered, in accordance with LPS policy CO3 ‘digital connections’ to accommodate broadband connectivity and allow residents to utilise ‘smart’ technology in their homes and facilitate home working, where appropriate, to reduce the need to travel and the overall carbon footprint.

6.7 ‘Major’ housing schemes of 10 or more homes (or a site area of 0.5 hectares or more) should provide on-site electric vehicle charging infrastructure in safe, accessible and convenient locations across the site. This should include the provision of in-curtilage plug-in points, subject to feasibility and viability.

6.8 New development should also aim to secure ecological enhancements by providing nesting / roosting opportunities for bats and nesting birds. This could take the form of integrated opportunities for bats and nesting birds (such as roosting / nesting within part of the roof space). Provision should be informed by a trained ecologist in discussion with the Councils Nature Conservation Officers. Further guidance is contained in the Council’s Residential Design Guide SPD in section iv | 16 & iv 17. Lighting schemes should take reasonable steps to avoid night-time light pollution.

6.9 Development should avoid and, where necessary, mitigate against environmental impacts of development. Residential development will be expected to address the requirements of LPS policy SE12 (pollution, land contamination and land instability) in any development proposals.

6.10 Development proposals should also integrate measures for sustainable water management, reduce flood risk and avoid an adverse impact on water quality and quantity in the borough. Residential development proposals should address the requirements of LPS policy SE13 (flood risk and water management). The Residential Design Guide includes additional guidance, on the importance and potential of SUDS to manage surface water in a sustainable manner ⁽¹⁴⁾. The views of the Aerodrome Safeguarding Authority should be sought if the SUDS provision is within the 13km bird-strike hazard consultation zone for Manchester Airport or other relevant safeguarded interests identified in regulations ⁽¹⁵⁾.

6.11 In accordance with policy IN 2 (developer contributions) suitable arrangements will be secured, through mechanisms including a S.106 agreement including ongoing revenue towards the management and maintenance of services and facilities. This may include, for example, the ongoing management and maintenance of public open space and landscaped areas.

7 Affordable Housing

Definition

7.1 The NPPF in Annex 2 ‘Glossary’ (and reproduced in the Glossary of this SPD) defines affordable housing as “housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers)”. There are four broad types of affordable housing:

¹⁴ Volume 2, section iv|64 – iv|75

¹⁵ Town and Country Planning (Safeguarded aerodromes, technical sites and military explosives storage areas) Direction 2002 (DfT/ODPM Circular 01/2003) and safeguarding maps



- Affordable housing for rent;
- Starter Homes;
- Discounted market sales housing;
- Other affordable routes to home ownership.

Affordable Housing Thresholds and Targets

7.2 The LPS identifies a need for a minimum of 7,100 affordable homes (an average of 355 affordable homes each year) across the borough for the twenty-year Plan period (2010 to 2030).

7.3 LPS policy SC5 (affordable homes) sets out the thresholds for affordable housing provision in the borough. In residential developments, affordable housing will be provided as follows: -

- i. In developments of 15 or more dwellings (or 0.4 hectares) in the Principal Towns and Key Service Centres at least 30% of all units are to be affordable;
- ii. In developments of 11 or more dwellings (or have a maximum combined gross floorspace of more than 1,000 sqm) in Local Service Centres and all other locations at least 30% of all units are to be affordable;

7.4 The NPPF (2021), in paragraph 64, states that the provision of affordable homes should only be sought for residential developments that are major developments ⁽¹⁶⁾. However, as the LPS is a recently adopted Plan, planning decisions should be made in accordance with the thresholds included in policy SC5 (affordable homes).

7.5 On sites below the site size thresholds set out in LPS policy SC5 (affordable homes), affordable housing will not be required by policy, but developers are still invited to consider making provision for an element of such housing as part of the overall scheme.

7.6 In applying the size threshold for affordable housing, site areas will normally be measured to the natural, physical perimeters of the site. It will not be acceptable for sites to be artificially divided into smaller components in order to take a site below the stated affordable housing threshold.

7.7 There will be occasions where meeting the affordable housing requirement on residential sites would not result in a 'round' number of dwellings. In such cases, the number shall be rounded up to the nearest whole number. This is to ensure that the full 30% requirement for affordable housing is met on-site.

7.8 Affordable housing can also be provided on rural exception sites where there is a proven need and in accordance with LPS policy SC6 (rural exceptions housing for local needs). Further guidance on the provision of rural exception sites are included in this SPD.

¹⁶ Major developments are defined in the NPPF as housing sites of 10 or more homes, or where the site has an area of 0.5 hectares or more.



Tenure of Affordable Homes

7.9 Affordable homes provided must be of a tenure, size and type to help meet identified housing needs and contribute to the creation of mixed, balanced and inclusive communities (point 3 of LPS policy SC5 affordable homes and policy SC4 residential mix).

7.10 The council's initial preference, based on current evidence on tenure, is for a mix of 65% affordable (or social) rent housing and 35% (intermediate affordable housing (paragraph 12.48 of the LPS)). The council will, however, seek the balance of housing that best meets local needs and the characteristics of the site.

7.11 Applicant's should provide justification if they seek a different tenure mix (than 65% affordable (or social rent) and 35% intermediate housing). Applicants are also expected to set out circumstances where different affordable housing products are involved.

7.12 There will be occasions where meeting the affordable housing tenure on residential sites would not result in a 'round' number of dwellings. In this situation, when determining the 65/35% tenure split, the council will round up or down the number of units to the nearest whole number.

7.13 In line with paragraph 65 of the NPPF (2021), where major development involving the provision of housing is proposed, decisions should provide at least 10% of the total number of homes to be available for affordable home ownership, unless this would exceed the level of affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups. Exemptions to this 10% requirement should also be made where the site or proposed development:-

- Provides solely Build to Rent homes;
- Provides specialist accommodation for a group of people with specific needs (such as purpose-built accommodation for the elderly or students);
- Is proposed to be developed by people who wish to build or commission their own homes: or
- Is exclusively for affordable housing, an entry-level exception site or a rural exception site.

Affordable Housing Products

7.14 Affordable housing includes housing for sale or rent, for those whose needs are not met by the market. There are several definitions and types of affordable housing as set out in the following section which build upon the definitions provided by the NPPF.

7.15 Cheshire East does not currently maintain any council housing of its own. There are several Registered Providers (RP), who operate in the borough including a number of housing associations. Registered Providers support the provision of affordable housing, are independent companies and are controlled by the Regulator of Social Housing.



Affordable housing for rent

7.16 Affordable housing for rent must meet the NPPF definition - (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a Registered Provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a Registered Provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

7.17 In Cheshire East, rented accommodation for affordable housing should be provided at levels no higher than Regulator for Social Housing target rents. The council will normally require all social rented housing to be developed and managed by Registered Providers. All nominations for rented affordable housing are provided through the Cheshire East Homechoice Choice Based Lettings ⁽¹⁷⁾ system via the Common Allocations Policy. Allocations for rented housing will be completed in accordance with a Section 106 agreement produced for the specific scheme, however most agreements specify 100% nominations at first let and 50% thereafter.

7.18 There is a clear need to ensure that rented affordable dwellings can be let at rent levels which are truly affordable. Whilst housing schemes across the borough have previously been let at social rent or affordable rent (up to 80% of market rent), Cheshire East Council have an ambition and are now seeking to support rent levels which do not exceed either the Local Housing Allowance (LHA) for the area, or Regulator for Social Housing target rent amounts – whichever is lowest. This total rent amount is inclusive of additional service charges which are added to rent schedules. LHA rates are subject to change throughout the lifetime of this document, therefore it is recommended that the most recent figures are obtained and observed when providers are securing housing schemes. The purpose of the change to LHA or target rental rates is to ensure that rented accommodation remains truly affordable, across the borough, for those in housing need. A clear viability justification will be required where applicants seek to demonstrate that LHA rates are not deliverable for a scheme, but it is deliverable at 80% of market rent.

Build to Rent

7.19 Build to rent schemes are defined as those which are purpose built for the provision of rented accommodation, including both affordable and market units. Build to Rent schemes can either be standalone, or form part of a wider multi-tenure site. The affordable provision on a Build to Rent scheme should consist entirely of affordable rented dwellings and in this context is referred to as Affordable Private Rent. The landlord for the affordable housing provision on Build to Rent schemes does not need to be a Registered Provider.

Starter Homes

7.20 The definition of Starter Homes is as stated in Sections 2 and 3 of the Housing and Planning Act 2016 and any subsequent secondary legislation made under those sections. Starter Homes are new-build homes which are provided for sale to first-time buyers and

17 https://www.cheshireeast.gov.uk/housing/housing_options/rented_social_housing.aspx



come with at least a 20% discount from the open market value, up to a cap of £250,000 (post discount). There are additional criteria to access starter homes such as age restrictions and a cap on household incomes to ensure that the properties are sold to those with an identified housing need.

Discounted Market Housing for Sale

7.21 Discounted market housing for sale is an intermediate product that refers to the provision of subsidised low-cost market accommodation through a re-sale covenant scheme. The principle is that the accommodation is available, at a fixed discount, below the open market value to households in need. The level of discount will be that which is required to achieve the maximum selling price determined by the council for those in need locally who cannot afford to buy on the open market.

7.22 The individual circumstances of each planning application and the area will be taken into consideration and will need to be negotiated with the council prior to the determination of the relevant planning application. Within Cheshire East, the minimum discount rate is 30%. Evidence has shown that in order to achieve an affordable price, the level of discount will normally be required to be a minimum of 30% and up to 50% of the market price. The discount applies on initial and all subsequent re-sales thus ensuring that the accommodation is retained as affordable. Discounted market housing for sale will normally be provided by a private developer, in which case it should be subject to a satisfactory arrangement to ensure that the benefit of below market price housing is available in perpetuity to future occupants.

7.23 The house price of each property will be based on the open market value prevailing at the time of marketing the property as agreed with the council, less the appropriate discount to achieve the agreed maximum selling price. Valuations for discounted properties will need to be completed by an RICS qualified valuer, then verified by the council, before marketing of the property can commence. A Section 106 Agreement will be required to ensure that the level of discount remains in force for all initial and subsequent re-sales.

First Homes

7.24 A written ministerial statement and Planning Practice Guidance ⁽¹⁸⁾ set out the government intentions for First Homes from the 28 June 2021.

7.25 First Homes are a specific kind of discounted market sale housing. They are the government preferred discounted market tenure, are considered to meet the definition of 'affordable housing' for planning purposes.

7.26 Specifically, First Homes are discounted market sale units which:

- a) must be discounted by a minimum of 30% against the market value;
- b) are sold to a person or persons meeting the First Homes eligibility criteria ;
- c) on their first sale, will have a restriction registered on the title at HM Land Registry to ensure this discount (as a percentage of current market value) and certain other restrictions are passed on at each subsequent title transfer; and
- d) after the discount has been applied, the first sale must be at a price no higher than £250,000. First Homes are the government's preferred discounted market tenure and

18 <https://www.gov.uk/guidance/first-homes>

should account for at least 25% of all affordable housing units delivered by developers through planning obligations (i.e. S106 agreements).



Application of 'First Homes' in Cheshire East

7.27 The Cheshire East Local Plan Strategy (“LPS”) was adopted on the 27 July 2017 prior to the written ministerial statement on First Homes. In addition, the second part of the Council’s Local Plan, the SADPD does not directly address affordable housing requirements, contains non-strategic policies and falls within the transitional arrangements for First Homes.

7.28 Although not part of the Cheshire East Local Plan, the written ministerial statement and PPG are a material consideration in decision taking. The PPG encourages local planning authorities to make development requirements for First Homes clear in their area ⁽¹⁹⁾.

7.29 Under transitional arrangements the Council does not need to require First Homes as part of the affordable housing mix until the requirement is included within an updated and adopted Local Plan /made neighbourhood plan.

7.30 First Homes will also not apply to the following:

- sites with full or outline planning permissions already in place or determined (or where a right to appeal against non-determination has arisen) before 28 December 2021;
- applications for full or outline planning permission where there has been significant pre-application engagement which are determined before 28 March 2022

7.31 In the event that an application which includes First Homes is submitted to the Council prior to the update to the Local Plan and / or relevant neighbourhood plan then the council will consider the inclusion of First Homes as a material consideration in decision taking. When determining whether the inclusion of First Homes is acceptable on a scheme, the Council will consider the extent to which the proposal complies with national planning policy and whether the introduction of First Homes has any unacceptable impacts, with reference to existing local plan policies in the borough.

7.32 In addition, to qualify as a First Home, there should be a section 106 agreement securing the necessary restrictions on the use and sale of the property, and a legal restriction on the title of the property to ensure that these restrictions are applied to the property at each future sale. The price cap of £250,000 (or £420,000 in Greater London), however, applies only to the first sale and not to any subsequent sales of any given First Home.

7.33 The First Homes Written Ministerial Statement and PPG have also introduced a First Homes Exception sites policy. Full details of the First Homes Exception Sites policy can be found in the Written Ministerial Statement and PPG and are not repeated here. From 28 June 2021, the Council will consider planning applications for the development of First Homes Exception Sites in accordance with the Written Ministerial Statement and PPG as a material consideration in decision making as references are not currently included in the development plan. The Council will consider the extent to which the proposal complies with national planning policy and whether the introduction of First Homes has any unacceptable impacts, with reference to existing local plan policies in the borough.

19 Paragraph: 009 Reference ID: 70-009-20210524



Other affordable routes to home ownership

Shared ownership

7.34 Shared Ownership is an intermediate product and provides a way of helping households to buy a share in their own home when they cannot afford the full market value. The household purchases a share, usually between 25 – 75%, and pays rent on the remaining proportion to the managing Registered Provider. Additional shares can be purchased at 10% at a time (referred to as ‘staircasing’) which will enable a resident to increase their equity share in the property and in many cases buy the final share and own the whole home. Following staircasing to 100% ownership, the affordable element of the property is fully removed, and the property can be resold at 100% of the market value, without restrictions.

7.35 The Government from the 01 April 2021 has updated the model Shared Ownership lease, which includes several changes to shared ownership properties brought forward by the new Homes England Affordable Homes Programme 2021-26. This has seen a reduction in the initial equity available to buy, reducing from 25% to 10%. Occupiers will also be able to purchase additional equity of their property 1% at a time, reduced from 10% at a time. This aims to support residents to access routes to home ownership with lower deposits. There is an expectation that this new model of Shared Ownership will be incorporated in non-grant funded units as well, following its introduction. This approach is also included in the charter for social housing residents: social housing white paper consultation document published by the government ⁽²⁰⁾.

7.36 In 2009, the government introduced legislation under which several rural parishes in Cheshire East became ‘Designated Protected Areas’ whereby new affordable shared ownership dwellings in these areas would be subject to requirement that owners are either not able to acquire more than 80% equity in a property or if they acquire 100% equity, it has to be sold back to the managing Registered Provider to retain as affordable housing in perpetuity. When ‘staircasing’ has taken place, the additional payments will be recycled and used for affordable housing in Cheshire East. The council will normally expect all schemes to be transferred to and managed by a Registered Provider. In such cases, legal restrictions on eligibility and rental levels will be necessary. A list of the Designated Protected Areas relevant to Cheshire East can be viewed in the Housing (Right to Enfranchise) (Designated Protected Areas) (England) Order 2009.

7.37 Where a Registered Provider is involved, the rental element will be set at an affordable level by the Registered Provider itself but will need to be confirmed with the council. For shared ownership offered by other providers this must be in partnership with Homes England and the rental element will also need to be confirmed with the council to ensure they are set at an affordable level. In such cases, a Section 106 Agreement will be required. The house price of each property will be based on the open market value prevailing at the time of marketing the property as agreed with the council, the terms and conditions contained in the shared ownership lease and on the assumption that the leaseholder would acquire a 100% interest in the lease. This is to be assessed by a Royal Institution of Chartered Surveyors qualified independent valuer. As indicated above, in some rural areas of the Borough, the

20 <https://www.gov.uk/government/publications/the-charter-for-social-housing-residents-social-housing-white-paper>



government has applied restrictions on the amount of equity that an owner is able to acquire. The council can apply to Homes England for a waiver for the Designated Protection Area status. However, this is only likely to occur in exceptional circumstances.

Shared equity

7.38 Shared Equity is an intermediate product that provides households the opportunity to purchase a share of a property, typically 70%, with the remaining 30% share being retained by the council. After 5 years, further equity can be bought in the property up to 100% ownership. When the purchaser wants to sell the property, they must do so on the same terms as when they purchased the property. This means they must sell it with the same level of discount they received and to someone who meets the criteria for affordable housing. A legal charge is attached to the property to ensure this happens. If the owner buys the remaining share from the council the legal charge is removed.

Rent to buy

7.39 'Rent to Buy' is an intermediate home ownership product which allows households to pay an intermediate rent up to 80% of open market rent, giving the occupant the opportunity to save for a deposit which could enable them to purchase the property after a minimum of 5 years following moving in. Rent to Buy properties are not subject to local authority nominations, however, landlords may wish to work with the local authority to identify potential tenants. Applicants for Rent to Buy properties must be working and either first time buyers or starting a new household following a relationship breakdown. The purchase of the property, if taken forward, following this minimum 5-year period is completed at the market value of the property and the 'Right to Buy' is not applicable on Rent to Buy properties.

Affordable Housing Site Specific Considerations

Design and layout of schemes involving affordable homes

7.40 Point U2 (a mix of home tenures, types and sizes) in the National Design Guide ⁽²¹⁾ encourages schemes to be well-integrated and designed to the same high quality across different tenures.

7.41 This is consistent with the intention of LPS policy SC5 (affordable homes, point 5), that market and affordable homes on sites should be indistinguishable and achieve the same high design quality. The design, including elevation, detail and materials, should be compatible with open market homes and be regarded as 'tenure blind' ensuring that dwellings are unable to be identified as affordable due to their design and aesthetic. Affordable homes should also have comparable access to local green spaces, open spaces, play and amenity areas as open market homes for health and well-being. It is also expected that affordable homes will have the same level and standard of car parking as for open market homes, in line with the Council's car parking standards set out in Appendix C of the LPS.

7.42 Design standards of funding bodies such as Homes England should also be referred to, where relevant, in order to satisfy any funding grant requirements.

21 <https://www.gov.uk/government/publications/national-design-guide>



7.43 The design of new housing developments should ensure that affordable homes are integrated with open-market homes to promote social inclusion. Affordable homes (both rented and intermediate tenure) should therefore be ‘pepper potted’ throughout a development in line with point 4 of policy SC5 (affordable homes) unless there are specific circumstances or benefits that would warrant a different approach. The affordable housing provided on a scheme should not be segregated from the open market dwellings, nor should it be entirely on the periphery of a development. Approval of affordable housing layouts will take into consideration factors including the number of affordable dwellings, site topography and other site characteristics, and whether affordable units are distributed across the entirety of a site. It is acknowledged that Registered Providers favour clusters of units to assist in housing management and repair issues. Clusters should consist of between 6 and 10 dwellings; however, this should not be to the detriment of ensuring the scheme has a wide mix of tenures throughout the site.

Delivering Affordable Housing

Affordable Housing Statement

7.44 For planning applications of schemes which have an affordable housing requirement, the planning application validation checklist includes the need for an Affordable Housing Statement, which should specify what is being proposed with regards affordable housing and provide justification for the amount and type of affordable housing proposed.

7.45 The Affordable Housing Statement will need to include the following elements:

- the number of affordable homes / market homes proposed to be provided on site. Indicative information may be provided at outline planning stage;
- any specialist provision which is being provided and who this is for, including the need for such provision in line with the requirements of SC4 (residential mix);
- detail of how the proposed development complies with relevant national (NPPF & NPPG) and local planning policies and guidance (particularly policy SC5 / SC6 (as relevant) in the LPS);
- A plan and supporting information on the timing, location and distribution of the affordable housing within the site, ensuring that the affordable housing is pepper-potted throughout the Site and not segregated from the open market housing (required for full and reserved matters applications only) illustrative plans should be submitted for sites seeking outline planning permission;
- Information should also be provided on the proposed housing mix. This should include sizes, types and tenure of affordable homes proposed (required for full and reserved matters applications only). A guide or illustration of the proposed housing mix should be submitted for sites at outline planning permission stage;
- details of how the proposed design, materials and construction of the affordable housing will ensure that the affordable housing is materially indistinguishable (in terms of design and appearance) from the open market housing of similar size within the development (required for full and reserved matters applications only). A commitment to this approach will be required for sites seeking outline planning permission.



Role of Registered Providers

7.46 The council's preference is for affordable housing to be provided and managed by Registered Providers. The council regards the involvement of a Registered Provider in any element of affordable housing as a sufficient guarantee of need and affordability without any additional control. In all other cases of affordable housing including Build for Rent, the council will require the S.106 Agreement to contain an obligation to make the affordable housing available to those in housing need and at less than the market price or rent in perpetuity, so far as the law allows.

Use of Financial and Other Contributions in-lieu of direct affordable housing provision

7.47 In line with paragraph 63 of the NPPF, the council will normally require affordable housing to be delivered without public subsidy and provided on site. In exceptional circumstances and where it can be justified, as a first alternative, affordable housing will be accepted off-site; this must be robustly justified and on a site that is agreed with the council as being in a suitable location, relative to the housing need to be met.

7.48 In exceptional circumstances, where suitable sites aren't available, and where it can be justified, as a second alternative, a financial contribution will be accepted. This provision is viewed by the council as a last resort option, as opposed to an alternative method of affordable housing. The council's desire to have all affordable provision on-site is in line with government guidance to encourage the development of mixed and balanced communities. However, there may be physical or other circumstances where an on-site provision would not be practical or deliverable. Such circumstances might include where:

- the provision of the affordable housing elsewhere in the locality would provide a better mix of housing types;
- management of the affordable dwellings on site would not be feasible;
- it would be more appropriate to bring back existing vacant housing into use as affordable units;
- the constraints of the site prevent the provision of the size and type of affordable housing required in the area.

7.49 In line with paragraph 12.51 in the LPS, there may also be circumstances in Crewe, where it may be appropriate to divert funding for affordable housing into the improvement of existing stock within the urban area, rather than the provision of new affordable homes.

7.50 Where a financial contribution is offered, the amount of such contribution will normally be expected to reflect the cost necessary to facilitate an equivalent amount of affordable housing as would have been provided on-site. The amount of any contribution will need to be agreed with the council. Where off-site provision is made by the developer or as a result of any financial contribution, this should be in a location elsewhere within the borough where there is an identified need.

7.51 The basis for calculating the cost to the developer for off-site provision will be the difference between the open market value of the units that would have otherwise been affordable and the average amount a Registered Provider would offer for those units. We would require the applicant to submit an affordable housing mix outlining the type, size and tenure of units which meet the housing need for the locality and the policy requirements of



the LPS, including constructed to national building regulations requirements and provided at 65% rented and 35% intermediate tenure mix. This should include the open market values of the units and details of offers from a Registered Provider to take the affordable units. In order to establish open market values, a valuation will need to be completed by a RICS qualified valuer, then verified by the Council.

Worked Example

- 12 units on site of 1 hectare in a Local Service Centre
- 30% affordable housing requirements: $12 \times 0.3 = 4$ units
- in this example, there is 3 x 2 bedroom house at social rent and 1 x 3 bedroom house at intermediate tenure. Using some illustrative values as an example presents the following position:-

Table 7.1 Use of financial contributions in-lieu of direct affordable housing provision

Unit Type	Open Market Value	Tenure	RP Offer	Financial Contribution (per unit)	Total
2 bedroom house (65m ²)	£100,000	Social Rented	£55,000	£45,000	£135,000
3 bedroom house (70m ²)	£120,000	Intermediate	£80,000	£40,000	£40,000
					£175,000

7.52 Where viability is cited as a reason for fewer affordable dwellings being delivered, the developer will be required to submit an open book viability assessment. In such cases, the council will commission an independent review of the viability study, for which the developer will bear the cost. In cases where such affordable housing provision is agreed there may be a requirement for 'overage' payments to be made. This will reflect the fact that the viability of a site will be agreed at a point in time and may need to be reviewed, at set point(s) in the future.

Phasing of affordable homes

7.53 In order to ensure the proper integration of affordable housing with open market housing, particularly on larger schemes, conditions and/or legal agreements attached to a planning permission will be required. The actual percentage will be decided on a site by site basis, but the norm will be that affordable units will be provided no later than the sale or let of 50% of the open market homes. However, in schemes that provide for a phased delivery and a high degree of 'pepper potting' of affordable homes distributed across the site, the maximum proportion of open market homes that may be completed before the provision of all affordable units may be increased to 80% following approval from the Strategic Housing Manager.



Legal Agreements

7.54 The council will normally require provision of affordable housing and/or any control of occupancy to be secured by means of planning obligations pursuant to Section 106 of the Town and County Planning Act 1990 (as amended). Section 106 agreements are legal agreements made between the council and applicants / landowners and can be attached to a planning permission to make acceptable development which otherwise be unacceptable in planning terms.

7.55 Section 106 planning obligations can only be taken into account in determining planning applications where they meet the following tests from Regulation 122 of the CIL Regulations:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

7.56 In respect of affordable homes, Section 106 agreements may cover the following areas:-

- **Tenure:-** Where a development contains an element of affordable housing that is to be available for rent, the council will require the agreement to contain an obligation that any such housing is to be managed by a Registered Provider. Where a development contains an element of affordable housing that is to be available for sale or shared ownership, then the council will require the agreement to contain adequate principles approved in advance by the council or alternatively the agreement may reserve the council's right to approve a specific scheme prior to implementation.
- **Dwelling Types and Sizes:-** If the relevant planning application is in outline only, then the council will require the agreement to stipulate an acceptable range for the number, type, tenure and size of all affordable housing units, as appropriate. If the relevant planning application is a detailed application (reserved matters or full application), then the council may require that the agreement contains an obligation that the affordable dwellings are to be built in accordance with the details comprised in the approved application as regards number, type, design, tenure and size of each dwelling.
- **Price and Rent Control:-** Where a development contains an element of affordable housing that is to be available for sale, the council will require that the agreement sets out the formula to be applied to achieve the desired level of discount in perpetuity. Where a development contains an element of affordable housing that is to be available for intermediate rent, the council will require that the agreement sets out the provisions and safeguards to achieve a rent amount which is affordable in perpetuity.
- **Use of financial and other contributions:-** Where developers offer financial or other contributions towards the provision of affordable housing on an alternative site in the locality, and it is agreed by the council that this is an acceptable means of providing affordable housing, the council will expect the agreement to contain obligations relating to the provision of such contribution. In some instances, the agreement may include viability reviews and 'overage' clauses where a reduced or nil element of affordable housing has been agreed. This will include provisions to secure the amount to be paid, the trigger or date to pay the contribution and any other necessary requirements including any 'overage' payment requirements.
- **Phasing:-** Where any element of affordable housing is to be comprised in a larger development which also includes market housing, the council will expect that provision



of the affordable housing element will be phased. The council will therefore require the Section 106 Agreement to contain an obligation restricting the developer from allowing the sale or letting of an appropriate proportion of the open market housing until the affordable housing element is built and ready for occupation on an agreed basis.

- **Involvement of Registered Provider:-** In all cases where a Registered Provider is to be involved in the provision of any element of affordable housing, then the council will require that the agreement contains an obligation that such housing is transferred to and managed by an Registered Provider and that it should only be used for the purposes of providing housing accommodation to meet the objectives of an Registered Provider as set out in the Housing Act 1996.

7.57 Applicants are encouraged to provide the necessary information to assist in the production of a Section 106 agreement including: -

- Proposed 'heads of terms' of the legal agreement setting out in broad terms what the main elements that the Section 106 agreement will cover.
- Up to date copies of any relevant title and ownership deeds from land registry.
- An undertaking to pay the council's appropriate and reasonable legal and administrative costs in connection with preparation of the legal agreement.
- In the event that the applicant is represented by a member of the legal profession, the relevant contact details and name of the individual and/or organisation dealing with the matter.

Viability

7.58 The affordable housing requirement set out in policy SC5 (affordable homes) of the LPS is considered up to date. The policy requirements have been viability tested, most recently in the process of adopting a CIL Charging Schedule for the borough. Reference can also be made to the viability work prepared to support the emerging SADPD document.

7.59 It is anticipated that as the LPS policy requirements are clearly stated, then these costs can be accurately accounted for in the price paid for the land by the developer. It is expected that applicants will be aware of their policy obligations at the outset and that the financial implications of these will have taken into account prior to negotiations on the purchase of the land.

7.60 Planning applications that comply with the policy requirements of SC5 (affordable homes) are considered to be viable. However, and as noted in criterion 7 of policy SC5 (affordable homes), in exceptional circumstances, where scheme viability may be affected, developers will be expected to provide viability assessments when seeking to justify alternative affordable housing provision. Alternative affordable housing provision could include lower provision or provision of alternative affordable housing tenures.

7.61 National planning policy and planning practice guidance ⁽²²⁾ details the particular circumstances that justify the need for a viability assessment at the application stage. Such circumstances could include (but not limited to), for example, where development is proposed on unallocated sites of a wholly different type to those used in viability assessment that informed the plan; where further information on infrastructure or site costs is required; where

22 <https://www.gov.uk/guidance/viability> - Paragraph: 007 Reference ID: 10-007-20190509



particular types of development are proposed which may significantly vary from standard models of development for sale (for example build to rent or housing for older people); or where a recession or similar significant economic changes have occurred since the plan was brought into force.

7.62 Applicants who consider that a viability case for alternative affordable housing exists, will be required to submit an open book viability assessment. In such cases, the council will commission an independent review of the viability study, for which the developer will bear the cost. The applicant will be required to provide a written undertaking to cover the cost of the independent review of the viability study prior to the viability specialist being appointed. Outputs from the viability review process will be shared with the applicant.

7.63 Any viability assessment should reflect the government's recommended approach to defining key inputs and variables to be included in the viability assessment as set out in national guidance – (<https://www.gov.uk/guidance/viability>). Reference should also be made to best practice, for example RICS guidance and RICS professional standards ⁽²³⁾.

7.64 Viability assessments should be undertaken on the basis of an expected profit of between 15-20% as specified in PPG with profit levels relevant to the scale, complexity and risk of the development. The PPG notes that a lower level of expected profit may be appropriately applied in circumstances where this guarantees an end sale at a known value and reduces risk.

7.65 In accordance with PPG and policy SC5 (affordable homes) economic viability assessments will be made publicly available along with all information relevant to the planning application. Where an exemption from publication is sought on matters of commercial sensitivity then this will have to be justified and any aggregated information should be clearly set out and be able to be published. An executive summary should also be produced for any economic viability assessments prepared.

7.66 In cases where such alternative affordable housing provision is agreed there may be a requirement for the provision of 'overage' payments to be made. This will reflect the fact that the viability of a site will be agreed at a point in time and may need to be reviewed, at set point(s) in the future. An overage requirement is a clause in a Section 106 agreement that relates to future profits from a development. Where the viability evidence justifies a lower affordable housing requirement than the policy target, and this is accepted by the council, an overage clause will be inserted into the Section 106 agreement. As viability assessments are relevant to a particular point in time, this would be linked to reviews of the viability assessment, at certain points within the site's lifetime. Such a requirement will be related to the site's size; its characteristics; market conditions and other relevant factors (paragraph 12.52 of the LPS).

7.67 In the circumstances where a developer makes more profit than expected, a proportion of that 'additional' profit is to be paid to the council to help fund the provision of affordable housing that should have otherwise been provided by the development itself. The level of 'additional profit' is established through a re-assessment of viability after the completion of the scheme using the actual costs and values in the development. The mechanisms of this assessment would be set out in the Section 106 agreement.

23 www.rics.org/uk/ and including Financial Viability in Planning (2019) or as updated.



7.68 In preparing a viability assessment, applicants should provide as full and complete information as possible. This is to assist the independent assessment of the viability appraisal seeking to minimise the time this process could take.

7.69 Affordable housing and tariff style contributions will not be sought from any development consisting only of the construction of a residential annex or extension to an existing home (in line with point 9 of policy SC5 affordable homes).

Vacant Building Credit

7.70 To support the re-use of brownfield land, where vacant buildings are being reused or redeveloped, the NPPF (paragraph 64) notes that the affordable housing contribution due should be reduced by a proportionate amount equivalent to the existing gross floorspace of the relevant vacant buildings. Affordable housing contributions may still be required for any increase in floorspace.

7.71 The vacant building credit does not apply to buildings which have been abandoned. As set out in national planning guidance, in deciding whether a use has been abandoned, account should be taken of all relevant circumstances, such as: the condition of the property, the period of non-use, whether there is an intervening use; and any other relevant evidence regarding the owner's intention for the site.

7.72 Each case is a matter for the council to judge. In considering how the vacant building credit should apply to a particular development, the council will have regard to the intention of national policy. In doing so, it may be appropriate to consider: whether the building has been made vacant for the sole purposes of re-development, whether the building is covered by an extant or recently expired planning permission for the same or substantially the same development.

7.73 Any vacant building credit calculation should be submitted to the council at the point of the application. The council will expect the building to be measured in accordance with best practice and guidance documents such as the RICS code of measuring practice.

7.74 One way of calculating vacant building credit, could be to use the following formula – (net change in floorspace / proposed floorspace) x affordable housing policy requirement. As an illustrative example; -

- Proposed development of 2,000 sqm
- Policy SC5 (affordable homes) requires 30% affordable homes
- There is an existing vacant building on site with a floorspace of 750 sqm
- The difference between the gross floorspace of the existing vacant building and the proposed new build floorspace is 1,250 sqm
- Therefore, the affordable housing requirement for this site is $(1250/2000) \times 30 = 18.75$ (or 19 dwellings (rounded)).



Rural and Entry Level Exception Sites

Rural Exception Sites

7.75 The NPPF, in paragraph 78, states that rural housing policies “should be responsive to local circumstances and support housing developments that reflect local needs. Local planning authorities should support opportunities to bring forward rural exception sites that will provide affordable housing to meet identified local needs and consider whether allowing some market housing on these sites would help to facilitate this”.

7.76 As the release of such sites will be an exception to planning policy related to the countryside, to meet locally identified affordable housing need, then the location, scale, layout, density, access and design of any proposed scheme will be critical in determining whether it is acceptable.

7.77 The LPS in policy SC 6 (rural exceptions housing for local needs) outlines criteria, relevant to rural exception housing sites. The introduction to policy SC6 (rural exceptions housing for local needs) is clear that **all criteria** (points 1-8) need to be met for a site to be considered an exception to other planning policies relating to the countryside. Point 8 of policy SC6 (rural exceptions housing for local needs) also provides further guidance concerning the cross subsidy of affordable housing with market housing and again sets out a number of criteria that should be addressed. Taking points 1-8 of policy SC6 (rural exceptions housing for local needs) in turn: -

- Location – sites should adjoin Local Service Centres or other settlements ⁽²⁴⁾ and be close to existing employment and existing or proposed services and facilities. Services and facilities are defined as including public transport, education and health facilities and retail services. Table 9.1 (access to services and facilities) in the LPS provides a guide on recommended distances to services and facilities. Sites which adjoin Principal Towns and Key Service Centres are not considered to be rural exception sites and will not be supported as such. The needs of larger settlements at Principal Towns and Key Service Centres are met through the requirements of LPS policy SC5 (affordable homes).
- Scale – schemes should be small in scale (defined as 10 dwellings or fewer by the LPS). They should broadly reflect the affordable housing need appropriate to the parish in which the scheme is situated. If a higher local housing need is demonstrated (greater than 10 dwellings) then it may be considered appropriate for development of more than one site to meet this need.
- Site Options Appraisal - all rural exception site schemes should be supported by a thorough site options appraisal to demonstrate why the site is the most suitable one.
- Housing needs survey – schemes should be supported by an up to date (within the last five years) housing needs survey that identifies the need for such provision within the parish. The council has published a number of parish level surveys across the borough which can be accessed on the council's website ⁽²⁵⁾ . Where an up-to-date survey does not exist, the applicant must conduct a survey, based on the Cheshire East Council model survey, in conjunction with and ensuring appropriate levels of engagement with the

24 This concerns the 'other settlements and rural areas' tier of the council's settlement hierarchy as set out in policy PG 2 (settlement hierarchy) of the LPS

25 https://www.cheshireeast.gov.uk/housing/affordable_housing/rural_housing/rural_housing.aspx



parish council where possible. A copy of the model survey is included in Appendix 2 of this SPD.

- Occupation of schemes – points 5, 6 and 7 of policy SC6 (rural exceptions housing for local needs) refer to ensuring occupancy criteria and the method to the ‘cascade’ approach, generally focused on the parish where the rural exception site is being promoted.

7.78 Point 8 of policy SC6 (rural exceptions housing for local needs) refers to perpetuity, it is expected that proposals for the affordable homes element of a rural exceptions scheme is to be retained as affordable homes in perpetuity (forever).

7.79 The provision of a small number of ‘market’ units may help maintain communities where development would not otherwise occur. Such schemes will, however, only be permitted where viability assessments or some other clear reason demonstrates that this is the only way that affordable housing to meet local needs can be delivered on the site. In the instances where cross subsidy of schemes (i.e. market units provided to support the financing of affordable units) would be acceptable, points 1-7 of policy SC6 (rural exceptions housing for local needs) have to be addressed, alongside the requirements of point 8, specifically:-

- Such proposals will only be permitted where it can be demonstrated that the site would not be viable, as a rural exception site, without cross subsidy. The developer will be required to submit an open book viability assessment. In such cases, the council will commission an independent review of the viability study, for which the developer will bear the cost
- aspirational land value is no justification for allowing a higher proportion of market value units;
- The viability assessment must show that the scale of the market housing component is essential for the successful delivery of the rural exception scheme, based on reasonable land values and must not include an element of profit;
- The majority of the development must be for rural exception affordable housing; and
- No additional subsidy (such as government grant) is required for the schemes.

Eligibility requirements for affordable homes

7.80 The underlying criteria for eligibility to affordable housing is that households must be in unsuitable housing and unable to afford to rent or buy on the open market. This is the council’s definition of housing need for affordable housing.

7.81 If a Registered Provider is to manage the affordable housing, either for rent or sale, then the council is satisfied that this will be sufficient to control both eligibility and future occupancy.

7.82 If affordable housing is developed by other housing providers the council will require arrangements in place to ensure that any accommodation is available to those in housing need, as defined by the council. Priority will also be required to be given to persons with a local connection to the scheme – location being defined as the catchment area for the property as agreed with the council. In this respect, local connection would be defined in accordance with the Cheshire East Common Allocations Policy (as updated, most recently 2018) as one or more of the following:



- Currently live, or have lived, within Cheshire East and have done for at least 2 consecutive years
- Have immediate family (mother, father, brother, sister, adult child, adoptive parents) who are currently living in Cheshire East and have done for at least five years or more
- Have a permanent contract of employment based within Cheshire East borough
- Members of the armed forces:
 - (a) members of the Armed Forces and former Service personnel, where the application is made within five years of discharge.
 - (b) bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner.
 - (c) serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result.
- Other significant reason

Occupancy Criteria for Rural Exception Sites

7.83 In the case of rural exceptions sites, a 'community connection' approach to occupancy criteria will be followed which takes account for the parish, then adjoining parish, ward, then wider areas of the borough. Any criteria will be confirmed through a Section 106 agreement.

7.84 Occupancy will, in perpetuity, be restricted to a person in housing need and resident or working in the relevant parish, or who has other strong links with the relevant locality in line with the community connection criteria as set out by Cheshire Homechoice on an ongoing basis.

8 Self Build and Custom Build

8.1 Policy SC4 (residential mix) of the LPS states new residential development should maintain, provide or contribute to a mix of housing tenures, types and sizes, this could include people wishing to build or commission their own home.

8.2 The council keeps a register of people and associations who are seeking to acquire a serviced plot of land to build their own home in Cheshire East. The purpose of the register is to help understand the demand for serviced plots in line with the requirements of the Self-Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016).

8.3 A 'serviced plot of land' is land that has suitable access to the public highway as well as connections for electricity, water and wastewater. In line with policy CO3 (digital connections) of the LPS encouragement will also be given for schemes to deliver the necessary physical ICT infrastructure to accommodate information and digital communications networks (for example broadband access).

8.4 'Self-build' is housing usually built by its final owners/occupiers. 'Custom-build' is housing usually part built by a provider and then customised by its owners/occupiers. In both instances, owners/occupiers are expected to have significant influence over the final design of their home. It is expected that evidence will be provided to the council that this will / has taken place. Owners/occupiers can be individuals or associations of individuals. Each term



is defined in the Self- Build and Custom Housebuilding Act 2015 and associated regulations. The onus is on the applicant to clearly demonstrate that a proposal meets the relevant definitions set out in the legislation.

8.5 Schemes for self-build and custom-build homes must still comply with policies and guidance in the development plan governing location and design of new homes. The fact that a proposed new home may be self or custom-build will not override these policies. Provision of self and custom-build housing opportunities will be controlled through planning conditions and / or Section 106 agreements as necessary.

8.6 The council is open to alternative development routes which can contain a self/custom-build element, as well as an affordable housing element, such as community-led housing. The council will consider the provision of affordable and self/custom build dwellings being delivered via this method.

8.7 Most self-build plots will come forward on an individual plot basis or as a small group of dwellings. However, the Local Plan Strategy and national planning policy does not differentiate between small scale development and self-build schemes in terms of triggering an affordable housing provision, with no specific exemption for self-build schemes from making an affordable housing contribution. Subsequently, self-build sites may still trigger an affordable housing requirement where the thresholds included in policy SC5 'affordable homes' has been met.

9 Specialist, Supported Living and Older Person Housing

9.1 The council's vulnerable and older persons strategy (2020 - 2024) ⁽²⁶⁾ has identified three main strategic objectives consistent with the 2014 version of the strategy: -

- That people are supported to live in their own homes independently for longer;
- When required, people can receive the support they need in a wide range of specialist, supported accommodation including those members of the community with specific housing needs within the borough;
- People are able to make informed choices about the accommodation, care, and support options within Cheshire East.

9.2 Alongside this, there are a number of strategies that the council has put in place relevant to specialist, supported living and older person housing including:

- Cheshire East All Age Autism Strategy (2020 – 2023) ⁽²⁷⁾;
- My Life, My Choice, a strategy for people with learning disabilities in Cheshire East (2019 – 2022) ⁽²⁸⁾;
- Cheshire East All Age Mental Health Strategy (2019 - 2022) ⁽²⁹⁾.

26 https://www.cheshireeast.gov.uk/housing/strategic_housing/vulnerable_persons.aspx

27 <https://www.cheshireeast.gov.uk/livewell/health-matters/health-conditions/autism/autism.asp>

28 <https://www.cheshireeast.gov.uk/livewell/health-matters/disabilities/learning-disability/learning-disability.aspx>

29 <https://www.cheshireeast.gov.uk/livewell/health-matters/health-conditions/mental-health/mental-health.aspx>



Definitions

9.3 For planning purposes, the glossary in the NPPF provides definitions of older people and people with disabilities: -

- Older people for planning purposes are defined as - people over or approaching retirement age, including the active, newly-retired through to the very frail elderly; and whose housing needs can encompass accessible, adaptable general needs housing through to the full range of retirement and specialised housing for those with support or care needs.
- People with disabilities for planning purposes are defined as - people have a disability if they have a physical or mental impairment, and that impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. These persons include, but are not limited to, people with ambulatory difficulties, blindness, learning difficulties, autism and mental health needs.

9.4 It is recognised that there is a wider spectrum of needs that exist within the above definitions.

9.5 The Town and Country Planning (Use Classes) Order 1987 (UCO) (as amended) puts the use of land and buildings into various categories known as 'use classes'. Specialist Housing can fall within the following use-classes:-

9.6 C2 Residential Institutions

- Use for the provision of residential accommodation and care to people in need of care (other than a use within class C3 (dwelling houses)).
- Use as a hospital or nursing home
- Use as a residential school, college or training centre

9.7 C3 Dwelling Houses - use as a dwellinghouse (whether or not as a sole or main residence) –

- A single person or by people to be regarded as forming a single household;
- Not more than six residents living together as a single household where care is provided for residents; or
- Not more than six residents living together as a single household where no care is provided to residents (other than a use within Class C4).

9.8 As noted in the introduction to this document, the Community Infrastructure Levy came into effect from the 01 March 2019. Schemes involving planning use class C3 'dwelling houses' can be CIL liable in particular 'zoned' areas of the borough. Further information can be found on the Cheshire East website at www.cheshireeast.gov.uk/cil

9.9 The UCO defines care as personal care for people in need of such care by reason of old age, disablement, past or present dependence on alcohol or drugs or past or present mental disorder, and in class C2 also includes the personal care of children and medical care and treatment. For the purposes of this draft SPD, a residential care or nursing home for older people or people with a disability is expected to fall within use class C2.



9.10 With regards to schemes such as retirement housing/villages or supported housing, these can fall within use class C2 or C3 depending on factors such as the need and availability of care and the type of care products, access and other services and facilities provided on site. Planning Practice Guidance states that it is for the local planning authority to consider which class a particular development may fall.

Affordable housing contributions

9.11 Recently, some innovative models of private sector housing for older people have been developed. These schemes are characterised by the availability of varying degrees of care, 24-hour staffing and ancillary facilities. The council recognises that such models can contribute to meeting affordable and special needs housing, thus the council will seek an affordable housing contribution from these schemes where the dwellings trigger the thresholds set out in LPS SC5 (affordable homes).

9.12 Importantly, reference to 'dwellings' in policy is not only confined to C3 uses (termed 'dwelling houses' in the UCO) in applying affordable housing requirements⁽³⁰⁾. LPS policy SC5 (affordable homes) refers to affordable housing requirements applying to 'residential developments' and this reference can include class C2 (residential institutions) and class C3 (dwelling houses) uses.

9.13 Consideration will be given by the council to any viability issues which arise from this distinction and will assess these accordingly. Due to the difficulty in providing replicable and repeatable guidance for all housing development sites, each request to the council to reduce the affordable housing provision will be assessed on an individual case by case basis in line with point 7 of policy SC5 (affordable homes).

9.14 In order to support mixed and balanced communities across the borough, the council will consider proposals for specialist housing provision, including housing for older adults, downsizing opportunities or bungalows. In circumstances, where the type of development (for example, the land take for bungalows) impacts on the viability of schemes, then this may result in a reduction of the overall affordable housing requirements when supported by robust viability evidence which has been independently appraised.

Housing for older people

9.15 There is a need to provide a choice of accommodation to suit changing needs as people get older. The population projections, which support the LPS, identify that the population of Cheshire East is likely to increase from 383,600 persons to 431,700 persons over the 12-year period 2018-30; a 12-year increase of 48,100 persons. The population in older age groups is projected to increase substantially during this period, with an increase in the population, aged 60 or over of 35,600, of which over 60% are projected to be 75+ (22,250 persons)⁽³¹⁾

9.16 The Cheshire East Residential Mix Assessment (2019) acknowledges that many householders as they get older may prefer to remain in their own homes with appropriate assistance from social care providers, assistive technology and appropriate adaptations or right size (downsize) to more suitable accommodation. Furthermore, the health, longevity

30 Rectory Homes V SSHCLG and South Oxfordshire District Council, 2020
31 Cheshire East Residential Mix Assessment (Opinion Research Services, 2019)



and aspirations of older people mean that they will often live increasingly healthier lifestyles and therefore future housing needs, for example for specialist accommodation, may be different from current identified needs.

9.17 The council adopts a 'homes first' policy which supports residents to maintain their independence and remain in their own home (or within alternative settings offering independent accommodation such as extra care housing / retirement living schemes) for as long as possible. The council will consider applications to adapt or extend homes in a positive and supportive manner as a means of helping more people to remain living independently in their own home, when consistent with policies in the local plan.

9.18 There are several different types of housing for older people. There are individuals / households who live independently at home. The PPG also includes the following types and development descriptions: -

Table 9.1 Types of older person accommodation

Type	Description
Age-restricted general market housing	This type of housing is generally for people aged 55 and over and the active elderly. It may include some shared amenities such as communal gardens but does not include support or care services.
Retirement living or sheltered housing	This usually consists of purpose-built flats or bungalows with limited communal facilities such as a lounge, laundry room and guest room. It does not generally provide care services but provides some support to enable residents to live independently. This can include 24-hour on-site assistance (alarm) and a warden or house manager.
Extra care housing or housing with care	This usually consists of purpose-built or adapted flats or bungalows with a medium to high level of care available, if required, through an onsite care agency registered through the Care Quality Commission (CQC). Residents are able to live independently with 24-hour access to support services and staff, and meals are also available. There are often extensive communal areas, such as space to socialise or a wellbeing centre. In some cases, these developments are known as retirement communities or villages - the intention is for residents to benefit from varying levels of care as time progresses.
Residential care homes and nursing homes	These have individual rooms within a residential building and provide a high level of care meeting all activities of daily living. They do not usually include support services for independent living. This type of housing can also include dementia care homes.



9.19 Not all sheltered housing has communal facilities. There may be, for example, a bungalow scheme with an onsite warden and pull cords that would form an example of sheltered accommodation. For extra care or housing with care schemes it may be the case that meals are usually available from an onsite restaurant or bistro.

9.20 Alongside a number of considerations in bringing forward development for older persons housing, policy SC4 (residential mix) point 3 notes that accommodation designed specifically for older persons will be supported where there is:-

- A proven need – the applicant will be expected to provide an assessment of need for the site. Factors to consider include:-
 1. The need for a site in that location, that cannot be addressed anywhere else.
 2. How a site might contribute to the delivery of published council strategies, including the vulnerable and older persons strategy.
 3. Information on the anticipated local 'catchment' area of the proposal including any age and needs based eligibility criteria.
 4. Any other local market factors.
- A scheme is located within a settlement boundary, as defined on the Policies Map
- Accessibility by public transport
- A scheme within a reasonable walking distance of community facilities such as shops, medical services and public open space. Recommended distances to services and facilities are set out in table 9.1 of the LPS. It is expected that there is a level and safe route of access. Reference will also be given to services and facilities, if proposed to be provided on site.

9.21 As with other forms of housing, the council will encourage the completion of Building for Life 12 assessments to ensure high quality residential development that meets the needs of all and provides suitable access to open space and nature, where possible.

Extra Care Housing or Housing with Care

9.22 To be defined as extra care or housing with care scheme, the council will take account of the following considerations: -

- Occupants are expected to have their own self-contained home with a front door and legal right to occupy the property;
- There should be access to a level of care and support, accessible on site and provided 24 hours a day and 7 days a week, as necessary;
- Schemes should facilitate independent and safe living arrangements. There will be positive weight afforded to schemes that apply the accessible and adaptable home standards as set out in this SPD. Schemes will also be encouraged, where possible, to provide accommodation that meets the national space standards;
- Ideally provide access to meals, communal and social facilities on site or facilitate access in the local community. Communal 'lift' facilities should be provided as necessary;



- Schemes will be encouraged to provide for 'step up / step down' accommodation to allow temporary access to such schemes to facilitate discharge from hospital;
- Access to assistive technology, adaptations and specialist equipment to meet needs as necessary. Alarm systems and remote (secure) door entry should be provided as standard. Other personal assistive technology should be available on an individual basis.

9.23 Schemes will be encouraged to provide for flexible space for mobile / visiting facilities such as a GP/nurse etc, subject to being able to demonstrate the viability of such schemes with the support of the NHS and other appropriate stakeholders. Staff facilities should be considered also in terms of office, rest room and toilet / shower facilities.

9.24 There are also instances of larger schemes incorporating enhanced facilities such as shops, gyms etc that also provide access from the local community. The preferred location of extra care schemes would associate with the factors identified with policy SC4 'residential mix' of the LPS, that is located within settlements with access to public transport and appropriate facilities including local health and retail facilities.

Supporting Living and Specialist Housing Provision

9.25 The provision of appropriate housing for people with disabilities, including specialist and supported housing is important to assist residents in living safe and independent lives.

9.26 The council's document 'my life, my choice – a strategy for people with learning disabilities' (2018-2022) highlights a key focus on the promotion of independence for people with learning disabilities.

9.27 As with older persons accommodation, policy SC 4 (residential mix) point 3 notes that accommodation designed specifically for specialist housing groups will be supported where there is a:-

- a proven need;
- it is located within settlement boundaries, defined on the Local Plan policies map;
- it is accessible by public transport; and
- within a reasonable walking distance of community facilities such as shops, medical services and public open space.

9.28 Positive weight will be afforded to schemes which encourage housing that meets optional accessibility and wheelchair housing technical standards. Properties will be encouraged to provide assistive technology, as necessary. Where appropriate, schemes should have lift access and communal areas which facilitate social opportunities.

9.29 Design should reflect the potential needs of occupants including residents with mobility as well as care and support needs. The council will encourage the completion of Building for Life 12 assessments to ensure high quality residential development that meets the needs of all.

9.30 As schemes for specialist housing provision cover a range of complex needs, schemes are also encouraged to consider:-

- Robust building materials, where possible, to ensure materials are hardwearing;



- To seek to minimise trip hazards, provide handrails and good lighting, where possible, to provide for a safe built environment;
- Provide clear signage, sightlines and routes around the building; clearly defined rooms so that the activities taking place in that room are understood;
- Reduce noise through location of activities and appropriate soundproofing;
- Provide access to open space.

Inclusive Design, including Dementia Friendly communities

9.31 An inclusive environment is one that can be accessed and used by everyone. It recognises that every individual experience their environment in different ways and accommodates this through design. In line with the planning practice guidance ⁽³²⁾, inclusive design and the experience of the end user should be considered from the outset of the development and design process.

9.32 Inclusive design should include the building and, its setting in the wider built environment. In line with the PPG, development proposals should consider: -

- Ease of movement including with mobility aids;
- Proximity and links to public transport / local amenities;
- Parking spaces and dropping off points;
- The positioning of street furniture and the design of approach routes;
- Entrance features which are clearly identified, and well lit; and
- Availability of facilities, including public toilets.

9.33 Design principles such as those set out in the Housing our Ageing Population Panel for Innovation (HAPPI) ⁽³³⁾ report are also applicable to housing for older people and age-friendly places including:

- integration with the surrounding context;
- social spaces that link with the community;
- space standards that facilitate flexibility;
- enhanced natural light, energy efficiency and sustainable design; and
- priority for pedestrians in outdoor spaces.

9.34 Planned environments can also have a substantial impact on the quality of life of someone living with dementia. People with dementia need to have access to care and support to enable them to live independently and homes need to be designed with their needs in mind. Characteristics of a dementia-friendly community include, but are not limited to:

- Easy to navigate physical environment;
- Appropriate transport;
- The development of communities shaped around the views of people with dementia and their carers;
- Good orientation and familiarity;
- Reduction in unnecessary clutter; and
- Reduction in disorienting visual and auditory stimuli.

³² <https://www.gov.uk/guidance/housing-for-older-and-disabled-people>
³³ <https://www.housinglin.org.uk/Topics/browse/Design-building/HAPPI/>



9.35 There should be a range of housing options and tenures available to people with dementia, including mainstream and specialist housing. Innovative and diverse housing models should be considered where appropriate. The Royal Town Planning Institute has also published guidance on Dementia and Town Planning which can also provide for additional advice and guidance.

10 Monitoring and Review

10.1 The effectiveness of this SPD will be monitored as part of the Authority Monitoring Report process using information from planning applications and decisions.

11 Glossary

Affordable Housing	<p>Affordable housing: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:</p> <p>a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).</p> <p>b) Starter homes: is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.</p>
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	<p>c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.</p> <p>d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.</p>
Amenity	A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them.
Building for Life 12	The industry standard endorsed by government for designing new homes in England, based on 12 key criteria.
Cheshire Homechoice	A partnership between the council and registered providers who advertise properties and manage the housing need register and allocation policy.
Community Infrastructure Levy (CIL)	A levy allowing Local Authorities to raise funds from owners or developers of land undertaking new building projects in their area.
Community Land Trust	Non profit community based organisations that develop housing or other assets that meet the needs of the community, are owned and controlled by the community and are made available at permanently affordable levels.
Consultation Statement	A consultation statement is defined in regulation 12(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012. The consultation statement includes information, in broad terms, of who has been consulted, a summary of the main issues raised by those persons and how those issues have been addressed in the SPD.



Custom and Self-build dwellings	As defined by the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016).
Entry Level Exception Sites	As defined in the NPPF, entry level exception sites are suitable for first time buyers or those looking to rent their first home. The NPPF provides more details.
First Homes	First Homes are a specific kind of discounted market sale housing and should be considered to meet the definition of 'affordable housing' for planning purposes.
Grant Funding	Public funding used to subsidise the provision of affordable housing, typically from either Homes England or the council.
Key worker dwelling	A key worker is a public sector employee who is considered to provide an essential service; this includes those involved in health; education; emergency services and social workers.
Habitats Regulations Assessment	A Habitats Regulations Assessment (HRA) refers to the several distinct stages of Assessment which must be undertaken in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) and the Conservation of Offshore Marine Habitats and Species Regulations 2017 (as amended) to determine if a plan or project may affect the protected features of designated habitats site(s) before deciding whether to undertake, permit or authorise it.
Homes England	The body responsible for providing financial assistance to bodies including registered providers of social housing for the purpose of improving the supply and quality of housing in England now conferred on such body under the Housing and Regeneration Act 2008 (or any successor legislation or body replacing or amending the same).
Local Housing Allowance	The Valuation Office Agency Rent Office determines Local Housing Allowance (LHA) rates used to calculate housing benefit for tenants renting from private landlords. LHA rates are based on private market rents being paid by tenants in the broad rental market area (BRMA). This is the area within which a person might reasonably be expected to live.



National Described Space Standards	The nationally described space standard is not a building regulation and remains solely within the planning system as a new form of technical planning standard if supported by a local plan policy. It deals with internal space standards within new dwellings and is suitable for application across all tenures.
Rural exception sites	Small sites used for affordable housing in perpetuity where sites would not normally be use for housing. Rural exception sites seek to address the needs of the local community by accommodating householders who are either current residents or have an existing family or employment connection.
Self Build	Housing built by individuals or groups of individuals for their own use, either by building the homes themselves or working with builders.
Staircasing	Owners are able to purchase additional equity in the property when they can afford to. In most circumstances, this means that shared owners have the ability to eventually own 100% of the freehold, if they acquire the remaining unowned shares over time.
Vacant Building Credit	National policy provides an incentive for brownfield development on sites containing vacant buildings. Where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building, the developer should be offered a financial credit equivalent to the existing gross floorspace of relevant vacant buildings when the local planning authority calculates any affordable housing contribution which will be sought. Affordable housing contributions may be required for any increase in floorspace.
Viability Study	A report, including a financial appraisal, to establish the profit or loss arising from a proposed development. It will usually provide an analysis of both the figures inputted and output results together with other matters of relevance. An assessment will normally provide a judgement as to the profitability, or loss, of a development.



Appendix 1: List of Designated Protection Areas

.1 List of Designated Protected Areas taken from the Housing (Right to Enfranchise) (Designated Protected Areas) (England) Order 2009 (No.2098)

.2 Acton, Adlington, Agden, Alpraham, Arclid, Ashley, Aston by Budworth, Aston juxta Mondrum, Audlem, Austerson Baddiley, Baddington, Barthomley, Basford, Batherton, Betchton, Bexton, Bickerton, Blakenhall, Bosley, Bradwall, Brereton, Bridgemere, Brindley, Broomhall, Buerton, Bulkeley, Bunbury, Burland, Calveley, Checkley cum Wrinehill, Chelford, Cholmondeley, Cholmondeston, Chorley (formerly Macclesfield Rural District), Chorley (formerly Nantwich Rural District), Chorlton, Church Lawton, Church Minshull, Coole Pilate, Cranage, Crewe by Farndon, Crewe Green, Dodcott cum Wilkesley, Doddington, Eaton, Edleston, Egerton, Faddiley, Gawsworth, Goostrey, Great Warford, Hankelow, Hassall, Hatherton, Haughton, Henbury, Henhull, High Legh, Hough, Hulme Walfield, Hunsterson, Hurleston, Kettleshulme, Lea, Leighton, Little Bollington, Little Warford, Lower Withington, Lyme Handley, Macclesfield Forest and Wildboarclough, Marbury cum Quoisley, Marthall, Marton, Mere, Millington, Minshull Vernon, Mobberley, Moreton cum Alcumlow, Moston, Mottram St Andrew, Nether Alderley, Newbold Astbury, Newhall, Norbury, North Rode, Odd Rode, Ollerton, Over Alderley, Peckforton, Peover Inferior, Peover Superior, Pickmere, Plumley, Poole, Pott Shrigley, Rainow, Ridley, Rostherne, Siddington, Smallwood, Snelson, Somerford, Somerford Booths, Sound, Spurstow, Stapeley, Stoke, Sutton, Swettenham, Tabley Inferior, Tabley Superior, Tatton, Toft, Twemlow, Walgherton, Wardle, Warmingham, Weston, Wetttenhall, Wincle, Wirswall, Woolstanwood, Worleston, Wrenbury cum Frith, Wybunbury

.3 There are also part areas of designated protected areas in Bollington, Haslington, Prestbury, Willaston and Wistaston. These mapped areas can be viewed on the Homes England Website:- <https://digitalservices.homesengland.org.uk/designated-protected-areas/>



Appendix 2: Example of Rural Housing Needs Survey 2021

Cheshire East Council

Introduction

The purpose of this survey

Whether you consider yourself to have a housing need or not, the information you provide in this survey is important in helping us understand the housing need within your community – we would much appreciate you completing this survey and returning it to us in the freepost envelope provided. Please read each question carefully and tick in the box to indicate your answer – all instructions are given in italics after each question. This survey should be completed by the householder only.

Your confidentiality is assured

We comply with all laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR). Any personal information you supply will remain strictly confidential and anonymous and will be held and used in line with the Data Protection Act 2018. The information you provide will only be used by Cheshire East Council to analyse the results of surveys and inform decision making. We will not pass on your personal information to any other third parties, without your prior consent. Your response will be stored and kept in line with the council's retention schedule. To find out how we use your information see our privacy policy at www.cheshireeast.gov.uk/privacy.

Section 1 – Your current accommodation

1. How many years have you lived in x parish? Please tick one box only

Five years or less		More than five years	
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2. Including yourself, how many people live in your household? Please write a number in each box e.g. "2"

Adults (aged 16+ including yourself)		Children (aged under 16)	
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3. In which of these ways does your household occupy your current accommodation? Please tick one box only

Owned outright		Renting from a housing association	
Buying on mortgage		Tied accommodation	
Renting from a private landlord		Other (please write in)	

4. What type of property do you currently live in? Please tick one box only

House		Flat / Apartment	
-------	--	------------------	--



Bungalow		Other (please write in)	
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5. What is your home postcode? We ask this so we can be sure we have obtained a range of views from across the parish. Please write in below

Section 2 – Alternative accommodation

6. Do you, the householder, currently need alternative accommodation in your local area? Please tick one box only

Yes		Go to Q7	No		Go to Q8
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7. Please indicate why you need alternative accommodation: Please tick all that apply

Need larger accommodation		Need a cheaper home	
Need smaller accommodation		Need permanent accommodation	
Need independent accommodation		Need to be closer to a carer or dependent	
Need level of physically adapted accommodation		Other (please tick and write in below)	
Need to be closer to employment			

Section 3 – Affordable housing

8. Would you be in favour of a small development of affordable housing being built in your parish to meet the needs of those having a local connection to the parish? Please tick one box only

Yes		No		Not sure	
-----	--	----	--	----------	--

9. If you wish to, please give reasons for your answer to the previous question (Q8): Please write in below

10. If you are aware of any sites in your local area, including previously developed sites, that might be suitable for affordable housing, please give details below: Please write in below

Section 4 – New households for current household members

11. Apart from yourself, do any current members of your household wish to form a new household within x Parish in the next 5 years (for which they will need their own accommodation)? Please tick one box only



Yes		à Go to Q	No		à Go to Q
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12. How many current household members wish to form a new household within x Parish in the next 5 years (for which they will need their own accommodation)? Please tick one box only

One		Two		Three		Four		Five or more	
-----	--	-----	--	-------	--	------	--	--------------	--

Questions 13 to 19 now ask about the detail of these new households. In this survey it is possible to give the details of four new households. If you wish to give the details of five or more new households, please contact us for extra forms to complete by emailing RandC@cheshireeast.gov.uk or by telephoning 0800 123 55 00.

For questions 13 to 19 there is a different column for each new household that you are giving the details about. If you have only one new household to tell us about, you should only complete the details in the “1st new household” columns. If you have two new households to tell us about, you should complete the details in the “1st new household” and “2nd new household” columns.

13. Who will be forming the new household(s)? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
A daughter or son				
Other (please tick and write in below)				

14. When will the new household(s) be needed? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
Within 1 year				
In 1 to 3 years				
In 3 to 5 years				

15. How many adults over the age of 16 will there be in each new household? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
One				
Two				
Three				
Four or more				



16. How many children under 16 will there be in each new household? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
One				
Two				
Three				
Four or more				

17. What type of accommodation would be preferred for each new household? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
House				
Flat / Apartment				
Bungalow				
Supported housing				
Other (please tick and write in below)				

18. Would the new household(s) need any support or have any special requirements? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
No				
Warden assisted				
Care within the home				
Mobility/Disability				

Questions 19 and 20 now ask about the financial status of the potential new households. We ask these questions as they are an important factor in establishing affordability constraints within x parish. This information will be kept strictly confidential, and will only be used by Cheshire East Council for the purposes of assessing affordable housing needs within x. No financial information will be attributed to individuals in any reports.

19. What will the approximate total annual income of each new household be? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household



Up to £15,000				
£15,001 to £20,000				
£20,001 to £25,000				
£25,001 to £30,000				
£30,001 to £35,000				
£35,001 to £40,000				
£40,001 to £45,000				
£45,001 to £50,000				
£50,001 plus				

20. What approximate level of savings would each new household have? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
None				
Up to £5,000				
£5,001 to £10,000				
£10,001 to £15,000				
£15,001 to £20,000				
£20,001 plus				

Section 5 – New households for ex-household members

21. Are there any ex-members of your household, who have moved out of x parish, who would want to return to live in the parish within 5 years if affordable housing was available? Please tick one box only

Yes		Go to Q22	No			Survey finished, thank you. Please return it in the freepost return envelope provided with the survey.
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22. How many ex-members of your household, who have moved out of x parish, would want to return to live in the parish within 5 years if affordable housing were available? Please tick one box only

One		Two		Three		Four		Five or more	
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Questions now ask about the detail of these households for ex-household members. In this survey it is possible to give the details of four new households. If you wish to give the details of five or more new households, please contact us for extra forms to complete by emailing RandC@cheshireeast.gov.uk or by telephoning 0800 123 55 00.

For a number of questions, there is a different column for each new household that you are giving the details about. If you have only one new household to tell us about, you should only complete the details in the “1st new household” columns. If you have two new households to tell us about, you should complete the details in the “1st new household” and “2nd new household” columns.

23. Who will be forming the new household(s)? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
A daughter or son				
Other (please tick and write in below)				

24. When will the new household(s) be needed? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
Within 1 year				
In 1 to 3 years				
In 3 to 5 years				

25. How many adults over the age of 16 will there be in each new household? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
One				
Two				
Three				
Four or more				

26. How many children under 16 will there be in each new household? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
One				
Two				



Three				
Four or more				

27. What type of accommodation would be preferred for each new household? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
House				
Flat / Apartment				
Bungalow				
Supported housing				
Other (please tick and write in below)				

28. Would the new household(s) need any support or have any special requirements? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
No				
Warden assisted				
Care within the home				
Mobility/Disability				

Questions now ask about the financial status of the potential new households. We ask these questions as they are an important factor in establishing affordability constraints within x parish. This information will be kept strictly confidential, and will only be used by Cheshire East Council for the purposes of assessing affordable housing needs within x. No financial information will be attributed to individuals in any reports.

29. What will the approximate total annual income of each new household be? Please tick one box only for each new household

	1st new household	2nd new household	3rd new household	4th new household
Up to £15,000				
£15,001 to £20,000				
£20,001 to £25,000				
£25,001 to £30,000				



£30,001 to £35,000				
£35,001 to £40,000				
£40,001 to £45,000				
£45,001 to £50,000				
£50,001 plus				
30. What approximate level of savings would each new household have? Please tick one box only for each new household				
	1st new household	2nd new household	3rd new household	4th new household
None				
Up to £5,000				
£5,001 to £10,000				
£10,001 to £15,000				
£15,001 to £20,000				
£20,001 plus				

Thank you for taking the time to complete this survey, we very much appreciate you doing so.

Please return it in the freepost return envelope provided by x. This survey is printed mainly in Ariel font size 12. If you require a copy in larger print please contact customer services on 0300 123 55 00.



Appendix 3: SEA / HRA Screening Report

Strategic Environmental Assessment and Habitats Regulations Assessment Screening Report

Introduction and Purpose

.1 Cheshire East Council has produced a final draft Housing Supplementary Planning Document (“SPD”). The purpose of the SPD is to provide guidance on the provision of affordable housing and achieving an appropriate housing mix on development sites proposed in the borough, adding further detail to policies contained within the Development Plan.

.2 The Development Plan for Cheshire East consists of the Local Plan Strategy (“LPS”) and ‘saved’ policies in the Crewe and Nantwich, Congleton and Macclesfield Local Plans. In addition, made Neighbourhood Plans also form part of the Development Plan.

.3 The policy framework for the SPD is contained mostly in the LPS, with a particular focus on Policy SC 4 (“Residential mix”), SC 5 (“Affordable homes”) and Policy SC 6 (“Rural exception housing for local needs”).

.4 The Council is also in the process of preparing the second part of its Local Plan, called the Site Allocations and Development Policies Document (“SADPD”). The SADPD has now been submitted for examination on the 29 April 2021 and an Inspector appointed to assess whether the SADPD has been prepared in accordance with legal and procedural requirements and if it is sound.

.5 This screening report is designed to determine whether or not the contents of the draft Housing SPD require a Strategic Environmental Assessment (“SEA”) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004. The report also addresses whether the final draft Housing SPD has a significant adverse effect upon any internationally designated site(s) of nature conservation importance and thereby subject to the requirements of the Habitats Regulations. The report contains separate sections that set out the findings of the screening assessment for these two issues.

.6 The draft SEA / HRA statement, alongside the draft Housing SPD, was the subject of consultation in accordance with the relevant regulations and the Council's Statement of Community Involvement from the 26 April 2021 until the 01 June 2021. This included consultation with the relevant statutory bodies (Natural England, Environment Agency and Historic England). No formal comments on the SEA / HRA screening report were received from the Environment Agency and Historic England to the draft Housing SPD. Natural England responded to the consultation and reinforced the need to consult with Natural England if the SPD required a full SEA or HRA assessment.



Strategic Environmental Assessment Screening

Legislative Background

.7 The objective of SEA is to provide for a high level of protection of the environment with a view to promoting the achievement of sustainable development. It is a requirement of European Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment (also known as the SEA Directive). The Directive was transposed in UK law by the Environmental Assessment of Plans and Programmes Regulations 2004, often known as the SEA Regulations.

.8 Article 3(3) and 3(4) of the regulations make clear that SEA is only required for plans and programmes when they have significant environmental effects. The 2008 Planning Act removed the requirement to undertake a full Sustainability Appraisal for a SPD although consideration remains as to whether the SPD requires SEA, in exceptional circumstances, when likely to have a significant environmental effect(s) that has not already been assessed during the preparation of a Local Plan. In addition, planning practice guidance (PPG – ref Paragraph: 008 Reference ID: 11-008-20140306) states that a SEA is unlikely to be required where an SPD deals only with a small area at local level, unless it is considered that there are likely to be significant environmental effects.

Overview of draft Housing SPD

.9 The purpose of the final draft Housing SPD is to provide further guidance on the implementation of the housing mix (SC 4) and affordable housing (SC 5 and SC 6) LPS policies.

.10 It is important to note that affordable housing policies in the LPS were the subject of Sustainability Appraisal, which incorporated the requirements of the SEA regulations (as part of an Integrated Sustainability Appraisal). The likely significant environmental effects have already been identified and addressed – the SPD merely provides guidance on existing policies. The LPS Integrated Sustainability Appraisal has informed this SPD screening assessment.

.11 SEA has been undertaken for policies SC 4 (“Residential mix”), SC 5 (“Affordable homes”) and SC 6 (“Rural exception housing for local needs”), as part of the Integrated Sustainability Appraisal that supported the LPS. For the purposes of compliance with the UK SEA Regulations and the EU SEA directive, the following reports comprised the SA “Environmental Report”:

- SD 003 – LPS Submission Sustainability (Integrated) Appraisal (May 2014);
- PS E042 – LPS Sustainability (Integrated) Appraisal of Planning for Growth Suggested Revisions (August 2015);
- RE B006 – LPS Sustainability (Integrated) Appraisal Suggested Revisions to LPS Chapters 9-14 (September 2015);
- RE F004 – Sustainability (Integrated) Appraisal – Proposed Changes (March 2016);
- PC B029 – Sustainability (Integrated) Appraisal - Proposed Changes to Strategic and Development Management Policies (July 2016);



- PC B030 – Sustainability (Integrated) Appraisal - Proposed Changes to Sites and Strategic Locations (July 2016);
- MM 002 - Sustainability (Integrated) Appraisal - Main Modifications Further Addendum Report.

.12 In addition, an SA adoption statement was prepared in July 2017 to support the adoption of the LPS.

SEA Screening Process

.13 The council is required to undertake a SEA screening to assess whether the draft Housing SPD is likely to have significant environmental effects. If the draft Housing SPD is considered unlikely to have significant environmental effects through the screening process, then the conclusion will be that SEA is not necessary. This is considered in Table 14.1 below:-

Table .1 Establishing the need for a SEA

Stage		Decision	Rationale
1	Is the SPD subject to preparation and/or adoption by a national, regional or local authority OR prepared through a legislative procedure by Parliament or Government? (Art. 2 (a)).	Yes	The SPD will be prepared by Cheshire East Borough Council.
2	Is the SPD required by legislation, regulatory or administrative provisions? (Article. 2 (a)).	No	The Council's Local Development Scheme (2020 – 2022) does not specifically identify the need to produce a draft Housing SPD.
3	Is the SPD prepared for agricultural, forestry, fisheries, energy, industry, transport, waste management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Article 3.2 (a)).	No	The SPD is being prepared for town and country planning use. It does not set a framework for future development consent of projects in Annexes I and II to the EIA Directive (Article 3.2 (a)). Whilst some developments to which the guidance in the SPD applies would fall within Annex II of the EIA Directive at a local



Stage		Decision	Rationale
			level, the SPD does not specifically plan for or allow it.
4	Will the SPD, in view of its likely effect on sites, require an assessment under Article 6 or 7 of the Habitats Directive? Art 3.2 (b)).	No	A Habitats Regulations Assessment has been undertaken for the LPS and emerging SADPD. The SPD does not introduce new policy or allocate sites for development. Therefore, it is not considered necessary to undertake a HRA assessment for the SPD. This conclusion has been supported by an HRA screening assessment as documented through this report.
5	Does the SPD determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art 3.3)	No	The SPD will not determine the use of small areas at a local level. The SPD provides guidance on the provision of rural exception sites for local needs, but it does not specifically determine the use of small areas at a local level. The SPD will be a material consideration in decision taking.
6	Does the SPD set the framework for future development consent of projects (not just projects in Annexes to the EIA Directive)? (Art. 3.4)	No	The LPS and emerging SADPD provide the framework for the future consent of projects. The SPD elaborates upon approved and emerging policies and does not introduce new policy or allocate sites for development.



.14 The SPD is considered to not have a significant effect on the environment and therefore SEA is not required. However, for completeness, Table 14.2 assesses whether the draft SPD will have any significant environmental effects using the criteria set out in Annex II of SEA Directive 2001/42/EC and Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004.

Table .2 Assessment of likely significance of effects on the environment

SEA Directive Criteria Schedule 1 of Environmental Assessment of Plans and Programmes Regulations 2004	Summary of significant effects, scope and influence of the document	Is the Plan likely to have a significant environmental effect (Yes / No)
1.Characteristics of the SPD having particular regard to:		
(a) The degree to which the SPD sets out a framework for projects and other activities, either with regard to the location, nature, size or operating conditions or by allocating resources.	<p>Guidance is supplementary to policies contained in the LPS and emerging SADPD, both of which have been the subject of SA / SEA. The policies provide an overarching framework for development in Cheshire East.</p> <p>The draft Housing SPD provides further clarity and certainty to form the basis for the submission and determination of planning applications, consistent with policies in the LPS.</p> <p>Final decisions will be determined through the development management process.</p> <p>No resources are allocated.</p>	No
(b) The degree to which the SPD influences other plans and programmes including those in a hierarchy.	The draft SPD is in general conformity with the LPS, which has been subject to a full Sustainability Appraisal (incorporating SEA). It is adding more detail to the adopted LPS and other policies in the Development Plan which has itself been the subject of Sustainability Appraisal. Therefore, it is not considered to have an influence on any other plans and programmes.	No



SEA Directive Criteria Schedule 1 of Environmental Assessment of Plans and Programmes Regulations 2004	Summary of significant effects, scope and influence of the document	Is the Plan likely to have a significant environmental effect (Yes / No)
(c)The relevance of the SPD for the integration of environmental considerations in particular with a view to promoting sustainable development.	The draft SPD promotes sustainable development, in accordance with the NPPF (2019) and LPS policies. The LPS has been the subject of a full Sustainability Appraisal (incorporating SEA). The draft SPD has limited relevance for the integration of environmental considerations but promotes the 'social' objective of sustainable development by providing guidance on the delivery of affordable housing in the borough.	No
(d)Environmental problems relevant to the SPD.	There are no significant environmental problems relevant to the SPD.	No
(e)The relevance of the SPD for the implementation of Community legislation on the environment (for example plans and programmes related to waste management or water protection).	The draft SPD will not impact on the implementation of community legislation on the environment.	No
2.Characteristics of the effects and area likely to be affected having particular regard to:		
(a)The probability, duration, frequency and reversibility of the effects.	The draft SPD adds detail to adopted LPS policy; itself the subject of SA.	No
(b)The cumulative nature of the effects of the SPD.	The draft SPD adds detail to adopted LPS policy, itself the subject of SA. The SA associated with the LPS and emerging SADPD have considered relevant plans and programmes. No other plans or programmes have emerged that alter this position.	No
(c)The trans-boundary nature of the effects of the SPD.	Trans-boundary effects will not be significant. The draft SPD will not lead to any transboundary effects as it just providing additional detail regarding the	No



SEA Directive Criteria Schedule 1 of Environmental Assessment of Plans and Programmes Regulations 2004	Summary of significant effects, scope and influence of the document	Is the Plan likely to have a significant environmental effect (Yes / No)
	implementation of housing policies SC 4, SC 5 & SC 6 in the LPS and does not, in itself, influence the location of development.	
(d)The risks to human health or the environment (e.g. due to accident).	The draft SPD will not cause risks to human health or the environment as it is adding detail to affordable housing policies in the Local Plan.	No
(e)The magnitude and spatial extent of the effects (geographic area and size of the population likely to be affected) by the SPD	The draft SPD covers the Cheshire East administrative area. The draft SPD will assist those making planning applications in the borough.	No
(f)The value and vulnerability of the area likely to be affected by the SPD due to: <ul style="list-style-type: none"> • Special natural characteristics of cultural heritage • Exceeded environmental quality standards or limit values • Intensive land use. 	The draft SPD will not lead to significant effects on the value or vulnerability of the area. It is adding detail regarding the implementation of housing policies SC 4, SC 5 and SC 6 in the LPS, and does not, in itself, influence the location of development	No
(g)The effects of the SPD on areas or landscapes which have recognised national Community or international protected status.	The SPD does not influence the location of development, so will not cause effects on protected landscape sites.	No

Conclusion and SEA screening outcome

.15 Consultation on the initial draft of the Housing SPD took place between the 26 April 2021 until the 01 June 2021. No significant issues were raised by the three statutory consultees (the Environment Agency, Historic England and Natural England) during the consultation on the final draft Housing SPD. The SPD is not setting new policy; it is supplementing and providing further guidance on an existing LPS policy. Therefore, it is considered that an SEA is not required on the final draft Housing SPD. This conclusion will be kept under review until after consultation on the final draft of the Housing SPD.



Habitats Regulations Assessment Statement

.16 The Council has considered whether its planning documents would have a significant adverse effect upon the integrity of internationally designated sites of nature conservation importance. European Directive 92/43/EEC on the Conservation of Natural Habitats and Wild Flora and Fauna (Habitats Directive) provides legal protection to habitats and species of European importance. The principal aim of this directive is to maintain at, and where necessary restore to, favourable conservation status of flora, fauna and habitats found at these designated sites.

.17 The Directive is transposed into English legislation through the Conservation of Habitats and Species Regulations 2017 (a consolidation of the amended Conservation of Habitats and Species Regulations, 2010) published in November 2017.

.18 European sites provide important habitats for rare, endangered or vulnerable natural habitats and species of exceptional importance in the European Union. These sites consist of Special Areas of Conservation (SACs, designated under the EU Directive 92/43/EEC on the conservation of natural habitats and of fauna and flora (Habitats Directive)), and Special Protection Areas (SPAs, designated under EU Directive 2009/147/EC on the conservation of wild birds (the Birds Directive)). Government policy requires that Ramsar sites (designated under the International Wetlands Convention, UNESCO, 1971) are treated as if they are fully designated European sites for the purposes of considering development proposals that may affect them.

.19 Spatial planning documents may be required to undergo Habitats Regulations Screening if they are not directly connected with or necessary to the management of a European site. As the draft Housing SPD is not connected with, or necessary to, the management of European sites, the HRA implications of the SPD have been considered.

.20 A judgement, published on the 13 April 2018 (People Over Wind and Sweetman v Coillte Teoranta (C-323/17)) clarified that measures intended to avoid or reduce the harmful effects of a proposed project on a European site may no longer be taken into account by competent authorities at the Habitat Regulations Assessment “screening stage” when judging whether a proposed plan or project is likely to have a significant effect on the integrity of a European designated site.

.21 The LPS has been subject to HRA.

.22 The Housing SPD does not introduce new policy; it provides further detail to those policies contained within the LPS. The HRA concluded that policies SC 4 (“Residential mix”), SC 5 (“Affordable homes”) and SC 6 (“Rural exceptions housing for local needs”) could not have a likely significant effect on a European Site. The same applies to the draft Housing SPD. The draft Housing SPD in itself, does not allocate sites and is a material consideration in decision taking, once adopted.

.23 The draft Housing SPD either alone or in combination with other plans and programmes, is not likely to have a significant effect on any European site. Therefore, a full Appropriate Assessment under the requirements of the Habitats Regulations is not required.



Conclusion and HRA screening outcome

.24 Consultation on the initial draft of the Housing SPD took place between the 26 April 2021 until the 01 June 2021. No significant issues were raised. Subject to views of the three statutory consultees (the Environment Agency, Historic England and Natural England) during the consultation on the final draft Housing SPD, this screening report indicates that an Appropriate Assessment under the Habitats Regulations is not required.