

**Shavington-cum-Gresty Council
Parish Council Meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk



28 September 2022

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

Dear Councillor,

You are summoned to attend the Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **8PM on Wednesday 5 October 2022** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Your sincerely,



Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interest
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 6 July 2022 (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 and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 6 July 2022 or any items arisen since then:

Committee: Community and Engagement Committee

Chair: Councillor K Gibbs

Committee: Village Hall Committee (***draft minutes attached***)

Chair: Cllr McIntyre

Meeting held 7 September 2022

Items for consideration:

- i. that a recommendation is made to Full Council to review the VH weekend booking sessions as follow: Saturday 9am-1pm, 2pm-6pm Sunday 9am-1pm, 2pm-6pm. Exceptions could be made for regular booking
- ii. that the VH Committee DRAFT budget 2023/24 is recommended to full Council for consideration subject to the following amendments: gas and electricity figures should be reviewed

Committee: Environment and Recreation Committee (***draft minutes attached***)

Chair: Councillor Ferguson

Meeting held 13 July 2022

Items for consideration:

- iii. that the Shavington-cum-Gresty Parish Council Allotment Policy is recommended to full Council subject to the following amendments being included:
*“2.7 In exceptional circumstance the tenancy of the plot might be transferred to a close family member by Council’s resolution, provided that at the time of the application supporting evidence are supplied to justify the request. The decision of the Council will be final.
7.3 The Council further reserves the right to terminate an allotment tenancy via one month’s written Notice-To-Quit pursuant to section 30(2) of the Allotment Act 1908 if: Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or it appears to the Council that the Tenant of an allotment is resident more than one mile outside the Village for which the allotments are provided.”*
- iv. That the DRAF Environment and Recreation Committee budget 2023/24 is approved and recommended to F&S Committee, subject to the following amendments being made: add a budget of £600 for new planters

Committee: Finance & Strategy Committee (***draft minutes to follow***)

Chair: Cllr Wain

Meeting held 28 September 2022

Items for consideration: (***to follow***)

	<p><u>Committee:</u> Staffing Committee (<i>draft minutes attached</i>) <u>Chair:</u> Cllr Buchanan Meeting held 3 August 2022 Items for consideration:</p> <ul style="list-style-type: none"> v. That the following policies are approved and recommended to Full Council for adoption: Employee Handbook, Officer Code of Conduct, Dignity at work policy, Equal Opportunity Policy vi. That the DRAFT Staffing Committee budget 2023/24 is approved and recommended to F&S Committee <p><u>Committee:</u> Planning Committee (<i>minutes and draft minutes attached</i>) <u>Chair:</u> Cllr McIntyre Meetings held on 6 July 2022, 3 August 2022, 7 September 2022 and 5 October 2022 (<i>minutes to follow</i>)</p>
6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) (<i>attached</i>)
7	To receive the Reports from the Village Beat Manager (<i>attached</i>)
8	<p>To receive and consider the following recommendation from the Village Hall Committee:</p> <ul style="list-style-type: none"> i. that a recommendation is made to Full Council to review the VH weekend booking sessions as follow: Saturday 9am-1pm, 2pm-6pm Sunday 9am-1pm, 2pm-6pm. Exceptions could be made for regular booking
9	<p>To receive and consider the following recommendation from the Environment and Recreational Committee (<i>policy attached</i>):</p> <ul style="list-style-type: none"> i. that the Shavington-cum-Gresty Parish Council Allotment Policy is recommended to full Council subject to the following amendments being included: <i>"2.7 In exceptional circumstance the tenancy of the plot might be transferred to a close family member by Council's resolution, provided that at the time of the application supporting evidence are supplied to justify the request. The decision of the Council will be final.</i> <i>7.3 The Council further reserves the right to terminate an allotment tenancy via one month's written Notice-To-Quit pursuant to section 30(2) of the Allotment Act 1908 if: Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or it appears to the Council that the Tenant of an allotment is resident more than one mile outside the Village for which the allotments are provided."</i>
10	To receive and consider the following recommendation from the Staffing Committee (<i>attached</i>):

	<p>i. That the following policies are approved and recommended to Full Council for adoption: Employee Handbook, Officer Code of Conduct, Dignity at work policy, Equal Opportunity Policy</p>
11	To note the YTD Parish Council finance position (attached)
12	To receive and consider the External Auditor report for the period ending 31 March 2022 (attached)
13	<p>To note and approve all payments since 1 April 2022 (attached)</p> <p>To consider emergency expenditures made by the Clerk under the delegation scheme for the implementation of the London Bridge protocol</p>
14	To consider approving the next round of payments (to follow)
15	To receive and update about the public consultation run by the Parish Council on 140 Main Road and to receive and consider recommendation from F&S Committee
16	To receive and consider recommendation from F&S Committee with regards to a proposal from Cllr Marren (CEC) to match fund the installation costs for n.2 streetlights along the footpath between Ashcroft Avenue and Greenfield Avenue and to consider to allocate up to £1,400 from reserve
17	To receive an update with regards to the #QueenBee project and the HS2 Community grant award.
18	To receive and consider recommendation from F&S Committee with regards to the Council's draft budget 2023/24 and to consider informing the budget setting process (to follow)
19	<p>To receive and consider the following recommendation from the Finance and Strategy Committee (policy attached):</p> <p>i. That the Shavington-cum-Gresty Parish Council Recording at Meeting Policy is approved and recommended to Full Council</p>
20	To receive and consider a recommendation from the Planning Committee with regards to a proposal to review speed limit in Newcastle Road
21	To note the date of the next Council Meeting – 7 December 2022 – 8PM

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



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MINUTES of the meeting held on
Wednesday 6 July 2022

In attendance: Cllrs Adams, Edgar, B Gibbs, K Gibbs, Hancock, McIntyre, Moore, Wain

ScG/22/03/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs Buchanan, Ferguson and Jones
ScG/22/03/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG/22/03/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 1 June 2022
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/22/03/4	Public Participation
	<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 his concerns with regards to the impact that the Strategic Governance Review will have on the Shavington-cum-Gresty Neighbourhood Plan and invited the Clerk to liaise with Cheshire East Council to check if any action is needed.
ScG/22/03/5	To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 1 June 2022 or any items arisen since then:
	<u>Committee:</u> Community and Engagement Committee (<i>DRAFT minutes attached</i>) <u>Chair:</u> Councillor K Gibbs Meeting held 15 June 2022 Items for consideration:

	<p>i. that a recommendation is made to Full Council to move £1,000 from the Community Events cost code toward the Winter/Christmas event cost code, to support the delivery of the Shavington-cum-Gresty Christmas Market event 2022.</p> <p>ii. that the DRAFT C&E Budget 2023/24 is approved and recommended to F&S Committee and Full Council for consideration, subject to the following amendments being made:</p> <p style="padding-left: 40px;">a. Small Grant Scheme budget to be increased to £500, and be renamed (Parish Council awards)</p> <p style="padding-left: 40px;">b. Wall of Memories Project budget to be included for £1,000</p> <p style="padding-left: 40px;">c. Honorary Freedom budget to be included for £500</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meeting held on 6 July 2022</p>
	<p>Members NOTED the updates.</p> <p>RESOLVED: that a virement of £1,000 from the Community Events cost code toward the Winter/Christmas Event cost code is approved to support the delivery of the Shavington-cum-Gresty Christmas Market event 2022</p>
<p>ScG/22/03/6</p>	<p>To receive an update on Cheshire East Council’s plans affecting the Parish Council from Cllr Marren (CEC)</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that F&S Committee is delegated to consider Cllr Marren’s request to match-fund the cost of installing n.2 street lighting on the footpath between Ashcroft Avenue and Greenfield Avenue and to report back to Full Council.</p>
<p>ScG/22/03/7</p>	<p>To receive the May Report from the Village Beat Manager</p>
	<p>Members NOTED the report</p>

ScG/22/03/8	To note the YTD Parish Council finance position and to consider month-end reconciliation statements
	Members NOTED the YTD Parish Council finance position. RESOLVED: that the month end reconciliation statements dated 30 May 2022 are signed and approved.
ScG/22/03/9	To receive and consider a Budget Monitoring report for the first quarter to June 2022, which identifies the main variations from the approved spending and potential impact on future budget
	Members NOTED the report.
ScG/22/03/10	To note and approve all payments since 1 April 2022
	Members NOTED the reports. RESOLVED: that payments listed in report 10.1 are approved.
ScG/22/03/11	To receive and consider a proposal to renew the Parish Council's subscription to Parish Online and to authorise the Clerk to progress with the payment of the annual fee of £225+VAT
	The Clerk updated Councillors with regard to the renewal of the Parish Online yearly subscription. Councillors NOTED the update. RESOLVED: that the Clerk is authorised to renew the subscription to Parish Online and to progress with the payment of the yearly fee of £225+VAT
ScG/22/03/12	To consider approving the next round of payments
	Members NOTED the report. RESOLVED: that payments listed in report 12.1 are approved
ScG/22/03/13	To receive and consider an update with regards to the Community Infrastructure Levy (CIL) collected from CEC on behalf of the Parish Council for the period 1 October 2021 to 31 March 2022
	The Chair informed Councillors that she couldn't provide a full report of the item due to a delay in response from the Officer in Cheshire East Council. Members NOTED the update. RESOLVED: that E&R Committee is delegated to consider the item. E&R Committee will consider options, and agree how to invest the Community Infrastructure Levy on behalf of the Parish Council
ScG/22/03/14	To receive an update with regards to the #QueenBee project and the HS2 Community grant award.

	<p>The Chair updated Councillors with regards to the #QueenBee project and the HS2 Community Grant Award.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that -in order to avoid any delay to the project- the Parish Council will fund the printing cost of the #QueenBee trail (up to £200 – Community Events budget) and will delegate the Clerk and the Community Manager to re-negotiate the project’s budget with the HS2 Community Grant Award team.</p>
ScG/22/03/15	To receive and consider an update with regards to 140 Main Road
	<p>The Chair reported to Councillors that Cheshire East Council has still not come back with an answer on the Parish Council’s request to run a public tender exercise to test the interest of other community group for the 140 Main Road building.</p> <p>Councillors NOTED the update.</p>
ScG/22/03/16	To receive and consider a proposal to seek accreditation to the Local Council Award Scheme
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Council agree to seek accreditation at Quality Council level. That the Clerk is requested to prepare for the submission, prior to its final approval by the Council in May/June 2023. That a budget of £150 is allocated from reserves to cover the registration and accreditation fees</p>
ScG/22/03/17	To receive and consider the following policy:
	<ul style="list-style-type: none"> • Village Hall hiring agreement <p>Members NOTED the report.</p> <p>RESOLVED: that the revised version of the Village Hall Hiring Agreement is approved and adopted. The Village Hall Committee is requested to review the wording of the policy to make it clearer and user friendly</p>
ScG/22/03/18	To consider recommendations for the budget setting 2023/24 from the following Committees
	<p style="padding-left: 40px;">a. Community and Engagement Committee</p>
	Members NOTED the report.
ScG/22/03/19	To consider to delegate the Parish Clerk to negotiate and sign a new contract for the provision of Office 365 for the Council in accordance with the Parish Council Financial Regulation

	<p>The Clerk updated Councillors on the item.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is authorised to negotiate and sign a new contract for the provision of Office 365 for the Council in accordance with the Parish Council's Financial Regulation</p>
ScG/22/03/20	To receive and consider a proposal to establish an Interparish Working Group
	<p>Members NOTED the report.</p> <p>RESOLVED: that the establishment of an Interparish Working Group is postponed.</p>
ScG/22/03/21	To receive and consider an update with regards to the Shavington Park's Allotments
	<p>The Clerk and the Chair briefed Councillors with regards to the Shavington Park's Allotment.</p> <p>Members NOTED the update.</p>
ScG/22/03/22	To note the date of the next Council Meeting – 5 October 2022, 8PM
	<p>Members NOTED the date of the next Council meeting.</p>

Meeting Closed at 2058 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

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



MINUTES of the meeting held on **Wednesday 7 September 2022**

In attendance: Cllrs Adams, Hancock, K Gibbs, Jones, McIntyre

Cllrs Ferguson¹, B Gibbs

ScG VH/22/1/1	To receive and consider apologies for absence²
	No apologies were received.
ScG VH/22/1/2	To elect the Chair and Deputy Chair
	RESOLVED: that Cllr McIntyre and Cllr Jones were elected Chair and Deputy Chair of the Village Hall Committee respectively
ScG VH/22/1/3	To note the Term of References for the Village Hall Committee
	Councillors NOTED the Term of References for the Village Hall Committee.
ScG VH/22/1/4	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
	RESOLVED: that Ms Clarke is appointed as non-Parish Councillor Member to the Committee
ScG VH/22/1/5	To note declarations of Members' interests
	No interest was raised.
ScG VH/22/1/6	To confirm and sign the minutes of Village Hall Committee Meeting held on 9 February 2022

¹ Left the meeting at 1948hrs

² Meeting started at 1947hrs

	RESOLVED: that the minutes of the Village Hall Committee Meeting held on 9 February 2022 are approved and signed as an accurate record
ScG VH/22/1/7	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	A member of the public sought clarification on: <ul style="list-style-type: none"> a. What noise guidance are given to Village Hall hirers b. Who is the immediate point of contact (caretaker) for complaint <p>Councillors addressed those questions.</p>
ScG VH/22/1/8	To consider the YTD financial position of the VH Committee
	Members NOTED the YTD financial position of the VH Committee. The Clerk briefed Councillors with regards to the VH Committee financial committee and highlighted the possible negative impact of inflation on some budget code.
ScG VH/22/1/9	To receive and consider an update with regard to the Village Hall occupancy
	Councillors NOTED the report.
ScG VH/22/1/10	To receive and consider a proposal to review the Village Hall booking fees and booking slots
	Cllr K Gibbs briefed Councillors with regards to a proposal to review booking fees and booking slots. Councillors NOTED the briefing. RESOLVED: that a recommendation is made to Full Council to review the VH weekend booking sessions as follow: <ul style="list-style-type: none"> - Saturday 9am-1pm, 2pm-6pm - Sunday 9am-1pm, 2pm-6pm - Exceptions could be made for regular booking
ScG VH/22/1/11	To receive and consider an update with regards to the Cheshire Connected Community Grant and Cheshire East Council Social Franchise
	The Clerk updated Councillors with regards to the Cheshire East Connected Community Grant of £1,000 that has been awarded and accepted. The

	<p>Clerk briefed Councillors with regards to the Cheshire East Council Social Franchise agreement that has been signed on behalf of the Parish Council.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the grant is accepted and spent on a PA System infrastructure available for all Village Hall hirers.</p>
<p>ScG VH/22/1/12</p>	<p>To receive and consider the following proposals</p> <ol style="list-style-type: none"> a. To introduce a checklist form to be completed by hirers after the use of the Village Hall b. To purchase mirrors to be fitted in the Village Hall toilets c. To update the Village Hall First Aid Kit d. To display the ‘NO car to be left overnight’ sign on the Village Hall gates e. To consider a request for storage from Nantwich Bridge Club and Children Music Classes f. To review Terms and Conditions of booking form accordingly
	<p>Councillors NOTED the proposals.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> a. That a checklist form to be completed by hirers after the use of the Village Hall is distributed to all hirers with instructions on how to leave the hall b. That n.3 mirrors are purchased to be fitted in the Village Hall toilets from the General Maintenance budget c. That the Village Hall First Aid Kit is updated d. That a ‘<i>NO vehicles to be left overnight</i>’ and a “<i>Please respect our neighbours</i>’ signs are displayed on the Village Hall gates e. That, due to the lack of storage facilities available in the Hall, the requests for storage from Nantwich Bridge Club and Children Music Classes are declined f. That Terms and Conditions of booking form are not reviewed
<p>ScG VH/22/1/13</p>	<p>To receive and consider an update with regards to the Internet provider at the Village Hall</p>
	<p>The Clerk briefed Members with regards to the new internet provider for the Village Hall. The contract was signed by the Clerk on behalf of the Parish Council as per the Committee ToR.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the new internet and Wi-Fi provider contract is approved</p>

ScG VH/22/1/14	To receive and consider an update with regards to marketing activities to promote the Village Hall, including direct mail marketing B2B and paid campaign on social media B2C
	<p>The Clerk updated Councillors with regards to the B2B and B2C marketing campaign to promote the Village Hall.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to progress with the marketing campaigns and to develop the VH hirer user journey on the Parish Council website, within the VH Committee – marketing budget</p>
ScG VH/22/1/15	To consider and inform the budget setting process for 2023/24 financial year
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the VH Committee DRAFT budget 2023/24 is recommended to Full Council for consideration subject to the following amendments:</p> <ul style="list-style-type: none">• Gas and electricity figures should be reviewed
ScG VH/22/1/16	To note the date of the next Village Hall Committee Meeting – 16 November 2022 7:30PM
	<p>The date of the next meeting of the Village Hall Committee Meeting is NOTED.</p>

Meeting Closed at 2228 hrs

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 13 July 2022**

In attendance: Cllrs Buchanan, Ferguson, Hancock

ScG R&E/22/1/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllr K Gibbs and Mrs Barlow
ScG R&E/22/1/2	To elect the Chair and Deputy Chair
	RESOLVED: that Cllr Ferguson and Cllr Buchanan were elected Chair and Deputy Chair of the Committee respectively.
ScG R&E/22/1/3	To note the Term of References for the Environment & Recreation Committee
	The Term of References for the Environment & Recreation Committee were noted.
ScG R&E/22/1/4	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
	RESOLVED: that Mrs Barlow is appointed as non-Parish Councillor Member to the Committee as representative of the Gresty Lane Allotments
ScG R&E/22/1/5	To note declarations of Members' interests
	No declaration of interest was reported.
ScG R&E/22/1/6	To confirm and sign the minutes of the Environment and Recreation Committee Meeting held on 19 January 2022
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.

<p>ScG R&E/22/1/7</p>	<p>Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i></p>
	<p>No comment was raised.</p>
<p>ScG R&E/22/1/8</p>	<p>To receive and consider an update about the Gresty Lane Allotments. To receive and consider a proposal to issue a “Notice-to-Quit” for Plot 13 as per Shavington-cum-Gresty Parish Council Allotment Policy ss.7.2 and 7.3</p>
	<p>The Clerk updated Councillors with regards to the Gresty Lane Allotments. Members NOTED the update. RESOLVED: that a ‘Notice-to-Quit’ is issued to the tenant of Plot 13 as per Shavington-cum-Gresty Parish Council Allotment Policy, and that the Clerk is instructed to market the plot and offer it to new tenant (FOC until 31 March 2023)</p>
<p>ScG R&E/22/1/9</p>	<p>To note and consider the following policy:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Allotment Policy <p>To receive and consider a proposal to introduce a clause to allow the transferring of plot tenancy agreement to direct family members.</p>
	<p>The Clerk updated Councillors with regards to the Shavington-cum-Gresty Parish Council Allotment Policy. Members NOTED the update. RESOLVED: that the Shavington-cum-Gresty Parish Council Allotment Policy is recommended to full Council subject to the following amendments being included:</p> <p><i>2.7 In exceptional circumstance the tenancy of the plot might be transferred to a close family member by Council’s resolution, provided that at the time of the application supporting evidence are supplied to justify the request. The decision of the Council will be final.</i></p> <p><i>7.3 The Council further reserves the right to terminate an allotment tenancy via one month’s written Notice-To-Quit pursuant to section 30(2) of the Allotment Act 1908 if:</i></p>

	<ul style="list-style-type: none"> • <i>Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or</i> • <i>It appears to the Council that the Tenant of an allotment is resident more than one mile outside the Village for which the allotments are provided.</i>
ScG R&E/22/1/10	To receive and consider an update with regards to the Vine Tree play area
	<p>The Clerk briefed Councillors with regards to Vine Tree play area.</p> <p>Members NOTED the update.</p>
ScG R&E/22/1/11	To receive and consider an update with regards to the Community Infrastructure Levy (CIL) collected from CEC on behalf of the Parish Council for the period 1 October 2021 to 31 March 2022
	<p>The Clerk updated Councillors with regards to the item.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that CIL contribution is earmarked to purchase a picnic table in Vine Tree Park</p>
ScG R&E/22/1/12	To receive and consider a proposal to replace the planter in Main Road, junction towards Newcastle Road
	<p>Cllr Ferguson updated Members with regards to the proposal.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that a replacement planter in Main Road is taken to Cheshire East for authorisation, and a budget is allocated in the next year draft budget to cover the associated costs.</p>
ScG R&E/22/1/13	To receive an update with regards to the ground maintenance service. To consider a proposal for a Call for Quotations for the Parish Ground Maintenance service for 2023/24
	<p>Clerk updated Members with regards to the item.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Call for Quotations is approved and that the Clerk is requested to seek for three quotes to be considered by the Committee in its next meeting in November</p>

ScG R&E/22/1/14	To receive and consider an update with regards to the Flower Watering Volunteer Group
	<p>The Clerk updated Councillors with regards to the Flower Watering Volunteer Group.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to purchase branded watering cans (General amenities cost code) to be officially donated to the Volunteer Group during the next Parish Council meeting in October.</p>
ScG R&E/22/1/15	To receive and consider an update with regards to the Woodland Trust award
	<p>The Clerk updated Councillors with regards to the Woodland Trust award.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that a request is made to CEC to check if trees can be planted in Rope Lane</p>
ScG R&E/22/1/16	To consider the YTD financial position of the E&R Committee
	Councillors NOTED the YTD financial position of the E&R Committee
ScG R&E/22/1/17	To consider and inform the budget setting process for 2023/24 financial year
	<p>Members NOTED the report.</p> <p>RESOLVED: that the DRAFT Environment and Recreation Committee budget 2023/24 is approved and recommended to F&S Committee, subject to the following amendments being made:</p> <p style="padding-left: 40px;">a. Add a budget of £600 for new planters</p>
ScG R&E/22/1/18	To note the date of the next Environment and Recreation Committee Meeting – 16 November 2022 7:30PM
	The date of the next Environment and Recreation Committee meeting is NOTED .

Meeting closed at 2132 hrs

Chair: Cllr Ferguson

Clerk: S Garnero


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



MINUTES of the meeting held on **Wednesday 3 August 2022**

In attendance: Cllr Buchanan, B Gibbs, K Gibbs, Jones, McIntyre

ScG St/22/2/1	To receive and consider apologies for absence
	No apologies were received.
ScG St/22/2/2	To elect the Committee's Chair and Deputy Chair
	RESOLVED: that Cllr Buchanan and Cllr Jones are elected Chair and Deputy Chair of the Staffing Committee respectively.
ScG St/22/2/3	To note the Term of References for the Staffing Committee
	Councillors NOTED the Committee Term of References.
ScG St/22/2/4	To note declarations of Members' interests
	No declaration was made.
ScG St/22/2/5	To confirm and sign the minutes of the Staffing Committee Meeting held on 16 February 2022
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG St/22/2/6	To note and consider the following policies: <ul style="list-style-type: none">- Employee Handbook (attached)- Officer Code of Conduct (attached)- Dignity at work policy (attached)- Equal Opportunity Policy (attached)
	Councillors NOTED the report.

	RESOLVED: that the policies are approved and recommended to Full Council for adoption
ScG St/22/2/7	To consider the YTD financial position of the Staffing Committee
	Members NOTED the YTD financial position of the Staffing Committee
ScG St/22/2/8	To consider 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 items 9 and 10 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
	RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press are excluded from the meeting during the consideration of items 9 and 10 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/22/2/9	To receive and consider an update on staffing matter
	The Clerk updated Members with regards to staffing arrangements. Members NOTED the update. RESOLVED: 
ScG St/22/2/10	To consider and inform the budget setting process for 2023/24 financial year
	Members NOTED the report. RESOLVED: that the DRAFT Staffing budget 2023/24 is approved and recommended to F&S Committee
ScG St/22/2/11	To note the date of the next Staffing Committee Meeting – 12 October 2022 7:30PM
	Councillors NOTED the date of the next Staffing Committee meeting.

Meeting Closed at 2055 hrs

Chair: Cllr Buchanan

Clerk: S Garnero

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



MINUTES of the meeting held on **Wednesday 6 July 2022**

In attendance: K Gibbs, McIntyre, Moore, Wain

Cllr B Gibbs

ScG PC/22/2/1	<i>To receive apologies for absence</i>
	Apologies were received from Cllrs Ferguson and Jones
ScG PC/22/2/2	<i>To note declarations of Members' interest</i>
	No declaration was made.
ScG PC/22/2/3	<i>To confirm and sign the minutes of the Planning Committee Meeting hold on 1 June 2022</i>
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG PC/22/2/4	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG PC/22/2/5	<i>To consider a proposal to lodge a complaint against Cheshire East Council over the planning breach and procedural issues with regards to planning applications 21/4253N and 21/5216N</i>
	Members NOTED the update. RESOLVED: that a complaint against Cheshire East Council over the planning application breach and procedural issues with regards to planning applications 21/4253N and 21/5216N is not issued. RESOLVED: that the Committee requested Cheshire East Council Planning

	<p>Department to confirm whether all planning conditions have been met and all planning regulation procedures have been properly followed when accessing and granting permission to planning application 21/4253N</p> <p>RESOLVED: that planning application 21/5216N will be monitored.</p>
ScG PC/22/2/6	<i>To consider making a response to the following planning applications:</i>
	<p>a. Application: 22/2031N Proposal: Advertisement consent for 11 no. proposed sales flags and 2 no. proposed 2.2m V stack sign Location: Land South Of, NEWCASTLE ROAD, SHAVINGTON National Grid Ref: 369984.9957 351268.5257</p> <p>RESOLVED: No comment</p> <p>b. Application: 22/2423N Proposal: proposed two storey rear extension, single storey extension to front of garage and replacing flat roofed dormers with tiled pitched roofs, and additional Location: 24, MAIN ROAD, SHAVINGTON, CW2 5DY National Grid Ref: 369456.5408 351433.5048</p> <p>RESOLVED: No comments</p> <p>c. Application: 22/0742N Proposal: Conversion of garage to habitable room Location: 308, NEWCASTLE ROAD, SHAVINGTON, CW2 5EA National Grid Ref: 369509.72 351282.64</p> <p>RESOLVED: No comments</p>
ScG PC/22/2/7	<i>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</i>
	None planning application was received.
ScG PC/22/2/8	<i>To note the date of the next Planning Committee Meeting – 3 August 7PM</i>
	Members NOTED the date of the next Planning Committee meeting.

Meeting Closed at 1920hrs

Chair: Cllr McIntyre

Clerk: S Garner

Shavington-cum-Gresty Parish Council
Planning Committee Meeting 06.07.2022
Minutes

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



MINUTES of the meeting held on **Wednesday 3 August 2022**

In attendance: Adams, K Gibbs, Jones, McIntyre, Moore

Cllrs Buchanan and B Gibbs

ScG PC/22/3/1	To receive apologies for absence
	Apologies were received from Cllrs Ferguson and Wain.
ScG PC/22/3/2	To note declarations of Members' interest
	No declaration was made.
ScG PC/22/3/3	To confirm and sign the minutes of the Planning Committee Meeting held on 6 July 2022
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG PC/22/3/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG PC/22/3/5	To receive and consider an update with regards to the letter issued to the Planning Department in Cheshire East Council for further clarification on planning application 21/4253N
	Members NOTED the update. RESOLVED: that the Clerk is instructed to seek evidences of any building inspections undertaken by the Planning Authority, during the decision making

	process.
ScG PC/22/3/6	To consider making a response to the following planning applications:
	<p>a. Application: 22/2557N Proposal: Variation of condition of condition 2 on approved application 13/4830N – Erection of new dwelling Location: Puseydale Farm, MAIN ROAD, SHAVINGTON, CW2 5DY National Grid Ref: 369363.2544 351505.4549</p> <p>RESOLVED: No comments</p> <p>b. Application: 22/2623N Proposal: Demolition of existing bungalow and erection of one detached replacement dwelling with garage Location: 27, CREWE ROAD, SHAVINGTON, CW2 5JE National Grid Ref: 370230.32 351471.76</p> <p>RESOLVED: No comments</p> <p>c. Application: 22/2700N Proposal: Raised ridge & full loft conversion to include an additional bedroom, dressing room and WC. To include two number new dormers to the main elevation. Works to include a new front porch to match the dormers in style. Location: Bruntwood, 77, ROPE LANE, SHAVINGTON, CHESHIRE, CW2 5DA National Grid Ref: 369712.3915 352230.7511</p> <p>RESOLVED: No comments</p>
ScG PC/22/3/7	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	None planning application was received.
ScG PC/22/3/8	To consider making a response to the Local Highways Service – TAPC Engagement Survey
	<p>The Clerk updated Councillors with regards to the Local Highways Service – TAPC Engagement Survey.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that the Clerk is delegated to complete the TAPC Engagement Survey in consultation with the Chair of the Planning Committee.</p>
ScG PC/22/3/9	To note the date of the next Planning Committee Meeting – 7 September 7PM

	Members NOTED the date of the next Planning Committee meeting.
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Meeting Closed at 1954 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

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



MINUTES of the meeting held on **Wednesday 7 September 2022**

In attendance: Adams, Ferguson, K Gibbs, Jones, McIntyre, Moore, Wain

B Gibbs

ScG PC/22/4/1	To receive apologies for absence
	No apologies were received.
ScG PC/22/4/2	To note declarations of Members' interest
	No declaration was made.
ScG PC/22/4/3	To confirm and sign the minutes of the Planning Committee Meeting held on 3 August 2022
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record
ScG PC/22/4/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG PC/22/4/5	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	a. Application: 22/3430N Proposal: Proposed alterations and extension Location: 7, BURLEA DRIVE, SHAVINGTON, CW2 5BZ National Grid Ref: 369845.7339 352051.0016

	<p>RESOLVED: No comment</p> <p>b. Application: 22/3454N Proposal: Extension over garage with glass link Location: 14, MAIN ROAD, SHAVINGTON CUM GRESTDY, CREWE, CHESHIRE, CW2 5DY National Grid Ref: 369437.7121 351355.1397</p> <p>RESOLVED: No comment</p> <p>c. Application: 22/3486N Proposal: Single storey extension to side of dwelling Location: 16, ALFRED POTTS WAY, SHAVINGTON, CW2 5EF National Grid Ref: 370457.9971 351722.158</p> <p>RESOLVED: No comment</p> <p>d. Case reference number: SNN000002952 Proposal: New Street Naming Proposal Location: Newcastle Road, Shavington, Crewe</p> <p>RESOLVED: that the suggestions provided by the developer are not supported. Instead, the Planning Committee recommends those roads to be named after the Chairmen/Chairwomen of Shavington-cum-Gresty Parish Council, starting from the first six. Also, Santune Park is suggested as a possible name for the development for Anwyl's consideration.</p>
<p>ScG PC/22/4/6</p>	<p>To consider making a comment to CEC Highways' proposal to install an uncontrolled pedestrian crossing on Rope Lane, Shavington-cum-Gresty</p>
	<p>Cllr Ferguson updated Councillors with regards to the CEC Highways proposal.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that the following objection is raised to CEC Highways' with regards to the proposal of an uncontrolled pedestrian crossing on Rope Lane, Shavington</p> <p>Shavington-cum-Gresty Parish Council – Planning Committee understands that CEC Highways are proposing to install a pedestrian crossing on Rope Lane, Shavington in an uncontrolled form. The Parish Council would like to firmly object to this proposal for the following reasons:</p> <ul style="list-style-type: none"> • The original proposal for a S106 crossing on Rope Lane was subject to criticism for a poor choice of location. Shavington-cum-Gresty

	<p>Parish Council understanding during the consultation last year was that a controlled crossing was proposed (toucan). The location was duly amended, and drawing S106-835/Prelim produced clearly showing a controlled (puffin) proposal (February 2022), which is appropriate given the high volume of school pedestrians walking to/from Shavington Academy. A controlled crossing should remain the proposal for the safety of pedestrians, many of whom are secondary school-goers</p> <ul style="list-style-type: none"> • In July 2022 an updated drawing was produced (S106-835/101) showing an uncontrolled crossing at Rope Lane. This is at odds with the previous reported position by CEC Highways and Richard Hibbert, and is a far less safe method of crossing a busy road • The supporting data supplied by Thomas Potts to Cllr Ferguson on 04/08/22 showing how the decision was reached to downgrade the safety of the crossing, suggests that the road data was captured on Saturday 10th July (TRACSIS ref: 1866-WTR Rope Lane Shavington July 2021, Start Date: Saturday 10th July 2021 – see below). This would suggest that the optimal time for analysis – during journeys by school-goers – was not examined. Furthermore, the Pedestrian Count summary data is not dated, and appears unreliable as it shows a Saturday being busier than a Wednesday or Friday, suggesting again that school-goer pedestrian numbers have not been taken into account. The weekday figures range from 27 to 42 pedestrians. Parish Councillors have witnessed scores of school-goers crossing in front of my car at Broomhall Drive – one leads and the rest follow. Your figures do not correlate with the Parish Council’s experience • It remains a fact that scores of school-goers on a daily basis cross Rope Lane to/ from the new Chatsworth Estate, but also from other parts of Shavington by walking through the footpath through Goldlake Walk, into Chatsworth estate, then out at Broomhall Drive. The presence of a controlled, safe crossing is utterly vital at this location
<p>ScG PC/22/47</p>	<p>To note the date of the next Planning Committee Meeting –5 October 7PM</p>
	<p>Members NOTED the date of the next Planning Committee meeting.</p>

Meeting Closed at 1945 hrs

Chair: Cllr McIntyre

Clerk: S Garner



SHAVINGTON
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GRESTY

Report Statement

Meeting: Parish Council Meeting
Report Purpose: To provide a report from Cllr Marren (CEC)
Version Control: v0
Author: Cllr Marren (CEC)

Shavington cum Gresty Parish Council July 2022

Holiday Activity Fund

CEC is looking to work with organisations across Cheshire East to provide free activity places as part of its Summer 2022 programme. This holiday scheme provides enjoyable activities and nutritious meals for primary and secondary school aged children who are eligible for benefits-related free school meals.

Shavington cum Gresty Parish Council August 2022 Report

40% of Cyber Attacks Aimed at Public Sector (An awareness note)

The latest cyber security breaches survey found that 39% of UK businesses have identified a cyber-attack, a consistent result with previous surveys. However, during September 2020 and August 2021, 40% of cyber-attacks managed by the National Cyber Security Centre were aimed at the public sector. The survey trend suggests remote collaboration increases the risk of organisations' data not always being shared securely.

North West Crewe package (NWCP) (affects Shavington residents)

Construction activities continue for the Northwest Crewe Package. The large-scale infrastructure project will significantly ease congestion in the Leighton area and create quicker routes to the hospital.

The scheme is to be completed over the next two years with the overall highway works for the NWCP expected to take approximately 80 weeks, with major works on different sections of the surrounding road network. The latest works are as follows:

- The A530 Middlewich Road remains closed between Pyms Lane and Smithy Lane with a diversion in operation via Flowers Lane
- 2-way lights are installed from Smithy Lane for diversion works
- There will be narrow lanes between Smithy Lane and the composting facility, Biowise for the new Smithy Lane roundabout works

Access to the hospital is unaffected to all users other than those on the A530 approaching from the direction of Nantwich. The Hospital 'H' symbol should be followed along the official diversion route. This route automatically becomes the existing hospital route at University Way.

The Parish Council can keep up to date with the project by signing to the North West Crewe Package newsletter.

Cheshire East Council (govdelivery.com)



For information on the scheme, visit the Northwest Crewe Package webpage

North West Crewe Package (cheshireeast.gov.uk)

Works Programme updates

Each month Highways update their website to show progress against schemes included in this year's programme.

The list has been updated at the beginning of August. It can be viewed in more detail and the scoring method for each scheme here:

Road repair and improvement programme 2022-2023 (cheshireeast.gov.uk)

NATIONAL HIGHWAYS AND TRANSPORT NETWORK (NHT) PUBLIC SATISFACTION SURVEY

5,000 NHT public satisfaction surveys have been sent out to a random selection of households within Cheshire East. The independent survey run by Ipsos Mori will collect opinions on and satisfaction with the Highway and Transport Services in our area.

Highways have paid for 5,000 surveys, so 5,000 surveys were sent out to the randomly selected households within Cheshire East – no one could request a copy of the survey.

2021 Census - first headline results

The first set of results for the 2021 Census were released on Tuesday 28 June, following Census Day on 21 March 2021, offering insight into the population of Cheshire East.

Headline results from the Office for National Statistics (ONS) revealed a growth in population in Cheshire East, which now stands at 398,800 residents – an increase of 28,700 from the previous census in 2011.

The population in the borough has increased by 7.7 per cent since the last census in 2011, compared to 6.6 per cent in England, and 5.2 per cent in the Northwest region.

Further analysis of the headlines and the implications is underway.

More detailed information will come later in the year about our towns and villages, when released by the Office for National Statistics. Updated information will be available on the council's website cheshireeast.gov.uk/census.

<https://www.cheshireeast.gov.uk/.../census/census.aspx>

More national results can be found in this latest release on the ONS website.

First Census 2021 results show continued population growth in England and Wales - Office for National Statistics (ons.gov.uk)

140 Main Road

I have written to the chief Executive about the Parish Council's intent to conduct a "referendum" concerning the "future" of 140 Main Road and asked her to ensure that any deadline issued by Assets is not acted upon until the referendum has been conducted and considered by the Parish Council.

I have not yet had a response.



SHAVINGTON
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Cheshire East Council has launched a recruitment campaign as part of ongoing work to improve its planning service

Cheshire East Council has launched a recruitment campaign as part of its on-going work to improve its planning service.

The planning department, which is the busiest local planning authority in the Northwest, top five in the UK for major applications and top ten for the volume of planning applications, has been under review over the last six months.

The ongoing review, which has focused on the backlog of planning applications, has also highlighted the pressure the service is under with reduced staffing capacity. This has been impacted by national difficulties in recruiting experienced planners.

As a result, an extensive recruitment campaign has been launched in a bid to attract planning staff at all levels. Work has also begun on improving customer communication – with a focus on managing everyone’s expectations around how long an application takes and improving the website to help people understand the process.

Alongside a committed investment in the service – with £0.5M allocated in the council’s budget – additional staffing resource has been brought in to help reduce the planning application backlog.

A variety of exciting planning job roles are available at the council. More details can be seen at www.cheshireeast.gov.uk/planningjobs

Planning guidance for housing schemes

Cheshire East Council has beefed up its guidance to developers around housing schemes.

Affordable housing and accommodation for the elderly are key features of a new housing supplementary planning document (SPD) that has been formally adopted.

The document provides more guidance on several key policies in the council’s Local Plan Strategy, an over-arching blueprint which sets out the overall vision and planning framework for the borough to 2030.

The housing SPD policies cover residential mix, including older people’s accommodation and affordable housing, among other matters.

The supplementary planning document (SPD) is not part of the statutory development plan, but it is a recognised way of introducing additional planning guidance, which should be taken into account when determining relevant planning applications, or an appeal against a planning decision.

The adopted SPD is accompanied by an adoption statement and a report summarising the responses received during consultation on the final draft of the SPD late last year. It can be found at www.cheshireeast.gov.uk/localplan.

Cheshire East Council’s local plan strategy (LPS) was adopted in July 2017. It is the council’s strategic blueprint for housing, infrastructure and employment development across the borough to 2030.

The second part of the council’s Local Plan, the site allocations and development policies document (SADPD), is currently undergoing public examination by a planning inspector, following its submission to the secretary of state. The third and final element of the Local Plan, the waste and minerals plan, will be coming forward for consultation this autumn.

Residents are to have their say on latest phase of Cheshire East’s development plan

The draft minerals and waste plan details the authority’s planning policies on minerals and waste matters.



It is the third part of the suite of planning policy documents that, once all approved, will together form the council's Local Plan. The other two documents are the local plan strategy (LPS) and sites allocation and development policies document (SADPD).

The minerals and waste plan (MWP) contains a mix of both strategic and non-strategic policies and will cover the period up to 2041. It aims to achieve both sustainable provision of minerals and sustainable management of waste in the borough.

The new MWP reflects the Council's new corporate plan priorities by recognising the need to minimise the causes and impacts of climate change as one of its stated objectives. The plan's policies have been developed with this in mind.

A meeting of Cheshire East Council's Environment and Communities Committee decided to put the MWP forward for public consultation. Once finalised and adopted, it will replace previous policies that date from before the creation of Cheshire East in 2009.

The draft plan contains policies that will help deliver a steady and adequate supply of the minerals found in Cheshire East over the plan period. These include silica sand and salt – which are nationally significant minerals, due to their relative rarity in the UK.

It will also help to fill current gaps in the saved mineral policies inherited from Cheshire County Council, including around the safeguarding of mineral resources and infrastructure and the determining of any proposals for unconventional hydrocarbon extraction – such as 'fracking'.

The draft MWP also contains policies that will help manage all the waste generated within the borough up to 2041 to meet national objectives of less waste being produced and, wherever possible, for waste to be used as a resource."

There is currently predicted to be a shortfall of almost seven million tonnes in aggregate sand supply. The council's own waste needs assessment also found that, while there appears to be sufficient existing capacity to meet recycling and organic waste treatment management requirements to 2030, there is a predicted shortfall in capacity to manage residual waste (black bin) and inert waste to 2030.

This capacity shortfall will need to be addressed through the MWP and need to cover the full plan period to 2041.

The public consultation period will provide an opportunity for the minerals and waste industry, as well as other interested organisations and individuals, to contribute to the development of this area of planning policy. This will assist the council in finalising its minerals and waste plan prior to further consultation and its subsequent submission to the secretary of state.

The preparation of the draft MWP for public consultation is an early stage in the plan's development towards final adoption. Nothing has been decided and there will be further rounds of public consultation before the finalised document is submitted to the secretary of state and is examined by a planning inspector.

The draft MWP consultation is expected to take place in autumn 2022.

Cheshire East to update its strategic plan

Cheshire East Council is to update its longer-term planning strategy for the borough into the 2040s.

By law, all councils must review their Local Plans within five years of their adoption and decide whether the policies within them need to be updated.

A meeting of the council's environment and communities committee on 1 July decided to give the go-ahead to update the borough's local plan strategy (LPS).



This key document sets planning policies and allocates sites for development and is used to inform decisions on planning applications.

The policies and proposals in the adopted local plan strategy will remain in force until they are replaced in the new plan. This includes the requirement to build a minimum of 36,000 homes in the borough by 2030, equating to an average of 1,800 new homes a year.

The council's current LPS – which was adopted in July 2017 following more than three years of public comments and submissions on the proposals and 13 rounds of public consultations – is the strategic blueprint for housing, infrastructure and employment across the borough to 2030.

The preparation of a new LPS will be a significant and time-consuming undertaking, involving extensive public consultation. It will also need to take account of the government's proposed planning reforms, expected to come into effect in 2024.

You can find further information about the Local Plan and links to key documents at CEC's website: cheshireeast.gov.uk/localplan

NHS Cheshire and Merseyside

NHS Cheshire and Merseyside has now come into being in a move which will transform health and care (hopefully for the better) for all of its 2.7 million residents.

The milestone means that Cheshire and Merseyside became one of 42 Integrated Care Systems (ICS) in the country, which are now on a legal footing. It also signals the closure of all nine Clinical Commissioning Groups (CCG) in Cheshire and Merseyside.

This marks a significant development in the way health and care needs for the population will be met; supposedly by reducing inequality in health and care provision and improving services and outcomes for people.

The creation of NHS Cheshire and Merseyside and a new statutory Integrated Care Partnership means that considerations and decisions can be made with partners, including Local Authorities, while retaining local influence and decision making within the nine "Places" of Cheshire and Merseyside, which cover the Local Authority boroughs.

Unlike previous NHS re-organisations, this marks a fundamental shift in the alignment and work of health and care services across the region and is the single largest change to health and care in decades.

Integrated care is designed to improve patient experience and outcomes by bringing services closer together and reducing unfair differences in availability and outcomes for people across Cheshire and Merseyside – thereby helping reduce health inequalities.

This change hopefully marks the beginning of a new way of improving the health and care of every person in Cheshire and Merseyside. While NHS Cheshire and Merseyside is a new statutory NHS body, Local Authorities are included as members of its Board, strengthening collaborative working. And, NHS Cheshire and Merseyside has gone even further by inviting more local representatives onto its board than most other ICSs in the country.

This is not just another re-organisation of services, but a fundamental change in how we think about, decide upon, and deliver better health and care for the people of Cheshire and Merseyside.

The creation of NHS Cheshire and Merseyside means, by retaining teams and leadership in all nine Places, that it should continue to hear, feel, and address the needs of people at a local level, while coming together as one organisation, with its partners, to make bigger and better decisions about how it meets those needs for everyone in the area.

It is argued that this is a true opportunity to consider both health and care as one by working with colleagues in Local Authorities, Public Health, and a range of other sectors, much more closely – and by making decisions together. The new website:

Home - NHS Cheshire and Merseyside



Cheshire East Council Progress report and Stats

The council's corporate policy committee recently received a report on progress towards its corporate plan priorities over the last 12 months.

The council's corporate plan sets out 20 priorities under the aims of open, fair and green. Cheshire East Council says it aims to be an open and enabling organisation, which empowers and cares about people and is working to make the borough a thriving and sustainable place.

The report showed that the council continues to deliver around 500 services to 398,800 residents. With around 3,500 staff and just over 3,000 staff in Cheshire East maintained schools.

CEC has been supporting Ukrainian and Afghan refugees, approved the 'all age carer strategy' for 2021-2025 and continued to focus on achieving excellence in social work practices - with the quality of its social working improving, according to the report received by Ofsted in December 2021.

There has been a notable focus on improving services for those with special educational needs. And a high proportion of our schools continue to be rated good or outstanding.

Under the Council's 'green' priorities, it has enhanced capacity in the housing standards and adaptations service and approved key strategies for homelessness and rough sleeping, with 717 residents prevented from becoming homeless.

There has been 600,000 visitors to the Council's libraries with over 1.5 million books borrowed. Visits to leisure centres remain strong with over 2 million visitors alongside a thriving Learn to Swim scheme. CEC has also refurbished Nantwich leisure centre and continues to progress work at Congleton.

The Council has also continued to make progress with carbon neutral ambitions. It has planted 22 hectares of trees since 2019, secured £4.8M funding for energy efficiency improvements for people with disabilities, supporting their independence, and reduced the council's carbon footprint.

Tatton Park is continuing to develop with its business plans for the future, alongside investments in parks and playground equipment across the borough. There has been significant progress on major infrastructure projects such as the Poynton Relief Road, bus service improvement plan and other regeneration projects such as Macclesfield and Crewe - with Crewe being shortlisted as a HQ for Great British Railways.

Cheshire East Council Homes for Ukraine

Sponsors/Accommodation registered for the scheme in Cheshire East = 296

Refugees registered to come to Cheshire East under the scheme= 853

Of whom:

Adults =521

Children (48 aged 0-3, 168 aged 4-11, 116 aged 12-17) = 332

Sponsors who have been contacted (of 130) = 294

DBS check applications initiated = 487

DBS checks returned* = 418 (CEC has established a panel to review DBS checks returned each week to identify any concerns or risks)

Housing inspections completed = 249

Refugees arrived in Cheshire East under the scheme = 515

Total arrivals by Care Community area (where Known)

Bollington, Disley and Poynton Not Known

Chelford, Handforth, Alderley Edge and Wimslow Not Known



Congleton and Holmes Chapel Not Known

Crewe Not Known

Knutsford Not Known

Macclesfield Not Known

Nantwich and Rural Not Known

Sandbach, Middlewich, Alsager, Scholar Green & Haslington Not Known

Education applications

Early years 17 received 17 offered

Primary 69 received 55 offered

Secondary 49 received 36 offered

Thank you payments to sponsors -----299

English language support

CEC's Skills and Lifelong Learning team runs classes for non-English speakers aged 19 years and over to gain accredited qualifications in English for speakers of another language (ESOL) through Lifelong Learning.

In addition, the Council's libraries stock a number of ESOL books which can be borrowed free of charge. They have also purchased a number of e-books on the subject which are available immediately, some of these also have links to free online audio. These are available via Borrowbox which can be accessed from the libraries webpages Online library resources (cheshireeast.gov.uk)

Babbel and Duolingo, which provide help with learning English as a second language, can also be accessed via the library pages useful information section under "Languages & English for Speakers of Other Languages" Education and Lifelong Learning Information (cheshireeast.gov.uk)

Safeguarding information

The Council has provided a set of guidance for Ukrainian refugees to help them if they experience problems or placement breakdown. The council has responsibilities under the Homes for Ukraine scheme for safeguarding and to support in case of homelessness.

CEC is contacting all Ukrainian families / refugees directly with this information and it is available on its website here: Cheshire East support for Ukrainian Crisis

For a child at risk of harm

Anyone who has concerns for the immediate safety of a child or young person must phone the Cheshire East Consultation Service (ChECS) on 0300 123 5012, (Monday -Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm) - Out of Hours Service (Emergency Duty Team) on 0300 123 5022, or report it to CHECS@cheshireeast.gov.uk

For an adult at risk of harm

Telephone: 0300 123 5010 (8:30am to 5pm Monday to Thursday and 8:30 am to 4:30pm Friday). At all other times, including bank holidays, 0300 123 5022 or report it on the Council's website: [Safeguarding Adults at risk \(cheshireeast.gov.uk\)](http://Safeguarding Adults at risk (cheshireeast.gov.uk))

If there is any doubt about whether it is abuse or not – the Council wants to be told.

If someone is at immediate risk of harm, the emergency services should be contacted by ringing 999.

If it is not an emergency, call 101. Non-urgent crimes can be reported online on the Cheshire Police website.

Anyone with a hearing or speech impairment can use the national telephone relay service, just dial18001 before the number or 18000 in an emergency.



Additional English language resources

Demand for English language courses continues to be significant. CEC has secured additional FREE courses in Crewe, Congleton and Macclesfield.

Summer holidays

A guide was produced to support Ukrainian families during the school holidays. This included educational resources for children who wished to continue learning during the school holidays, advice and guidance on mental health and wellbeing and information about activities. These include holiday clubs funded through the Cheshire East Holiday Activity and Food (HAF) programme. Holiday activities and food programme (HAF) (cheshireeast.gov.uk)
Advice and guidance on the Council's website

CEC has lots of advice available on its website, for sponsors, refugees and supporters. It updates the information frequently at Cheshire East support for Ukrainian Crisis

Local authority responsibilities under the scheme

1. Initial reception. Contact with Sponsor and Guest – notify of arrival
2. Data sharing. Receive and manage the necessary data from DLUHC about sponsors/guests who have applied for visas
3. Safeguarding checks. DBS and Home Visits
4. Interim payment for guest. Emergency cash support £200 per guest for subsistence costs
5. Provision of education. Ideally close to accommodation
6. Service referrals. Social care, health, third sector provision
7. Work and Benefits. Sign up for benefits, support around employment
8. Homelessness assistance. Support anyone that presents as homeless
9. Community integration. Create links amongst sponsors, amongst guests, with 3rd sector and existing communities
10. Administering payments to sponsors. Set up and authorise thank you payments

Contact details

For any questions regarding the scheme email: refugeeinfo@cheshireeast.gov.uk

Cheshire East Council's history centre plans

Cheshire East Council has held a public exhibition on plans to deliver a state-of-the-art new history centre in Crewe – transforming access to Cheshire's archives and ensuring their preservation for future generations.

Cheshire Archives and Local Studies, which is a shared service of Cheshire East and Cheshire West and Chester Councils, identifies, collects, and cares for archives and publications that are the evidence of our communities' lives, both past and present.

The service is driving forward plans to rehouse the collections in two bespoke new history centres, which will provide access to the archives for all – for information, learning and enjoyment.

The project, called 'Cheshire's archives: a story shared', will see a completely new history centre built in Crewe – proposed for the site of the town's old library in Memorial Square – and a new centre in Chester.

These will both replace the archive service's current facility in Chester, which is no longer fit for purpose, and support an outreach programme across Cheshire.

The plans for Crewe are now reaching their next major milestone, with a planning application due to be submitted later this summer. A similar application for the Chester site will follow.



The centres will create improved spaces for staff and volunteers to work with collections, as well as provide more spaces for research, performances, and exhibitions, and act as a base for activities which will take archives to a wider audience across the county.

In Crewe itself, while helping the town to celebrate its heritage and supporting the aims of the Crewe Cultural Strategy, the history centre is a key part of the town centre regeneration plans, particularly in the development of a 'cultural quarter', of which the Lifestyle Centre, Lyceum Theatre, Market Hall and plans to transform Lyceum Square – known as the 'Ly2' scheme – are all part of too.

The archives project is supported by the National Lottery Heritage Fund and a grant of £544,000 was awarded in 2019 to help fund the development of plans for the new centres in more detail.

A further grant application to the National Lottery Heritage Fund – expected to be made in October 2022 – will, if successful, fund the delivery of the project.

Plans for the history centre are supported by two further projects, which are both being led by Cheshire East Council.

Supported by the government's Future High Streets Fund, the council is progressing plans to deliver the dismantling and clearance of the proposed site of the history centre, as well as the creation of new public space, the replacement of the current car park, and a new entrance for the Magistrates' Court.

Plans, which are supported by the government's Towns Fund, are also being progressed to provide further public space to create a quality setting around the history centre – extending the area from Memorial Square and linking the history centre with the southern gateway to the town centre, the Lifestyle Centre, Market Hall, and Lyceum Square.

Cheshire Archives Services are inviting residents to share their views on the proposed new History Centre. There is more information and the feedback form at: <https://www.avisonyoung.co.uk/planni.../Crewe-History-Centre>

Opening of the Consulate of Italy in Manchester

On the 18th July 2022 a new Italian Consulate started to operate. I was asked by the Consul to "spread the word." The consular district of the Consulate will cover the Counties of Cheshire, Cumbria, Derbyshire, Durham, East Yorkshire, Greater Manchester, Lancashire, Leicestershire, Lincolnshire, Merseyside, North Yorkshire, Northumberland, Nottinghamshire, Rutland, Shropshire, South Yorkshire, Staffordshire, Tyne and Wear, West Midlands, West Yorkshire, and the Isle of Man.

The establishment of a Consulate in Manchester, the third Italian consular office after the ones in London and Edinburgh, confirms the relevance that Italy attaches to the excellent cooperation with the United Kingdom. This will translate into strengthened ties as regards culture, trade, scientific research, and much more.

At the consular level, both the Italian community and the British citizens living in the area will benefit from a wide range of services provided by a consular office much closer to their homes.

New Cycle Hub

In my capacity as Cheshire East Mayor I opened a cycle hub recently at Crewe Railway Station; the entrance opposite B&Q.

I was impressed with the cycle hub and I think we need to have more of these around because they virtually remove the worry that your bike may not be there when you come back for it. The bikes are locked away, only accessible through a tag accessing system, which can be purchased for just £5 from the ticket office, and they are lifetime long. That is great value for money and the hub is also covered by CCTV.



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The Council's housing service achieves recognition for work tackling domestic abuse

Cheshire East Council's housing team has recently received the Domestic Abuse Housing Alliance (DAHA) accreditation, meaning they offer a safe and effective response to domestic abuse.

The organisation, DAHA, aims to improve the housing sector's response to domestic abuse and their accreditation is the only UK benchmark for how housing providers should respond to the issue.

The council's housing team met all eight priority areas including survivor support, staff development and awareness raising - demonstrating that the team delivers a safe and effective service to tackle domestic abuse.

If someone is in a relationship that doesn't quite feel right, they can speak to someone about it. Residents can get help and advice and access self-support services at: openthedoorcheshire.org.uk or they can call 0300 123 5101. In an emergency, of course, they should always ring 999.

Community project ideas wanted through Cheshire East Crowd

The Council is calling out for community-led project ideas as part of its crowdfunding initiative, Cheshire East Crowd.

Working in partnership with Spacehive, the UK's leading civic crowdfunding platform, Cheshire East Crowd is an initiative that gives local residents with an idea to improve their community the opportunity to gain funding via Spacehive's crowdfunding platform.

CEC has allocated a total of £100,000 to the programme, with up to £10,000 available per idea to boost projects towards their funding target. The deadline to put forward ideas is Wednesday 14 September.

In its first year, Cheshire East Crowd has supported local people and organisations to pitch their ideas to the crowdfunding platform, with 11 projects having successfully reached their crowdfunding targets, totalling almost £105,000, to date.

End of Life Partnership (EOLP)

I recently had the pleasure of visiting The End of Life Partnership (EOLP), a Cheshire based charity, to learn more about their work as they launch their campaign to recruit new trustees.

The charity recently released an ambitious three-year strategic plan focusing on empowering people to care for others, with confidence and compassion, at the end of life. They are now searching for two new trustees to help drive this strategy forward, positively influencing the care of people in Cheshire. I have been involved in the Bereavement sector since the mid-80s and I do believe it is important for the public sector and charities to do all they can to help enable people to spend the last days of their life in a place where they feel at home, around people they know and have shared their life with; this is particularly important for those who are closest and desperate to do their best as closure begins to dawn.

Anyone who could support this valuable work or wants to become a trustee can get in touch with EOLP, through Salli Jeynes the CEO. She, or colleagues, can be contacted at:

The End of Life Partnership
Spring Farm Business Centre
Moss Lane
Crewe CW1 4RJ
Telephone: 01270 310260

Blood pressure training



Cheshire East Council's Health Improvement Team is offering FREE training to volunteers and representatives from local businesses to become Blood Pressure Champions. The training will give the knowledge, skills and equipment to measure people's blood pressure in the community or workplace and guidelines to help identify whether the reading needs follow up and within what timescale as well as helpful lifestyle advice based on the individual's reading. Places will be assigned on a first come first served basis.

The training will be running:

- 2nd September 2022 – 09:00-13:00 - Canal Side Conference Centre, 34-36 Brooks Lane, Middlewich, CW10 0JG
- 8th September 2022 – 13:00-17:00 – Holiday Inn Express, Macon Way, Crewe, CW1 6DR

The training is fully accredited and free but CEC does ask that participants make use of their training by taking part in campaigns such as Know Your Numbers Week – ongoing support will be available.

Each organisation that is trained will receive a brand new Omron blood pressure machine as well as a batch of pocket sized, foldable 'z-cards' to be given out to those who have had a blood pressure check which offers further information and helpful lifestyle advice and guidelines which will help with advice on the reading.

Anybody wanting to book onto one of the sessions can get in touch with Kirsty Reid at either Kirsty.Reid@cheshireeast.gov.uk or call 07870896911.

Independent statutory advocacy services

Background

Local Authorities have a statutory requirement to provide independent statutory advocacy services, to enable an individual to be supported to understand and participate in decision making which affects them.

The role of an advocate in health and social care is to support a vulnerable or disadvantaged person to have their rights upheld in a health or social care context. There are a number of different types of advocacy including:

- Independent Mental Capacity Advocacy (IMCA) including Deprivation of Liberty Safeguards (DoLS)
- Paid Relevant Persons Representative (RPR) role under DoLS;
- Independent Mental Health Advocacy (IMHA);
- Care Act Advocacy
- Continuing Healthcare (CHC)

Adults and Health Committee approved arrangements for the recommission of the service in September 2021.

Update

The statutory advocacy service has been recommissioned and the new service will start on 1st September 2022. This will now be delivered by VoiceAbility who will provide all required advocacy interventions. This is a joint contract commissioned both by Cheshire East Council and Cheshire West and Chester Council.

The award decision was made following a competitive tendering exercise which complied with Public Contract Regulations. These require that the Council is fair to all bidders in the procurement process and that this is conducted transparently. Evaluation was made by a panel of experts reviewing written submissions as well as verbal presentations.



VoiceAbility is a registered charity and provider of advocacy and involvement services. They have experience of delivering almost 40+ advocacy contracts, across the range of different types of advocacy interventions, and in supporting people to have their say in decisions about their health, care, and wellbeing. VoiceAbility will provide a single point of access (triage and prioritisation) with effective multi skilled advocates, and will develop a programme of volunteer opportunities, as well as peer support and advocacy awareness. VoiceAbility are an industry leader and have worked with the Department of Health and Social Care in their development of the Liberty Protection Safeguards Code of Practice.

The previous contract has been in place since June 2016 and was provided by Age UK Cheshire, with a sub-contract to Disability Positive.

As part of the mobilisation process, client cases that are still active at the date of transfer will continue to be supported by VoiceAbility. The current and new providers are working together to ensure that the transfer will be as smooth as possible for the clients involved.

The service provided by VoiceAbility will continue to provide a single point of access and triage for referrals and enquiries. They will also ensure advocates are cross trained in different specialisms to allow for continuity of support and flexible response to fluctuations in demand.

Contact: commissioning@cheshireeast.gov.uk

Cheshire East students again achieve excellent GCSE results

Cheshire East pupils appear to have produced an excellent set of provisional GCSE results for 2022.

Provisional figures show that 77 per cent of pupils achieved a 'standard pass' or better in English and Maths combined with over half of all pupils (54 per cent) achieving the 'strong pass'.

In the separate subjects, English results were particularly strong with 83 per cent of Cheshire East pupils gaining the standard pass or better with 69 per cent achieving a stronger pass.

It is not possible to make comparisons to performance data from more recent years when different assessment arrangements were used due to the pandemic. However, there are strong improvements in performance compared to 2019 when external examinations were last used.

It is encouraging to see the improvement in outcomes for disadvantaged learners. Almost half of this group (48 per cent) achieved a standard pass in English and maths combined which is a significant improvement on 2019 performance.

Schools are offering support and advice on next steps based on students' results and young people can also contact the council's youth support service by visiting www.cheshireeast.gov.uk and searching for 'youth support'.

Young people and their families can also find local support for mental health and wellbeing on the Cheshire East Council website.

Minutes for Environment and Communities Committee, Friday, 1st July, 2022,

The minutes for Environment and Communities Committee, Friday, 1st July, 2022, 10.30 am have just been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- | No. | Item |
|-----|-----------------------------|
| 1 | Apologies for Absence |
| 2 | Declarations of Interest |
| 3 | Minutes of Previous Meeting |



- 4 Public Speaking/Open Session
- 5 2021-22 Annual Performance Review
- 6 Implementation of Public Spaces Protection Order (PSPO) for Macclesfield
- 7 Housing Supplementary Planning Document (SPD)
- 8 The Minerals and Waste Development Plan
- 9 Local Plan Strategy Review
- 10 Alignment of 2022/23 Budgets
- 11 Standing Item: Member Advisory Panel: Cheshire East Planning Process Review
- 12 Standing Item: Members Advisory Panel: Cheshire East Cemeteries Strategy Review
- 13 Work Programme

Minutes for Environment and Communities Committee, Thursday, 4th August, 2022,

The minutes for Environment and Communities Committee, Thursday, 4th August, 2022, have just been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- | | |
|-----|---|
| No. | Item |
| | Acknowledgements |
| 14 | Apologies for Absence |
| 15 | Declarations of Interest |
| 16 | Minutes of Previous Meeting |
| 17 | Public Speaking/Open Session |
| 18 | Single Use Plastics Update |
| 19 | Household Waste Recycling Centre User Guide/Policy |
| 20 | Developer Contributions SPD |
| 21 | Hackney Carriage and Private Hire Licensing Policy |
| 22 | Standing Item: Member Advisory Panel: Cheshire East Planning Process Review |
| 23 | Standing Item: Members Advisory Panel: Cheshire East Cemeteries Strategy Review |
| 24 | Work Programme |

Minutes for Highways and Transport Committee, Thursday, 16th June, 2022,

The minutes for Highways and Transport Committee, Thursday, 16th June, 2022, have been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:



- | No. | Item |
|-----|---|
| 1 | Apologies for Absence |
| 2 | Declarations of Interest |
| 3 | Minutes of Previous Meeting |
| 4 | Public Speaking/Open Session |
| 5 | Levelling Up Fund Bids for Nantwich Road, Crewe Station |
| 6 | Local Transport Development Plans - Tranche 2 |
| 7 | Highways & Transport Budgets 2022/23 |
| 8 | Appointments to Sub-Committees, Working Groups, Panels, Boards and Joint Committees |
| 9 | Work Programme |

Minutes for Finance Sub-Committee, Wednesday, 6th July, 2022

The minutes for Finance Sub-Committee, Wednesday, 6th July, 2022, have just been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- | No. | Item |
|-----|--|
| 12 | Declarations of Interest |
| 13 | Public Speaking/Open Session |
| 14 | Minutes of Previous Meeting |
| 15 | Provisional Financial Outturn 2021/22 |
| 16 | UK Shared Prosperity Fund - Cheshire East Allocation |
| 17 | Work Programme |
| 18 | Procurement Pipeline |
| 19 | Exclusion of the Press and Public |
| 20 | Procurement Pipeline |
| 21 | Wholly-owned Companies Matters |

Minutes for Adults and Health Committee, Monday, 18th July, 2022

The minutes for Adults and Health Committee, Monday, 18th July, 2022 have just been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- | No. | Item |
|-----|--------------------------|
| 13 | Apologies for Absence |
| 14 | Declarations of Interest |



- 15 Minutes of Previous Meeting
- 16 Public Speaking/Open Session
- 17 The Brocklehurst Centre - Future Options
- 18 Financial incentives to support smoking cessation
- 19 Terms of Reference for the Place Partnership Committee
- 20 Trailblazer Blazer Programme Update
- 21 Update on Public Health Grant
- 22 Work Programme
- 23 Minutes of Sub-Committee

Minutes for Highways and Transport Committee, Thursday, 21st July, 2022

The minutes for Highways and Transport Committee, Thursday, 21st July, 2022, have just been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

No. Item

- 10 Apologies for Absence
- 11 Declarations of Interest
- 12 Minutes of Previous Meeting
- 13 Public Speaking/Open Session
- 14 Notice of Motion 'Car Free Days and Parklets'
- 15 Winter 2021/22 End of Season Review
- 16 Annual Performance Review 2021/22
- 17 On-Street Electric Vehicle Charging
- 18 National Bus Strategy - Enhanced Partnership Plan and Scheme
- 19 Work Programme

Selection of Resident Issues

Refuse Collection update

This is an update on waste and recycling collections in the borough, and to tell you of the steps CEC have been taking to maintain collections and limit any impact on residents.



As you may already be aware, there is a national shortage of HGV drivers and local authorities across the country are continuing to be impacted by this.

Over the past few weeks, Ansa has been experiencing significant staff shortages – both in terms of drivers and loaders – and this is impacting on the ability to complete some bin collection rounds, and to return to collect bins that have been missed or that have not been collected as scheduled due to access issues.

The situation has been further compounded by a lack of available agency staff and the general time of year, as garden waste levels peak over the summer months.

The heatwave also had a major impact on collections. During the heatwave, Ansa took the decision to pull crews back in from their rounds due to the potential risks to their health and wellbeing from continuing to work in such extreme temperatures. They will often send crews out on Saturdays to catch up on collections.

In response to ongoing challenges and to minimise any impact, Ansa has set up a project group to monitor the situation and keep customers informed via social media, the Waste Watchers App, the website, and the customer contact centre.

To maintain collection services, Ansa has instigated a variety of measures, including:

- Alternative ‘tipping’ arrangements have been secured and a tipping schedule put in place to mitigate the effects of the road closure around the organic waste composting site at Leighton Grange.
- Some rounds are operating with a driver and one loader rather than two due to staffing shortages, which means their round are taking longer to complete. Fully staffed rounds are travelling to help these rounds once their normal scheduled work is finished, to minimise the number of streets ANSA are unable to complete.
- Internal HGV training
- Employee incentive initiatives
- Ongoing recruitment campaign, which included a successful recruitment day event held on 16th July.

SO....Advice to be given to residents generally:

Firstly, the best way for residents to keep up to date with information about bin collections is by downloading the ‘Waste Watchers’ app on their mobile device – either from Google Play or the App Store.

If your bin is missed, residents should report this to CEC here:

Missed bin collections (cheshireeast.gov.uk)

CEC are doing all it can to return to missed bin collections within 5 working days, but it cannot guarantee this will be the case.

In some circumstances, Ansa may not be able to return to properties before the residents’ next scheduled collection day.

In this case, residents are advised to make use of their nearest Household Waste Recycling Centre.

Worn out road signs, Newcastle Road Shavington

I complained to Cheshire East Highways about the state of the road signs.

The signs have now been checked and there appears to have been, according to CEC Highways, far too many installed on Newcastle Road over the years

It has been decided to remove a couple of signs and replace/re use wherever possible.

The replacement signs have been ordered.



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A job is now awaiting programming and is anticipated to be delivered within the next three months.

Everyone's patience in dealing with this request is appreciated

Wessex Close Play Area

This play area was closed for a few weeks following damage to the play surface. ANSA will not lock the Play area in the evening but I did ask them whether they would be amenable to the Parish Council carrying out a locking and unlocking function which would help alleviate vandalism.

The CEC greenspaces commissioning team are happy for the Parish to lock and unlock with the assumption it is on a dusk till dawn basis so not to prevent people using it during reasonable hours. This is something that the Parish Council could do every day or target to weekends for example when ASB is more likely. Ansa would provide one of their standard padlocks if needed as this would make sure it had a key to access if required.

Ansa would also be happy to arrange a sign for the entrance.

Would the Parish Council be happy to take over the play area security assuming the time constraints required by the Council?

Edwards Close

A resident recently brought to my attention a defect in the road surface at Edwards Close which had arisen very soon after its repair. I took this up with the Head of Highways who told me this was the impact from the recent extreme hot weather and cars navigating a tight turning head. I accepted his explanation.

Highways have only received two enquiries relating to the hot weather on micro patching programme and have laid circa 8,800m² to date.

Edwards Close has been placed on the end of the micro patching programme for remedial works to the defect reported, which should be undertaken within the next 4 weeks.

So, it will get re repaired soon.

Ragwort

I've had one or two reports of private property and unadopted areas like Cherry Tree Park having Ragwort.

The responsibility of maintaining the land and managing the growth of the Ragwort falls to the landowners. I'm told that this is not something Cheshire East Council are likely to act on. Where landowners or occupiers have these weeds on their property, they have a duty to control the weeds and stop them spreading. If they refuse, DEFRA (the Department for Environment, Food and Rural Affairs) can take appropriate action and charge the costs to the land owner or occupier concerned.

It is worth reading the Council's webpage about Ragwort found here:

<https://www.cheshireeast.gov.uk/.../weed-control.aspx...>

I do not have a contact at DEFRA but their online form, used to report any concerns, can be found here:<https://www.gov.uk/.../weeds-act-1959-complaint-form-and...>

If there is on land the Council is likely to own then report it here:

via the link here <https://fixmystreet.cheshireeast.gov.uk/>

Estate of Jack Mills Way

A resident wrote to me concerned that whilst the development is nearing completion he had concerns that soft landscaping and footpaths were not being carried out in accordance with the planning permission.



The provision of the footpath links appear to be a requirement of a S106 agreement and therefore do not fall to be dealt with by the Planning Enforcement Team. Any query in relation to their provision should be directed to the S106 officer and this has been done.

With regards to the landscaping required. Condition no. 9 of planning permission ref. 15/2943N requires landscaping to be completed within the first planting season following completion of the development. As the development is not yet complete there is no breach of planning control in this regard. However a letter has been sent to the developer reminding them of their obligation and requesting confirmation of a timetable of completion of the landscaping.

Faulty kerbing, Rosemary Drive

Rosemary Drive has not been adopted. Complaints or concerns have to be reported directly to Persimmon Homes' customer care department so that the damaged kerbs are rectified before the road is adopted in future.

I know understand the procedure is that the developer will have to maintain the road for 12 months before Cheshire East Council, as the highway authority can agree to adopt it. Therefore, the works for all minor issues will have to be completed by the developer in due course otherwise the highway authority will not agree to adopt it and maintain it using public funds.



Shavington cum Gresty Parish Council September 2022
Report 22/09/22

CEC's Code of Conduct Review

The Audit and Governance Committee on the 28th July 2022 approved a revised Members Code of Conduct which will have to be endorsed by Cheshire East Full Council later this month. All Conservative Councillors on the Audit and Governance Committee argued against the introduction of the new draft Code as they believe it needs to be altered and as a visiting Councillor to the Committee, I also argued against it. If the code is approved at Full Council in October, all Town and Parish Councils will be invited to adopt it.

It is important that the Parish Council understands that whilst it must itself have a Code of Conduct it does not have to automatically adopt the Cheshire East Code. Any Town and Parish Council can adopt its own code, which might well be an altered version of the CEC or LGA code.

It is important to remember a Town or Parish Council can alter the CEC Code to suit when adopting its own code. CEC will hope all Town and Parishes adopt the CEC Code because it is easier for CEC to manage. The following are my concerns about the code being recommended to Cheshire East's full Council meeting.

- The insistence that Councillors do not bring the Council into disrepute. The working group believes that "not bringing the Council into disrepute" can be interpreted to severely constrain Councillors from criticising the council or the administration because that criticism may damage the reputation of the Council. To be frank, the Council sometimes needs to be publicly criticised and criticised in the press and my experience is that it is sometimes necessary to do that before it will do the right thing. Councillors first and foremost represent residents, their foremost duty is to them, not the Council. If the Council wants to avoid criticism it should do the job right in the first place or after being reminded/challenged and given opportunity to respond positively. As some parish Councillors will be aware I've been pictured in the press with grass up to my neck on Council owned land in Shavington. That press story was what got the grass cut, not my request. Criticising the council publicly appears to be a code of conduct breach because that criticism could damage the Council's reputation. That is not right and not acceptable and should not be accepted by any Councillor who says they put residents first. This principle applies at all Council levels.
- An area of contention is that officers do not want an appeal process. However, the Working group believes there should be an appeal process and that seemed to be supported by the Leaders of Cheshire East Council. Some Councils do have an appeals process attached to their investigation process, but CEC does not. Natural justice allows appeals and if we had a proper appeals mechanism, it might encourage more positive participation from those who stand accused. If Parish Councillors feel an appeals process is fair it should build one into its own Code of Conduct process.
- The current code, and the code that has recently passed through the Audit and Governance Committee requires those who are the subject of a complaint to remain silent, which restricts their ability to gather supporting evidence. When the Police pursue an investigation they generally do not name the "accusers" but "defendants" are completely free to speak about what they are accused of if they wish to. The code's insistence on the "accused" having to stay silent and keep things confidential is coercive and would help any bullies who might manipulate the code by making exaggerated complaint. If Parish Councillors want the right to speak out, you need to incorporate the right into your code.
- Paragraph 4.12 of the Code of Conduct report talks about refining the process for anonymous complaints. I think there should be no investigation of anonymous complaints as there is quite a possibility that anonymous complaints are trouble-making and defamatory and if they are, those complainants should be prepared to have civil action taken against them. CEC's position of allowing



complainants to remain anonymous prevents that and it is unfair. Anonymous complaints cause stress and worry to those complained about, but they have no cost at all to the complainant. They are another means of bullying and officers and other Councillors could be behind them. If Parish Councillors do not wish to have anonymous complaints investigated, then your code needs to say that.

- Officers say that the decision-making committee of 3 should hear no witnesses and that all witnesses should be dealt with by the investigating officer. Investigators range in competency and the working group, of whom nearly all had sat on a hearing sub-committee, felt that asking witnesses direct questions was far better than asking questions of the Investigating Officer about the absent witness's evidence as they are quite likely not to know the answer, whereas the witness knows all. This insistence of no witnesses being heard by the hearing panel will disadvantage those subjects to complaint. If Parish Councillors wish the hearing panel to hear from witnesses, then your code needs to say that.
- Another objection of the working group is that the code we work to should not be more onerous than we might be subject to should we be interviewed by the Police. For instance, when an individual is accused of some wrongdoing that is reported to the Police, the Police may go on to interview the subject of the complaint. At that point the interviewee is still regarded as "innocent" and he/she can answer the questions put to them or make no comment. CEC seems to be demanding much more than the Police can demand, which I personally regard almost as a breach of our civil rights and certainly bullying. Councillors are expected to cooperate while officers investigate complaints, some of which will be exaggeration, game playing, manipulation and down-right lies. Some believe that some complaints are made to disrupt, to remove people from positions of influence whilst they are investigated. The investigation process will cause stress for those accused, and those wrongfully accused will resent being investigated. It seems inconsistent to me to insist that those being investigated speak and cooperate when questioned by the officer investigating but must stay silent and can't speak about what they are accused of to others. The working group simply didn't agree that individuals should be forced to cooperate, expected to cooperate, even though most would willingly do so because it is likely to be in their interest to do so. It was the coercion the working group objected to; that those who sat back and said "go ahead and prove the allegation" are automatically in breach of the code and "guilty". If Parish Councillors are sympathetic to that argument then your own Code of Conduct should reflect it.

In summary, Cheshire East Council and a number of Town/Parish Councils have been troubled by accusations of bullying in the past, so it is really important to get this replacement Code of Conduct right. Code of Conduct investigations should be as open and fair and under as much public gaze as any investigation under the judicial system. Those under investigation should be free to speak about the investigation. The hearing panel should be able to quiz witnesses, there should be an appeal option and most of all...Councillors should not be afraid to criticise the council but that will happen if Councillors can be subject to a complaint that they have brought the Council into disrepute by their public criticism.

Business case approval for next two Towns Fund projects for Crewe

Business cases for a further two major projects in Crewe have been approved by government.

Crewe Town Board is overseeing work to receive up to £22.9m in funding from the government's Towns Fund and plans for a package of 10 projects that will support Crewe's ongoing regeneration.

Having signed off the business cases for the Flag Lane Baths Community Hub and Crewe Youth Zone projects in June, the government has now also signed off the 'pocket parks' and 'history centre public realm' projects.



The Pockets Park project is being led in partnership by Cheshire East Council, ANSA Environmental Services and Crewe Town Council.

It aims to see eight pocket parks in Crewe – Queen Street, Derby Docks, McLaren Street, School Crescent, Samuel Street, Lime Tree Avenue, Valley Park and Westminster Street – become more attractive and better equipped spaces for people to spend time, play and enjoy physical activity.

Local communities will be asked to share their views as plans for each of the pocket parks develop, with engagement expected to start next month for the first four parks.

As part of the overall project, local charity The Wishing Well, which provides a variety of services to improve the health and wellbeing of local people, is proposing to deliver a multi-use games area (MUGA) near to Jubilee Gardens in Hightown.

Their plans for Jubilee Gardens are to provide a safe space for people of all ages to engage in sport, play and physical activity which in turn improves health and wellbeing, increases community cohesion and tackles issues such as social isolation, anti-social behaviour and crime.

The history centre public realm project is part of a larger shared archives project for Cheshire between Cheshire East Council and Cheshire West and Chester Council.

The archives project - called 'Cheshire's archives: a story shared' – is supported by the National Lottery Heritage Fund and aims to rehouse the collections in two bespoke new history centres.

The centres, one of which is planned for the site of Crewe's former library, will provide access to the archives for all – for information, learning and enjoyment.

The Towns Fund project, led by Cheshire East Council, will create new public space around the history centre in Crewe, with high-quality paving and planting areas, activity space, new seating and bike racks and public art.

There are also plans to deliver a joint project between Cheshire College – South and West and world leading ice cream van manufacturers Whitby Morrison.

It would see the refurbishment of an ice cream van, which would then be run by students as a standalone enterprise. The ice cream van would be in use across the town, while having a regular spot in the public space around the history centre.

The partnership between the College and Whitby Morrison brings an opportunity to extend the work experience and training opportunities available for students from Cheshire College and within the wider community.

The Towns Fund plans are in addition to a separate project being funded through the government's Future High Streets Fund and delivered by Cheshire East Council, which includes the clearance of the former Crewe Library site to make way for the history centre and the creation of further public space, a new car park and new entrances to the Magistrates' Court.

Business cases for the remaining six Towns Fund projects will all be submitted to government by the end of summer for its agreement and sign off.



It is only once a final funding offer has been made by government – and once other processes, approvals and grant conditions have been met, including planning permission in some cases – that physical works on the projects can begin.

To find out more, visit: weareallcrewe.co.uk

Local Highways - Relaunch

At the very highest level in Highways there is a belief that there is a need to reconnect and strengthen relationships at a local level. Accordingly, all CEC Councillors were recently invited to complete a short survey, by the 2nd September, which was intended to capture key highway maintenance priorities from each ward.

This survey will follow up with a 1:1 discussion session with a Senior Highways Officer in October/November. The purpose of this meeting will be to jointly assess the priorities listed and how and when these could be addressed, including where appropriate feeding these prioritised lists in to future Highways work programmes.

Councillors were also reminded that:

For all routine service requests such as to report a pothole or a street light that is out of service, online is the most efficient method of reporting and easily allows for supporting photographs to be attached to help demonstrate the issue: Report a pothole or other road issue

To report any issues that present immediate danger call 0300 123 5020 during working hours or out of working hours 0300 123 5025. You can also call 0300 123 5020 to report other Highway matters.

New law to protect tenants from gas leaks

New regulations protecting tenants from the risks of gas leaks will become law in October.

The purpose of the new regulations, which come into effect on Saturday 1 October, is straightforward - to ensure that private and social tenants are safe in their homes.

The new regulations mean that:

Registered providers of social housing must ensure that at least one smoke alarm is provided on each storey of their homes where there is a room used as living accommodation;

All landlords must ensure that a carbon monoxide alarm is provided in any room used as living accommodation which contains a fixed combustion appliance, such as a fireplace, boiler, stove, oven or heater but excluding gas cookers; and

All landlords will be legally obligated to ensure smoke alarms and carbon monoxide alarms are repaired or replaced once they are informed and the alarms are found to be faulty.

The first regulation referring to the smoke alarm is something that has been a legal requirement in the private rented sector since 2015, so although it is a new regulation, it is already a common practice for many landlords. It really is a case of ensuring that there is a level of consistency across the board. These new laws, arguably, will help achieve that across the borough.



The amended regulations will apply to new and existing tenancies and all relevant landlords must be compliant by Saturday 1 October.

The government's department for levelling up housing and communities has published guidance booklets providing information about the requirements, who they apply to and how they are enforced. The explanatory booklets are intended as a general guide to help landlords understand and comply with the regulations.

CEC Christmas closedown information:

Delamere House – closed from 4pm on Friday 23 December - Tuesday 3 January.

Westfields – closed from 4pm on Friday 23 December - Tuesday 3 January.

Municipal Buildings – offices closed from 4pm on Friday 23 December - Tuesday 3 January. The Civic building will be open for use by the parking and registration services team, which have statutory requirements.

Macclesfield Town Hall – will be open for essential services, i.e. a 24/7 building for CCTV; extended hours for children's services out of hours teams; contact centre has to be operational. The Old Town Hall will be closed throughout the festive period.

Cledford House – open

All Age Mental Health Strategy

The Local Authority and Health Partners who focus on mental health are developing an All Age Mental Health Strategy. The strategy will set out the vision and priorities for mental health in the coming years, and will guide the work that health and the local authority and the Council's partners will do to improve mental health and wellbeing in Cheshire East.

They would now like feedback on what might be included in this strategy by offering out the opportunity to complete a short survey using the link below:

All Age Mental Health Strategy – Pre Consultation (cheshireeast.gov.uk)

There is also an easy read version of the survey as well which can be accessed at the link below
Easy Read Survey: Mental Health Services (cheshireeast.gov.uk)

Responses have to be completed by 15 October 2022.

The strategy should focus on every part of what mental health and wellbeing means. This covers a range of things, including:

Addressing the underlying reasons behind poor mental health

Helping to create the conditions for people to thrive

Challenging the stigma around mental health

Providing specialist help and support for mental illness

The CEC contact is Mark.Hughes@cheshireeast.gov.uk



CEC is SEEKING VIEWS ABOUT ITS NEW DRAFT COMMUNICATIONS STRATEGY

CEC is calling on residents for their feedback around its new draft communications strategy.

The document sets out a vision, aims and priorities for the council's public communications with residents, including news and promotional campaigns.

In CEC's corporate plan they've committed to 'promote the services of the council through regular communication and engagement with all residents'.

This draft strategy is the latest in a number of related strategies and policy documents that have been produced in support of its vision of an 'open, fairer and greener Cheshire East', including the customer experience strategy and the digital strategy, both approved earlier this year.

To take part in the consultation, click on this link to visit a simple survey questionnaire or, for alternative formats, phone 01270 686581.

Share your views on vehicle idling engines

Cheshire East Council wants to hear views on vehicle idling engines.

The council is engaging with the local community as part of its commitment to improve air quality in the borough.

A new survey aims to establish people's general understanding of vehicle idling, as well as highlighting any idling issues in the borough.

This survey will help to show people's understanding of vehicle engine idling and also help CEC to target effective ways to change behaviour and improve air quality in the borough.

It's the council's ambition to help improve the quality of life for everyone, by reducing car dependency and promoting healthy lifestyles.

Air quality is important for the health of us all, young and old, so It would be helpful for everyone to take just a handful of minutes to complete the online survey.

The survey can be completed online at: surveys.cheshireeast.gov.uk/s/VehicleIdling/

The deadline to complete the survey is 23 October 2022. A printed copy of the survey is available, on request, by emailing: airquality@cheshireeast.gov.uk

Cheshire East gives green light to new strategies that they claim will boost road safety

Cheshire East Council has given the green light to a number of new road speed and safety strategies to arguably provide a safer road environment for everyone.



Cheshire East Council's Highways and Transport Committee on the 22nd September approved three key documents – a speed management strategy, a vehicle restraint system strategy, and a skid resistance strategy.

The speed management strategy, drafted in consultation with partners including Cheshire police, who are responsible for speed enforcement across the borough, was subject to eight weeks of public consultation that ended on 31 January 2022.

This strategy aims to provide a safer road environment for everyone by setting out how speed will be managed on the borough's roads. By providing clearer guidance on speed management, the strategy will ensure that the principles are consistently applied across the road network, with support from our partner agencies.

New policy measures include enabling 20mph zones in consultation with local communities, to ensure that any speed limit changes are appropriate for the area, rather than adopting a blanket borough-wide approach. To take this a step further, 20mph speed limits will generally be mandated for residential roads in new housing developments, with the limits made 'self-enforcing' through appropriate highway design built in from the start; (Speed Humps)

The speed management strategy also enables closer working with town and parish councils to locate digital vehicle speed indicators (known as SIDS), in speed 'hot-spots' across the council's highway network. These would be owned and operated by local town and parish councils.

An important factor in shaping the strategy was the adoption of Cheshire East's Local Transport Plan in 2019, which placed greater emphasis on considering the needs of vulnerable road users, such as pedestrians and cyclists.

The strategy includes guidance on the way the council manages speed, while also considering changing attitudes towards means of travel, particularly since the pandemic, when people's habits and priorities changed.

The strategy supports the council's 'active travel' priority, which aims to encourage more walking and cycling to help deliver on the authority's target to be carbon neutral by 2025.

It will be argued that these three documents set out a clear and consistent strategic approach to managing speed and safety on our roads.

An approach to speed management focused on education, enforcement and engineering (3 Es). The speed management strategy sets out a hierarchy of tools that the council has available to manage speed on the highway network and also gives a framework as to how and when they will be applied.

This will be the basis on which the council will respond to the many requests it receives each year in relation to speed management and speed limit compliance.

The strategy also seeks to build on a further three Es: to 'encourage, empower and enable' through collaborative working with key strategic partners, including, local ward members, town and parish councils, the police and fire and rescue service.

The new vehicle restraint systems (VRS) strategy set out how the council will manage the placement, inspection, and maintenance of VRS on the highways network. VRS covers types of fence or crash



barriers that prevent vehicles leaving the carriageway and coming into contact with various hazards, therefore reducing injury to occupants.

The skid resistance strategy sets out how the council will address lengths of carriageway in the Borough that show sub-standard skid resistance. Adequate levels of skid resistance are an important element of highway safety.

Cheshire East Council is inviting a very limited number of residents to join its first 'People's Panel' on the Cost of Living

Cheshire East Council is inviting all residents to share their views on the rising cost of living and apply to join a new 'People's Panel'.

The rising cost of living is a serious issue that affects people in many different ways. Cheshire East Council says that it is determined to play its part in finding solutions and supporting residents. This initiative aims to give residents a greater say in how local issues are tackled and decisions made.

Residents can participate in two ways: by sharing views in an online survey, and by applying to be part of the first Cheshire East People's Panel.

Throughout the next two weeks, all residents are being encouraged to fill in an online survey where they can share their views on the rising cost of living and how it's affecting them.

Then in October, over two weekends, a pool of 24 residents will come together as the 'People's Panel on the Cost of Living', to share their views, hear from independent experts, and propose solutions for the community, council and government. This panel will meet for 15 hours in total over the weekends of 15-16 and 22-23 October.

Members of the panel will receive £150 each in the form of shopping vouchers as a thank you for their participation and travel expenses to the venues will be covered.

The purpose is to create a better understanding of the rising cost of living and how it affects people in the borough, and to hear from residents what they think Cheshire East Council, local communities and government can do to help make life more affordable. To inspire ideas, members of the People's Panel will receive balanced information from different expert speakers. The panel's final recommendations will be delivered to Cheshire East Council, which has committed to responding to each proposal by January 2023.

The more people who sign up, the more we can ensure a good representation of people from across the borough.

The People's Panel process is supported by independent, experienced facilitators applying the principles of citizens' assemblies. It is sponsored by Cheshire East Council and the not-for-profit campaign and research organisation Positive Money, who believe in promoting greater democratic participation in economic decision making.

All residents can complete the online survey and apply to join the People's Panel at this website by 6 October at cheshireeastpeoplespanel.co.uk

If anyone is worried about the cost of living crisis, general advice along with local and national support links can be found on the council's website at cheshireeast.gov.uk/costofliving



Positive Money is a research and campaign organisation working towards a money and banking system which supports a fair, democratic and sustainable economy. Set up in the aftermath of the financial crisis, Positive Money is a not-for-profit company funded by charitable trusts and foundations, as well as small donations from its network of over 65,000 supporters. www.positivemoney.org.

Council agrees new contract for household waste recycling centres

Cheshire East Council has agreed a new contract for the running of the borough's household waste recycling centres and announced a number of new services that will be introduced from April 2023.

The council provides seven household waste recycling centres (HWRCs) across the borough that enable residents to manage items that cannot be dealt with through their normal weekly bin collections.

Following market engagement, consultation and procurement exercises, a new contract has been agreed for the running of the sites from 1 April 2023, which includes the creation of two 'reuse shops', greater access for local traders, the introduction of automatic number plate recognition, and facilities that will enable residents to recycle mattresses.

The new contract – which is for a minimum of five years – will be managed by the council's wholly-owned environmental services company, Ansa, and will support the council's adopted corporate plan and environment and waste strategies, which aim to reduce the amount of waste produced and limit the impact on the environment.

The borough's HWRCs are open seven days per week and deal with 30,000 tonnes of material per year, through 15,000 visits per week.

The new contract will see the introduction of automatic number plate recognition and proof of address checks at each site.

This will bring the sites in line with neighbouring authorities, encourage fairer use, and limit access to Cheshire East residents, particularly at sites located on the borough's boundary.

For the first time, residents will be able to recycle mattresses at the HWRCs, which will have a positive effect on the council's recycling rate.

Two reuse shops, initially at Crewe and Macclesfield HWRCs, will also be created, and reuse facilities at all other sites will be improved.

The shops will allow for items – such as tables and chairs – that are disposed of at the sites and are still in a good, useable condition to be displayed and sold on to others.

In addition, there will be greater access to the sites for small traders to provide an affordable recycling and disposable route for material that can be a source of fly-tipping.

The contract also includes the option for a weekly, mobile pop-up household waste service for rural areas and areas where car use is low.

While it is not affordable to introduce this service at the beginning of the contract, it is hoped it can be introduced during the latter half of the first year, if the overall contract costs reduce.



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Official opening of the new pitch at Crewe Alexandra in the Community

I was very pleased to be invited to join FA Chair Debbie Hewitt MBE, EFL CEO Trevor Birch, and other local dignitaries to officially open Crewe Alexandra in the Community's (CAITC) new state-of-the-art synthetic pitch.

The ceremony celebrated the completion of an ambitious £400,000 project to create the best playing surface in South Cheshire, at the centre in Crewe Road, Shavington.

Now the FIFA-quality pitch, which can accommodate a full-sized game or six small-sided matches, is accessible to members of the public.

And it will bring huge benefits to the many services already provided at the facility, which attracts around 5,000 visitors each week.

Crewe Alexandra's not-for-profit Community Operation was originally set up in a Portakabin at Gresty Road, in 1988 but moved to the Shavington site in 1990; the purpose-built complex which stands today was opened in 1999.

CAITC's goal is to guide people along a football journey and offer a wide range of fulfilling opportunities via an extensive outreach programme.

Dedicated staff deliver services seven days a week, including working with local primary schools and providing breakfast and after-school clubs for youngsters. Productive partnerships have been established with the likes of Cheshire Police and Reaseheath College.

Coaching sessions are provided for all ages and abilities, with strong emphasis placed on promoting the women's game and supporting disability football. Mini-soccer leagues attract in excess of 800 children every Sunday, and more than 50 adult teams play in competitive leagues through the week.



Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the June, July and August 2022 reports from the Village Beat Manager

Version Control: v0

Author: PCSO Corbett

BEAT MANAGERS REPORT	
Month	June 2022
Completing officers	P.C.S.O 20674 P.Corbett.
Ward	Shavington.
Community Engagement undertaken:	Local shops visited. Closed premises checked, including building sites. Patrols of pharmacies, garages and pet food shops Continued welfare checks on identified vulnerable residents.
Traffic activity/enforcement	<u>Tru-Cam.</u> 11 th Gresty Lane. 13 th Newcastle Road (Not Enforceable, Used as SW Gun) <u>Speed watch (PSCO Corbett and Volunteer).</u> 18 th Crewe Road. Reduced Number due to Holidays.
Surgeries	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
Schools	Shavington Primary Visited. Shavington Academy Visited.
Priority/problems raised and activity carried out to combat	Speeding, parking, Increased presence around certain postcodes after reports of potential bogus callers.

<p>Feedback (how have you made the community aware of what you have done?)</p>	<p>Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.</p> <p>Letter Drops At Various Locations In Response To Thefts And Reports Of Suspicious Males.</p> <p>**Drug work not posted**</p> <p>Cheshire Alert.</p>
<p>Notable contact with partner agencies.</p>	<p>Aspire Housing. NHS Mental health crisis team. Dementia UK. DVLA.</p>
<p>Any wider community issues, which have been addressed?</p>	<p>This list is not exhaustive:</p> <p>01/06/2022 Highway Disruption, Rope Lane And Gresty Lane, Debris In Road. Resolved.</p> <p>02/06/2022 Malicious Communications (Social Media), Malvern Close. Ongoing.</p> <p>02/06/2022 Road Rage, Gresty Road, Driver Has Punched Window Of Victims Car. Ongoing.</p> <p>03/06/2022 Drug Driving, Rotary Way. Ongoing.</p> <p>04/06/2022 Abandoned 999, Black Croft Close. Call made with Good intent, Verbal Argument Only. Resolved.</p> <p>05/06/2022 Highway Obstruction, Newcastle Road, Broken Down Horse Box. Resolved.</p> <p>05/06/2022 Assault Without Injury, Pub On Jack Mills Way, Victim Pushed. Resolved.</p>



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	<p>07/06/2022 Theft Of Motor Vehicle, Ford Transit Stolen, Newcastle Road. Ongoing.</p> <p>07/06/2022 Drug Driving, Rotary Way. Ongoing.</p> <p>07/06/2022 Complaint Against Police, Well Close, Complaint From Parents About PcsO (Pete Corbett) Advising Their Children In The Street Without Them Being Consulted..... (The Youths In Question Were The Ones Involved In The ASB On Squirrels Chase Bridge Incident.) Resolved.</p> <p>07/06/2022 Road Rage Incident (Verbal Argument), Crewe Road. Resolved.</p> <p>08/06/2022 Malicious Communications (Threats Via Social Media). Butterwort Close. Ongoing.</p> <p>08/06/2022 RTC Newcastle Road (Minor Injury). Ongoing.</p> <p>09/06/2022 Drunk Driver, Newcastle Road. Ongoing.</p> <p>09/06/2022 Vehicular ASB, Newcastle Road, Motorcycles Racing. Ongoing.</p> <p>10/06/2022 Suspicious Activity, Crewe Road, Two persons Seen In Grounds Of Local Club. Resolved. Persons Spoken To And Identified, All In Order.</p> <p>11/06/2022 Drugs Found. Rope Lane Area. (Small Bag Of Cocaine Found.) Ongoing.</p> <p>12/06/2022 Neighbour Dispute, Mallow Avenue. Ongoing.</p> <p>13/06/2022 Malicious Communications, Weston Lane. Ongoing.</p>
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	<p>14/06/2022 Highway Obstruction, Crewe Road / Lime Grove, Works Vans Blocking Junction. Resolved.</p> <p>15/06/2022 RTC, Crewe Road, Car vs Bicycle (Minor). Resolved.</p> <p>16/06/2022 Concern For Safety, (Safe And Well Check For Bangor Police.) Cattle Way. Resolved.</p> <p>16/06/2022 RTC Car Vs Horse, Weston Lane. (Car Has Struck Horse And Failed To Stop.) Ongoing.</p> <p>18/06/2022 Assault, Public House Jack Mills Way. Ongoing.</p> <p>20/06/2022 Driving Without A licence. Jack Mills Way. Resolved.</p> <p>21/06/2022 Driving With No Licence, Jack Mills Way. Ongoing.</p> <p>22/06/2022 RTC (No Injury) A500 Shavington Bypass. Resolved.</p> <p>22/06/2022 Trespass, Wessex Close, Youths In Closed Park. Resolved.</p> <p>24/06/2022 Neighbour Dispute, Weston Lane. Ongoing.</p> <p>27/06/2022 Complaint Against Police. Sable Road. Report Of Male With A Knife, Male searched No Knife Found. Male Unhappy With Being Stopped.</p> <p>28/06/2022 2 x Missing Persons, Well Close (Adult), Pool field Close (Child). Resolved.</p>
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	<p>29/06/2022 Suspicious Person, Greenfields Avenue, Female Filming Area. Ongoing.</p> <p>30/06/2022 Concern For Safety, Collapsed Male, Gresty Lane. Resolved.</p> <p>22 Domestic Incidents Inc. 3 Serious. (Violence)</p> <p>14 Vulnerable Person Incidents. (Non-Domestic).</p>
<p>Abstractions.</p>	<p>2nd + 3rd Public Holidays. 12th Holiday. 16th For 4 Hours (Macon Way, Nearest officer, first on scene for serious RTC Motorcycle vs Car.) 25th until 30th Holiday.</p>
<p>Other information / Incidents of note.</p>	<p>Free Boxing Class Delivered To Local Youths (And Dads !)</p>



BEAT MANAGERS REPORT	
Month	July 2022
Completing officers	P.C.S.O 20674 P.Corbett.
Ward	Shavington.
Community Engagement undertaken:	Local shops visited. Closed premises checked, including building sites. Patrols of pharmacies, garages and pet food shops Continued welfare checks on identified vulnerable residents.
Traffic activity/enforcement	<u>Tru-Cam.</u> 15 th Gresty Lane. 28 th Rope Lane. <u>Speed watch (Pscor Corbett and Volunteer).</u> Cancelled due to Heavy Rain, Volunteers now unavailable for several weeks due to visiting family abroad.
Surgeries	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
Schools	Shavington Primary Visited. Shavington Academy Visited.
Priority/problems raised and activity carried out to combat	Speeding, parking, Increased presence around certain postcodes after reports of potential bogus callers.
Feedback (how have you made the community aware of what you have done?)	Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting. Letter Drops At Various Locations In Response To Thefts And Reports Of Suspicious Males. **Drug work not posted**



	Cheshire Alert.
Notable contact with partner agencies.	Aspire Housing. NHS Mental health crisis team. Dementia UK. DVLA.
Any wider community issues, which have been addressed?	<p>This list is not exhaustive:</p> <p>01/07/2022 Shop Lifting / Assault on Shop worker (Pushed by offender, No injury) Local Store, Rope Lane. Ongoing</p> <p>01/07/2022 Road rage. Scooter Rider Has Kicked wing mirror of a car at the traffic lights. Jack Mills Way. Ongoing.</p> <p>02/07/2022 Vehicle Crime, Wrong Reg. Plates on a car. Ashcroft Avenue. Resolved.</p> <p>03/07/2022 Dangerous driving. (Overtaking on solid white lines). Resolved.</p> <p>04/07/2022 Complaint Against Police Neighbour dispute. Complaint of no prosecutions for Harassment, evidence does not meet threshold. Broomhall Drive. ongoing.</p> <p>05/07/2022 Highway Obstruction (Sheep in road). Resolved.</p> <p>05/07/2022 Dangerous driving (Slow and weaving) Crewe Road. Resolved. (Medical issue). Resolved.</p> <p>06/07/2022 RTC (No injury). Two vehicle bump on Jack mills way. Resolved.</p> <p>07/07 2022 Suspicious male. Walter Rhodes Place. Ongoing.</p>



SHAVINGTON
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	<p>07/07/2022 Animal Welfare. Dog left in abandoned house. Sable road. Ongoing.</p> <p>09/07/2022 Assist other agencies. (Paramedics). Child having a seizure. Black croft close. Resolved.</p> <p>10/07/2022 Vehicle ASB (Boy racers) Jack mills way. Ongoing.</p> <p>12/07/2022 Highway Obstruction. (Debris in road). Rope lane. Resolved.</p> <p>13/07/2022 Highway obstruction. (Large crane performing a u turn) Gresty Lane. Resolved.</p> <p>13/07/2022 Vehicular ASB (Off road motorcycle). Jack mills way. Resolved.</p> <p>14/07/2022 Sextortion (Victim being blackmailed with threats of posting images online.) Hawthorn Close. Ongoing.</p> <p>15/07/2022 RTC (Two vehicle minor collision, no injury). Newcastle road. Resolved.</p> <p>17/07/2022 Drunk driver. Crewe road. Resolved.</p> <p>18/07/2022 Sudden death. (Male found deceased, no suspicious circumstances.) Alfred king close. Resolved.</p> <p>19/07/2022 Drugs. Reports of cannabis use. Little meadow place. Ongoing.</p> <p>20/07/2022 Attempted theft from motor vehicle. (Male trying car doors). English oak avenue. Ongoing.</p>
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SHAVINGTON
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	<p>22/07/2022 Bail breach. (Male not complying with conditions). Rotary way. Resolved.</p> <p>23/07/2022 RTC (Two vehicle no injury). Jack mills way. Resolved.</p> <p>24/07/2022 Highway obstruction (Sheep in road). Main Road / Rope lane. Resolved.</p> <p>26/07/2022 Drugs. (Reports of cannabis use) Wessex close. (Not in park.) Ongoing.</p> <p>29/07/2022 Neighbour dispute. Crewe Road. Ongoing.</p> <p>29/07/2022 Kidnapping. (Female found in confused state claiming she had been dropped off by her kidnapper). Apple Drive. Ongoing.</p> <p>29/07/2022 Theft of bicycle. Hawthorn close. Resolved.</p> <p>30/07/2022 Suspicious activity. (Car abandoned with keys). Jack mills way. Ongoing.</p> <p>25 Domestic Incidents Inc. 2 Serious. (Violence)</p> <p>11 Vulnerable Person Incidents. (Non-Domestic).</p> <p>Missing persons 4 (One child) all found.</p>
<p>Abstractions.</p>	<p>01/07/2022 until 12/07/2022 Summer Holiday. 20/07/2022 Two Hours (Stuck in broken Lift at Crewe Police Station..!!) 24/07/2022 Holiday.</p>
<p>Other information / Incidents of note.</p>	<p>Free Boxing Class Delivered To Local Youths.</p>



SHAVINGTON
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GRESTY

BEAT MANAGERS REPORT	
Month	August 2022
Completing officers	P.C.S.O 20674 P.Corbett.
Ward	Shavington.
Community Engagement undertaken:	Local shops visited. Closed premises checked, including building sites. Patrols of pharmacies, garages and pet food shops Continued welfare checks on identified vulnerable residents.
Traffic activity/enforcement	<u>Tru-Cam.</u> 5 TH Crewe Road 13 th Newcastle Road (Used as speed watch gun) 23 rd Newcastle Road (Used as speed watch gun) <u>Speed watch (Psc0 Corbett and Volunteer).</u> No volunteers available during August.
Surgeries	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
Schools	Closed.
Priority/problems raised and activity carried out to combat	Speeding, parking, Increased presence around certain postcodes after reports of potential bogus callers.
Feedback (how have you made the community aware of what you have done?)	Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting. **Drug work not posted** Cheshire Alert.
Notable contact with partner agencies.	Aspire Housing. NHS Mental health crisis team.

	<p>Dementia UK. DVLA.</p>
<p>Any wider community issues, which have been addressed?</p>	<p>This list is not exhaustive:</p> <p>01/08/2022 Suicidal Resident, Little Meadow Close. Ongoing.</p> <p>01/08/2022 Highway Disruption (Sheep in road). Rope Lane. Resolved.</p> <p>02/08/2022 Anti-Social Behaviour (ASB) Loud Youths in park. Copper Beech Road. Resolved.</p> <p>02/08/2022 Harassment (Malicious Face Book Posts) Wessex Close. Ongoing.</p> <p>03/08/2022 Fraud (Fake investment scam), Clayfield Close. Resolved.</p> <p>03/08/2022 Attempted Theft Of Pushbike. (Two Males in van approached youths and tried to grab bicycles). Ongoing.</p> <p>04/08/2022 Harassment, (Malicious Communications) Crewe Road. Ongoing.</p> <p>05/08/2022 Suspicious Activity, (Two Males in white van going door to door). Ongoing.</p> <p>05/08/2022 Threats to Kill. Rotary Way. Resolved.</p> <p>06/08/2022 ASB (Youths Climbing Trees.) William Stockton Close. Resolved.</p> <p>07/08/2022 Suspicious Activity (Potential drug deal witnessed), Crewe Road. Ongoing.</p>



SHAVINGTON
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	<p>08/08/2022 Road Traffic Collision (RTC), (Loose Dog hit and killed). Crewe Road. Resolved.</p> <p>09/08/2022 Prison Licence Checks (Released Prisoner, checking compliance with release conditions). Alfred Potts Way. Resolved.</p> <p>10/08/2022 Blackmail, Sextortion (Payment demanded to avoid images being posted online). Hawthorn Close. Resolved.</p> <p>11/08/2022 Mental health Crisis. (Psychotic episode). Main Road. Resolved.</p> <p>12/08/2022 Highway Disruption (Abandoned Vehicle). Rope Lane. Resolved.</p> <p>13/08/2022 Alarm activation (Primary school) Resolved.</p> <p>14/08/2022 Neighbour Dispute. Main Road. Ongoing.</p> <p>14/08/2022 Fraud (ID Theft, offenders tried to empty victims bank accounts, Bank declined transactions.) Ongoing.</p> <p>15/08/2022 Highway Disruption (Sheep). Main Road. Resolved.</p> <p>16/08/2022 RTC. (Car hit a telecommunications box and residents wall, medical issue). Resolved.</p> <p>17/08/2022 Drug / Drink Driving. Joseph Locke Way. Ongoing.</p> <p>18/08/2022 Suspicious Activity. (Youths on grounds of empty house on Crewe Road.) Resolved.</p>
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	<p>23/08/2022 Suspicious Activity. (Two vehicles parked up with engines running for long period). Crewe Road. Resolved.</p> <p>24/08/2022 Malicious Communications (Fake Facebook account created). Sable Road. Ongoing.</p> <p>25/08/2022 RTC (No injury). A500 Bypass, Vehicle has struck a sign. Resolved.</p> <p>25/08/2022 Criminal Damage. Fences cut at local sports centre, Crewe Road. Ongoing.</p> <p>27/08/2022 RTC (No injury). A500 Bypass, Van vs Car. Resolved.</p> <p>28/08/2022 Business Alarm. Jack Mills Way. Resolved.</p> <p>29/08/2022 Vehicular ASB. Car playing loud music. Blackcroft Close. Resolved.</p> <p>29/08/2022 Highway Obstruction. (Illegally parked car). Emes Close. Resolved.</p> <p>30/08/2022 Drugs. (Reports of Cannabis use in area.) Puseydale Close. Ongoing.</p> <p>30/08/2022 Suicidal Person. (On wrong side of A500 bridge on Crewe Road.) Ongoing.</p> <p>31/08/2022 Bail breaches (Offender not adhering to their conditions.) English Oak Avenue. Resolved.</p> <p>11 Domestic Incidents Inc. 0 Serious. (Violence)</p> <p>16 Vulnerable Person Incidents. (Non-Domestic).</p>
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	Missing persons 2 (Adults) found.
Abstractions.	14/08/2022 ½ Shift Holiday. 16/08/2022 Full Shift Training. 29/08/2022 Full Shift Public Holiday.
Other information / Incidents of note.	14 th Major search for local resident in urgent need of medical treatment.



SHAVINGTON CUM GRESTY

Traffic Report shavington
 June 2022
 Traffic Overview from Wed Jun 1 2022 to Thu Jun 30 2022
 Vehicle Speed Classes (Mph)

	<15	15 20	20 25	25 30	30 35	35 40	40 45	45 50	50 55	55 60	60 65	65 70	>70	Total	85th Percentile
00:00	0	1	0	120	198	92	16	5	4	2	0	0	0	447	35.8
01:00	0	1	3	55	116	58	14	3	1	0	1	0	0	252	36.9
02:00	0	0	5	32	90	59	15	5	0	0	0	0	0	206	37.4
03:00	1	3	2	11	50	36	16	2	0	0	0	0	0	121	39.0
04:00	1	2	2	35	88	56	9	3	0	0	0	0	0	196	37.5
05:00	0	1	8	63	119	41	17	3	1	0	0	0	0	253	36.8
06:00	0	7	16	136	487	188	64	17	1	0	0	0	0	826	37.2
07:00	0	16	36	345	1192	480	96	14	1	0	0	0	0	2180	35.9
08:00	0	7	68	1097	2837	781	70	8	2	0	0	0	0	4870	34.4
09:00	2	18	169	2073	2604	488	47	2	1	0	0	0	0	5384	33.0
10:00	4	20	178	1885	2281	429	30	4	2	0	1	0	1	4835	32.9
11:00	6	26	233	2078	2789	325	28	1	1	0	0	0	0	5488	32.2
12:00	5	23	261	2154	2254	305	35	1	0	0	0	0	0	5059	32.4
13:00	3	53	299	2011	2427	394	31	3	1	1	0	0	0	5223	32.7
14:00	4	54	314	1897	2301	389	30	7	1	0	0	0	0	4997	32.7
15:00	5	54	319	1834	2112	355	28	3	2	0	0	0	0	4712	32.6
16:00	8	61	470	2237	1942	308	18	4	0	0	1	0	0	5048	32.1
17:00	1	12	232	1841	2470	437	38	5	1	0	0	0	0	5037	33.0
18:00	2	15	159	1583	2619	538	60	8	1	2	1	0	0	4988	33.5
19:00	5	21	128	1497	2242	488	71	9	1	1	0	0	0	4463	33.6
20:00	1	15	101	1041	1647	365	58	16	3	4	0	0	0	3281	33.9
21:00	3	7	77	669	1122	316	47	10	1	1	0	0	0	2253	34.3
22:00	2	7	68	439	746	239	50	10	2	2	0	0	0	1585	34.9
23:00	1	5	20	289	472	163	38	14	1	0	0	0	0	1003	35.2
AM Total	14	102	729	7930	12851	3024	422	67	14	2	2	0	1		
PM Total	40	327	2448	17492	22354	4348	504	90	14	11	2	0	0		
Total	54	429	3177	25422	35205	7372	926	157	28	13	4	0	1		
Percent	0.07%	0.59%	4.36%	34.93%	48.37%	10.13%	1.27%	0.22%	0.04%	0.02%	0.01%	0.00%	0.00%		

Total Vehicles : 72788
 30th Percentile : 28.2 MPH
 50th Percentile : 29.8 MPH
 85th Percentile : 33.4 MPH
 95th Percentile : 36.0 MPH
 Average Speed : 30.4 MPH
 Highest Speed : 3228.2 MPH
 Total Over Speed Limit : 60.0 % (43706 / 72788)



Traffic Report For Crewe Road Shavington.
 July 2022
 Traffic Overview from Fri Jul 1 2022 to Sun Jul 31 2022
 Vehicle Speed Classes (Mph)

	<15	15 20	20 25	25 30	30 35	35 40	40 45	45 50	50 55	55 60	60 65	65 70	>70	Total	85th Percentile
00:00	1	2	19	192	243	125	29	8	1	0	0	0	0	620	36.4
01:00	1	1	9	65	100	60	21	6	0	1	0	0	0	264	37.6
02:00	0	0	2	34	107	63	18	4	1	0	0	0	0	229	37.5
03:00	0	2	7	15	43	42	14	9	0	0	0	0	0	132	39.5
04:00	0	0	4	16	69	59	15	6	1	0	0	0	0	170	38.6
05:00	0	1	9	84	140	59	15	1	0	0	0	0	0	309	36.1
06:00	0	6	14	174	571	260	73	21	1	0	0	0	0	1120	37.0
07:00	0	13	41	416	1281	538	124	20	1	0	0	0	0	2434	36.2
08:00	1	10	67	1096	3217	794	90	7	2	0	0	0	0	5286	34.3
09:00	5	10	174	2082	2904	536	51	2	0	0	0	0	0	5794	33.1
10:00	3	39	254	2005	2467	362	44	2	0	0	0	0	0	5176	32.7
11:00	11	29	310	2114	2413	336	38	7	2	1	0	0	0	5261	32.6
12:00	2	38	318	2204	2474	423	33	4	0	0	0	0	0	5496	32.6
13:00	6	31	297	2022	2392	418	49	6	2	1	0	0	0	5224	32.8
14:00	9	46	280	2032	2450	443	41	9	4	0	0	0	0	5314	32.9
15:00	5	26	262	1786	2384	426	54	5	3	0	0	0	0	4951	33.0
16:00	6	56	393	2036	2318	442	45	3	0	0	0	0	0	5299	32.8
17:00	1	20	194	1960	2721	481	49	14	2	0	0	0	0	5442	33.1
18:00	1	25	252	1832	2611	528	57	7	2	0	0	0	1	5316	33.3
19:00	2	28	238	1749	2351	459	45	8	8	1	0	0	0	4889	33.2
20:00	3	17	140	1252	1688	392	61	11	4	0	0	0	0	3568	33.6
21:00	3	14	75	765	1287	348	68	16	1	3	0	0	0	2560	34.4
22:00	0	14	47	503	858	241	67	7	2	0	0	0	0	1737	34.8
23:00	0	10	32	342	527	202	38	10	1	1	1	1	0	1165	35.3
AM Total	22	113	910	8295	13585	3234	532	93	9	2	0	0	0		
PM Total	38	325	2528	18483	24059	4803	607	100	29	6	1	1	1		
Total	60	438	3438	25778	37644	8037	1139	193	38	8	1	1	1		
Percent	0.08%	0.56%	4.42%	34.43%	48.40%	10.33%	1.48%	0.25%	0.06%	0.01%	0.00%	0.00%	0.00%		

Total Vehicles : 77776
 30th Percentile : 28.2 MPH
 50th Percentile : 29.9 MPH
 85th Percentile : 33.5 MPH
 95th Percentile : 36.3 MPH
 Average Speed : 30.5 MPH
 Highest Speed : 206.0 MPH
 Total Over Speed Limit : 60.5 % (47062 / 77776)



Traffic Report For Crewe Road Shavington.
 August 2022.
 Traffic Overview from Mon Aug 1 2022 to Wed Aug 31 2022
 Vehicle Speed Classes (Mph)

	<15	15 20	20 25	25 30	30 35	35 40	40 45	45 50	50 55	55 60	60 65	65 70	>70	Total	85th Percentile
00:00	0	3	10	114	210	106	30	7	3	1	0	0	0	484	36.4
01:00	0	2	9	64	95	55	20	8	3	0	0	0	0	256	37.8
02:00	0	1	3	41	129	70	18	7	3	0	0	0	0	272	37.6
03:00	0	3	6	15	57	43	22	5	3	0	0	0	0	154	40.1
04:00	1	0	4	22	60	32	14	4	2	0	0	0	0	139	38.7
05:00	0	2	11	85	126	75	17	2	0	0	0	0	0	318	36.4
06:00	0	3	15	183	497	223	81	15	3	0	1	0	0	1021	37.4
07:00	0	10	33	362	1207	515	126	19	1	0	0	0	0	2273	36.4
08:00	1	10	78	1060	3077	804	91	8	1	0	1	0	0	5131	34.5
09:00	1	18	103	1665	3070	587	59	7	0	0	0	0	0	5510	33.5
10:00	0	23	184	1964	2756	461	43	4	0	0	0	0	1	5436	32.9
11:00	6	29	195	2229	2740	391	37	6	1	0	0	0	0	5634	32.6
12:00	4	23	225	2406	2541	409	34	8	2	0	0	0	0	5652	32.6
13:00	4	18	251	2171	2670	468	26	3	1	0	0	0	0	5612	32.8
14:00	1	21	204	2092	2940	470	50	3	1	0	0	0	0	5782	32.9
15:00	1	18	142	1866	2823	485	45	4	2	0	0	0	0	5386	33.1
16:00	1	20	144	1752	2881	580	51	6	3	0	0	0	1	5439	33.4
17:00	0	17	179	1804	2783	553	45	8	2	0	0	0	0	5391	33.3
18:00	0	14	183	1724	2643	509	58	11	2	0	0	0	0	5144	33.4
19:00	3	20	177	1777	2335	478	51	7	0	0	0	0	0	4848	33.3
20:00	4	17	114	1200	1829	448	68	8	2	1	0	0	0	3691	33.9
21:00	4	8	108	877	1290	331	55	17	2	1	0	0	0	2693	34.0
22:00	2	4	64	553	846	285	47	7	2	1	0	0	0	1811	34.9
23:00	1	7	29	280	485	197	33	9	1	2	0	0	0	1044	35.6
AM Total	9	104	651	7804	14024	3362	558	92	20	1	2	0	1		
PM Total	25	187	1820	18502	26066	5213	563	91	20	5	0	0	1		
Total	34	291	2471	26306	40090	8575	1121	183	40	6	2	0	2		
Percent	0.04%	0.37%	3.12%	33.25%	50.67%	10.84%	1.42%	0.23%	0.05%	0.01%	0.00%	0.00%	0.00%		

Total Vehicles : 79121
 30th Percentile : 28.4 MPH
 50th Percentile : 30.0 MPH
 85th Percentile : 33.6 MPH
 95th Percentile : 36.3 MPH
 Average Speed : 30.7 MPH
 Highest Speed : 286.4 MPH
 Total Over Speed Limit : 63.2 % (50019 / 79121)



Report Statement

Meeting: Parish Council meeting

Report Purpose: To receive and consider a recommendation from E&R Committee

Version Control: v1

Author: Clerk

1. Report Summary

This report provides policy for Members' consideration.

2. Background

It is good practice for a Council to review its policy annually, to check that they are fit for the current Council's purpose and accurate (in line with relevant legislation and guidance).

On July 13, E&R resolved to recommend Full Council to adopt the revised version of the Shavington-cum-Gresty Parish Council Allotment Policy.

3. Position

Members are asked to consider the following policy:

- Shavington-cum-Gresty Parish Council Allotment Policy (attached)

4. Sustainability Impact

Environment: neutral as mainly digital

5. Governance

Council must comply with legislation and guidance

6. Financial Impact

Within budget

7. Resource Impact

Clerk time

8. Conclusions

Members are asked:

- a. Note the policy and approve it
- b. Note the policy, request some amendments to be made and approve it
- c. Note the policy and not approve it

9. Consideration Sought

That the policy is approved

Allotment Policy

Adopted by Shavington cum Gresty Parish Council on 7 July 2021
Amended by Shavington cum Gresty Parish Council on 2 February 2022

1. Definitions and Interpretations

“The Council” means Shavington-cum-Gresty Parish Council, and includes any committee of the Council, or any allotment officer appointed by the Council under the Allotments Acts 1908 and 1950.

“Allotments” means an area of land set aside by the Council, and protected by statute, for the purposes of leisure and of growing vegetables, flowers and fruit.

“Allotment Tenant” means any person, 18 years or older and residing within the Council area of Shavington-cum-Gresty, who has entered into an Allotment Tenancy agreement for an allotment plot situated within one of the Council’s allotment sites.

“Allotment Tenancy” means the tenancy agreement incorporating these Allotment Rules and any subsequent amendments.

“Allotment Plot” means a defined area of land, within each allotment site, that is available to rent for an annual sum.

“Allotment Rent” means the annual charge for renting an allotment plot for 12 months, from the 1st April to 31st March. This charge is reviewed annually by the Council.

“Minimum Charge” means the minimum invoice amount that will be issued by the Council.

“Cultivation” means actively growing plants during the main growing season on an area of no less than 75% of the total plot area.

“Non-Cultivation Notice” means a formal notice, sent in accordance with section 7 of these Rules, calling on the tenant to commence cultivation or face further action leading to the termination of the allotment tenancy agreement.

1.1 The Council reserves its right to change the Allotment Rules and procedures from time-to-time, but will make such changes known to tenants in advance in an appropriate manner (e.g. through the Council’s website, on-site noticeboard and by letter). The Council will supply a copy of any updated rules, free of charge to any person who requests a copy. Tenants will be expected to comply with any rule changes, following the consultation and notification process.

1.2 Grandfather rights shall apply up to the date in which this policy has been approved by Council.

2. Eligibility Criteria and Allocation of Plots



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2.1 To be eligible for an allotment a person must be 18 years or older and reside within the boundary of Shavington-cum-Gresty Parish Council (section 23(1) of the Allotments Act 1908).

2.2 The Council will supply information regarding available plots, on a site by site basis, and provide site maps to allow applicants to visit and inspect potential plots before making a decision to confirm their interest in a particular plot. The Council may also have informal arrangements with a number of existing allotment tenants and site representatives who have agreed to show potentially interested tenants around their site.

2.3 When someone confirms their wish to commence a new tenancy, having identified a vacant plot and clarified that they are eligible, then they will be asked to sign a Tenancy Agreement before being allowed to start work on the plot.

2.4 All allotment plots are let on an "as seen" basis. The Council does not routinely carry out improvement or clearance works for new tenants.

2.5 The Council operates a Waiting List. When a plot becomes vacant the plot is offered to the person on the top of the waiting list. People are given two weeks to respond to this offer and if no response is received within this time, their name is removed from the waiting list. If they do not wish to, or cannot, take that plot at that point in time, the Council will allow them to defer whilst staying at the top of the list until another plot becomes available. In this instance, the plot will be offered to the next person on the waiting list. Where, for example two plots become available at the same time, the Council will write to the first two people on the list regarding the two vacant plots and these will be allocated on a "first come first served basis".

2.6 The Tenant shall not sublet or assign or part with possession of any part of their allotment plot.

2.7 In exceptional circumstance the tenancy of the plot might be transferred to a close family member by Council's resolution, provided that at the time of the application supporting evidence are supplied to justify the request. The decision of the Council will be final.

3. Allotment Tenant Responsibilities

3.1 The tenant shall keep their allotment plot in a good state of cultivation, and not allow weeds and grass to seed or to cause a nuisance to neighbouring plots.

3.2 Tenants must only use their allotment plot for their own personal use, and must not use their plot to carry out any business or grow produce for sale.

3.3 The tenant shall not deposit, or permit to be deposited, any refuse, rubbish or extraneous matter on their plot, or any other part of the allotment site. All arising's from the permitted allotment activities shall either be composted on the plot or burnt as outlined1.

3.4 Bonfires are not permitted.

3.5 The tenant shall not cause or permit any nuisance or annoyance to any other tenant, or obstruct or encroach onto other plots, paths and roadways.

3.6 The tenant shall not, without the written consent of the Council, cut or prune any trees growing in a communal allotment area, or in a boundary hedge.



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3.7 The tenant shall not take, sell or carry away any minerals, gravel or clay from the allotment site.

3.8 The tenant shall maintain any shrubs, conifers or trees to a maximum of three metres in height and within the boundaries of the allotment plot. Fruit trees such as apples, pears and plums, the tenant must use dwarfing rootstock.

3.9 The tenant shall not, without the written consent of the Council, plant a hedge or install any type of fence around or on their plot.

3.10 Where a plot adjoins a boundary hedge or ditch, the tenant shall be responsible for keeping the side of the hedge properly trimmed, and the ditches kept cleared.

3.11 The tenant is permitted to bring a dog onto the allotment site, however, for health and safety reasons any such dog must be kept on a lead at all times. All faeces must be removed immediately and disposed of appropriately. Dogs must not be allowed to foul neighbouring plots.

3.12 The tenant shall not keep, or allow other persons to keep animals or livestock (except hens, but not cockerels, or rabbits) on the allotment site. Although it is lawful to keep hens or rabbits on an allotment, the Council requests that it is advised in writing when this is intended and the tenant will need to always demonstrate that this can be done in a way that is not detrimental to the health of the hens or rabbits, and will not cause a nuisance to other allotment tenants (section 12 of the Allotments Act 1950). Any structure required to keep hens or rabbits on a plot is subject to the provisions of section 5 of these Rules.

3.13 The Council encourages tenants to keep bees, in order to promote biodiversity. However, the tenant will need to notify the Council prior to commencing to keep bees or beehives on any Allotment Site. The tenant will need to demonstrate that they are properly experienced, and that bee keeping will not cause a nuisance to other allotment tenants.

3.14 Tenants are permitted to use the main water system only while their plot is being attended

Disputes and Tenant behaviour

3.15.1 Any disputes between tenants should be referred to the Council and the decision of the Parish Clerk will be binding on all tenants involved in the dispute.

3.15.2 Tenants shall not at any time use offensive language or offensive/aggressive behaviour towards other tenants, Council Officers or members of the public.

3.15.3 The Council operates a corporate complaints procedure, and details can be obtained from the Council.

3.16 Each tenant is responsible for providing and maintaining a marker that clearly identifies their plot number.

3.17 Tenants who use pesticides are legally responsible for using these chemicals correctly and effectively. Tenants are advised to refer to the Health and Safety Executive guidance available at <http://www.hse.gov.uk/pesticides/user-areas/garden-home.htm>

3.18 When using any pesticides or fertilisers on their plot, the tenant must:

- only use domestic grade pesticides;



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- take all reasonable care to ensure that other plots, rivers and waterways, grass roads and paths, hedges and trees are not adversely affected, and must make good or replant as necessary should any damage occur;
- select and use pesticides, whether for spraying, seed dressing or for any other purpose whatsoever, so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests;
- comply at all times with current pesticide regulations. Tenants are advised to refer to the Health and Safety Executive database, available at <https://secure.pesticides.gov.uk/garden/prodsearch.asp>, to ensure that specific products may be lawfully used.

3.19 Tenants are prohibited from storing pesticides or other potentially toxic chemicals on allotment plots or in allotment sheds.

3.20 The tenant shall not, without the written consent of the Council, install ponds on their plot(s). Requests to install ponds on allotment plot(s), for example for encouraging the habitation of frogs, will be dealt with on a case by case basis. Factors that will be considered by the Council when dealing with such requests are as follows:

- Size of allotment plot;
- Proposed size of pond;
- Proposed location of pond on allotment plot; and
- Proximity to communal paths and roadways.

3.21 The Tenant is required when entering or leaving the allotment site to lock the gates behind them at all times.

3.22 The Council accepts no liability for any loss, damage or injury to tenants, guests or any other person, or their belongings occurring on allotment sites.

3.23 It is recommended that tenants ensure that they have adequate public liability insurance cover.

3.24 Tenants are not permitted to take, remove or borrow crops, equipment or supplies that belong to other persons without prior consent of the owner thereof.

3.25 Tenants are not permitted to keep any vehicle(s) at the Allotment Site, or obstruct roadways.

4. Council Responsibilities

4.1 The Council will provide public access to staff during normal working hours. The public and allotment tenants can also contact the Council via e-mail and via the Council's website, www.shavingtononline.co.uk

4.2 Tenants are advised to consider the National Allotments Association guidance available at <https://www.nsalg.org.uk/join-us/allotmenteeers-liability-insurance/>. Tenants may also discuss public liability cover with their relevant allotment site representative.

4.3 The Council will encourage and work with allotment associations, and will endeavour to attend meetings when requested.

4.4 The Council will promote best practice on all its allotment sites, and encourage sustainable environmental management. It will seek to make sites accessible and useable for all allotment tenants.



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4.5 The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant will be provided with an access gate key or code for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. Where keys are provided by the Council they remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.

4.6 The Council will arrange for ground maintenance operations to be carried out on every site through its Grounds Maintenance contract. This will include grass cutting on all the roads, (but not the small paths between plots), and boundary hedge cutting

5. Buildings and Structures

5.1 The Council, as landlord, will give permission for tenants to erect one shed and one greenhouse on every plot with neither to be larger than 1.9 metres by 2.6 metres (approximately 6 feet by 8 feet), and the apex of the roof to be no higher than 2.5 metres. Written permission from the Council is required to erect any further provision or structure larger than this size, such as polytunnels. Such larger structures may also require planning permission.

5.2 The Council's consent is subject to tenants obtaining any appropriate planning permission and compliance with any applicable building control regulations. The tenant is liable for any costs in relation to compliance with planning and building control regulations. Any liability associated with failure to comply with current planning and building control regulations is the responsibility of the tenant.

5.3 All buildings and structures on allotments must only be used in connection with the use and management of allotment plots.

5.4 All such buildings should be maintained in a good state of repair and condition. If the Council is not satisfied with the state of repair it may require the tenant to remove the shed, green house or structure forthwith.

5.5 Buildings and structures must not be installed on a permanent base, and must be at least 8 metres away from any riverbank and at least 2 metres from the site boundary.

5.6 When a tenant ceases their tenancy on a plot, they are expected to remove their buildings and structures from the allotment site before their plot is reallocated, unless otherwise agreed with the Council. Such buildings, structures or belongings shall be removed by the end of one month from the end of the tenancy, unless otherwise agreed with the Council. Following the end of this period, any remaining structures on the plot will revert to the ownership of the Council and will subsequently be offered for use by the new tenant.

5.7 Tenants must not remove, demolish or alter in any way sheds or structures provided by the Council and the Council is not liable for loss or damage to any contents stored in sheds and structures owned by the Council.

5.8 Tenants are advised not to store valuable equipment and materials in their sheds or structures, and should not store petrol, oil, lubricants or other inflammable materials.

5.9 Tenants are permitted to install compost bins and structures intended for such purpose. Tenants are also permitted to erect fruit cages and support structures for soft fruit and fruit trees. Barbed wire is not permitted on any part of the allotment site.



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6. Site Management

6.1 The Council will arrange for regular site inspections, to ensure that each site is being properly maintained and used. The Council reserves the right to access any plot or structure in order to carry out these inspections.

6.2 The site inspections will include checking on the performance of the Council's Grounds Maintenance contractor, the cultivation of plots, the condition of site boundaries and identifying any other problems that the Council needs to resolve. It is also an opportunity for Council officers to meet allotment tenants, and to receive feedback.

6.3 Given the high demand for allotment plots the Council wishes to avoid plots being left uncultivated for lengthy periods, especially during the main growing season. However, the Council recognises that cultivation practices can vary during the seasons, and has prepared the following definition to help tenants understand what the Council is expecting:

- A minimum area equal to 75% of the total plot should be under cultivation and in active use during the main growing season (March to September).
- Tenants will ensure that areas of uncultivated ground do not become overgrown to an extent that it will become inconvenient to other or future tenants.
- Tenants are permitted to cover an area of their plot with a cover to inhibit the growth of weeds. Rubber backed carpet is, however, not permitted for this purpose.
- The Council will accept that space can be taken up by raised borders and internal paths, provided the minimum area is under cultivation.
- Fruit trees are allowed (see section 3.8), but it is not acceptable to turn a plot into a fruit orchard, with fruit trees planted on grass exceeding an area equal to 20% of the total plot area. The minimum cultivation rule is still expected.
- The Council will allow new tenants 3 months to cultivate 25% of the plot and 6 months to reach the 75% cultivation requirement. If additional time is required tenants must contact the Council to request a further grace period.

6.4 Any site problems should be reported to the Council as soon as possible.

7. Termination of Allotment Tenancy Agreements

7.1 Tenants will have many reasons to cancel their tenancy agreement, but the Council requires confirmation of the cancellation in writing, giving a minimum of one month's notice. The Council will not refund any rent paid in that year, when the cancellation is at the request of the tenant.

7.2 The Council has the right to terminate the tenancy agreement if the Tenant is found to be in breach of any of these Allotment Rules.

7.3 The Council further reserves the right to terminate an allotment tenancy via one month's written Notice-To-Quit pursuant to section 30(2) of the Allotment Act 1908 if:

- Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or
- It appears to the Council that the Tenant of an allotment, resident more than one mile outside the Village for which the allotments are provided.



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7.4 Where the Council issues a Notice-to-Quit to a named tenant and there is a designated second tenant, the second tenant will only be eligible to take on the plot in exceptional circumstances.

7.5 The Council will initially write to any tenant, where it is considering cancelling a tenancy agreement, explaining the reasons for its concern and asking the tenant for an explanation. Sometimes a plot is not being cultivated due to illness, and the Council will take this into account, and not be unreasonable. A written Notice-To-Quit will only be issued after all reasonable efforts to resolve the issue have been unsuccessful.

- Where the Council considers a plot not to be actively under Cultivation, the Council will send the Tenant a Non-Cultivation Notice requiring the Tenant to commence cultivation of the plot, or if outside the growth period prepare the ground for cultivation, within 28 days;
- If the Council considers that the plot is still not actively under Cultivation, or if outside the growth period the ground has not been prepared for cultivation, the Council may issue a Notice-To-Quit. This notice will formally terminate the tenancy agreement if no further action is taken within 28 days of the date of the notice.

7.6 The Council may be required to cancel or temporarily suspend some tenancy agreements, where the land is required or appropriated under statutory provision, or for purposes for providing new services such as roads or sewers, building, mining or any other industrial purpose. In such unusual circumstances the Council shall give tenants 3 months' notice in writing pursuant to section 1 of the Allotments Act 1922. In all other circumstances the Council shall give tenants 12 months written Notice-To-Quit expiring before 6 April or after 29 September in any year.

7.7 In the event of the death of an allotment plot holder the Parish Council shall be notified, and the tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate at the end of the yearly agreement.

8. Charges

8.1 In April (or soon after) each year tenants will be sent an invoice in advance for allotment rent covering the forthcoming year (1 April to 31 March). New tenants starting during this year will initially be sent a reduced invoice, covering the period from their start date until 31 March. After that they will receive the annual invoice in March.

8.2 The Council reviews its allotment charges on an annual basis, as part of its budget setting process, and tenants are then written to in March, giving them at least 6 months' notice of the introduction of any new allotment charges.

8.3 A reduced Allotment Rent is offered to tenants who are in receipt of an income-based benefit and/or state pension.

9. Change of Address and Notices

9.1 Tenants should immediately inform the Council, in writing, of any changes in their contact details.

9.2 Notices to be served by the Council on the tenant may be:

- Sent to the Tenant's last known address in the Tenancy agreement (or notified to the Council under these Rules) by first or second class post, registered letter, recorded delivery or hand delivered; or
- Sent via email; or
- Served on the Tenant personally; or



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- Left in a prominent place on the Allotment plot.

9.3 Notices served under sub-paragraph a) above will be treated as properly served even if not received as a notice sent by post is presumed (subject to the contrary being proved) to have been received when the letter would ordinarily be delivered in ordinary course of post (section 7 of the Interpretation Act 1978).

10. Personal data

10.1 The Council will treat the personal data of Tenants in accordance with the General Data Protection Regulation and Data Protection Act 2018. Further information is available in the Council's privacy notice. If you have any queries about these Rules please contact the Parish Clerk at clerk@shavingtononline.co.uk or 01270 262 636



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Shavington-cum-Gresty Parish Council Allotment Agreement

Allotment at _____

Plot Number _____

TENANT

Full Name _____

Address _____

Post code _____

Phone _____

Email _____



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

AN AGREEMENT made

this _____ day of _____

BETWEEN

Shavington-cum-Gresty Parish Council (hereinafter called "the Council") of the one part, by their Clerk
Simona Garnero

AND Of
.....

(hereinafter called "the Tenant")

of the other part WHEREBY The Council agrees to let and the Tenant agrees to take on a tenancy for one
year of Allotment No _____ in the Councils Allotment Register commencing on _____ day of
_____ and thereafter from year to year unless otherwise determined in accordance with the terms and
conditions of this tenancy.

At the current rent of £.....

The tenancy is subject to the Allotment Policy laid out by the Shavington-cum-Gresty Parish Council
(attached to this document) and to the Allotments Acts 1908 to 1950, so far as the same are applicable to
the Allotment site

Signed _____ Date _____
(Clerk to Shavington-cum-Gresty Parish Council)

Print name _____

Signed _____ Date _____
(Tenant)

Print name _____



Report Statement

Meeting: Parish Council meeting

Report Purpose: To receive and consider a recommendation from Staffing Committee

Version Control: v1

Author: Clerk

1. Report Summary

This report provides policy for Members' consideration.

2. Background

It is good practice for a Council to review its policy annually, to check that they are fit for the current Council's purpose and accurate (in line with relevant legislation and guidance).

On 3 August, Staffing Committee resolved to recommend Full Council to adopt the revised version of the following policies: Employee Handbook, Officer Code of Conduct, Dignity at work policy, Equal Opportunity Policy

3. Position

Members are asked to consider the following policies:

- Employee Handbook,
- Officer Code of Conduct,
- Dignity at work policy,
- Equal Opportunity Policy

4. Sustainability Impact

Environment: neutral as mainly digital

5. Governance

Council must comply with legislation and guidance

6. Financial Impact

Within budget

7. Resource Impact

Clerk time

8. Conclusions

Members are asked:

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

9. Consideration Sought

That the attached policies are approved



EMPLOYEE HANDBOOK

Adopted Parish Council meeting 01st September 2021

INTRODUCTION

This Handbook covers important aspects of employment, and we ask that you read it carefully in conjunction with the Contract of Employment given to you when you commence employment. It also sets out the Council's approved Personnel Policies and Rules of Employment.

This document is written to inform employees of their rights and conditions of employment but does not form part of your contract. It complements the Council's Personnel Procedures which are written from a management perspective.

Shavington-cum-Gresty Council has adopted the collective agreement known as the "Green Book" issued by the NJC for Local Government Services (comprising representatives of employers & employees). The Green book contains four parts. Part 1 is Principles and Part 4 joint advice. It divides terms and conditions into key national conditions (Part 2) and national provisions which may be modified locally (Part 3).

The Council's Employee conditions of service as set out in this handbook, build on the Green Book. Local procedures are developed in accordance with ACAS guidelines.

The Council sets out to reward the commitment of its staff, consistent with its financial resources and to provide a satisfying and flexible working environment in which staff are given the opportunity to develop.

People are our most important asset, and the quality and attitude of individuals is therefore the key to our continued success. Because of this, we will always treat each employee as an individual, and respect their rights and sensitivities.

NB. References to notifications to be made to the Parish Clerk should be read as Chairman of Staffing Committee when the employee concerned is the Parish Clerk.

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ABSENCES

Absence causes reduced levels of customer service and additional pressure on remaining employees to cover, often at short notice. The Council's Absences Policy provides a framework which helps us all to manage absenteeism and provides support to everyone involved. It recognises the need for a mutually responsible and caring approach to managing absence consistently.

We do accept and understand that from time to time, our staff will be ill, may need to take time away from work to look after their family, or may need to take time off to attend to some other urgent matter. However, for the above reasons, we do view persistent absence from work as a serious matter. Dealing with long term sickness will require a different approach to that needed for repeated short-term absences.

Absence rates will be monitored within our organisation. Along with an employee's absence rate, we will always review and consider the reason for their absence and will discuss this with the employee. By taking the time to understand why our staff are absent from work, we will be able to explore options with them and hopefully find solutions that will help them to attend work regularly. We will always treat staff fairly and will not discriminate in the way we deal with absences or grant time off.

The Absence Policy requires that every employee's absence record is assessed and reviewed with them after every period of absence. The purpose of the review will be:

- ◁ To welcome the employee back to work and provide an update about any developments which have occurred during their absence
- ◁ To check that an employee is fit for work and to understand their wellbeing needs
- ◁ To see whether the Organisation can provide any additional support to help rehabilitation
- ◁ To review the employee's absence record & discuss any patterns of absence which are apparent, and which cause concern
- ◁ To discuss with the employee the impact of their absence on the Council.

The form of the review will of course vary according to each individual's absence record.

APPOINTMENTS

Employees are normally expected to ensure that any appointments made to visit the doctors, dentists, hospital, etc are made in their own time, and outside normal working hours. In the event that this is not reasonably practicable, time off work will be allowed to attend such appointments providing that:

- ◁ the appointment is substantiated with an appointment card, email or text,
- ◁ the timing of the appointment causes as little disruption as possible i.e. at the beginning or end of the working day, and
- ◁ prior permission is obtained from your Manager.

ABSENCE NOTIFICATION

Employees must follow the procedure below for all periods of absence including:

- < sickness
- < appointments-dental/hospital etc
- < other genuine emergency situations

Prior permission must be obtained from your manager for all absence other than unexpected sickness. An Absence Record Form must be completed before the absence commences, for all absences other than unexpected sickness, injuries, or other genuine emergency situations.

Absence for reasons of sickness, injury or other genuine emergency situations must be notified as soon as possible, by telephoning your Manager by 9.30 am. (In the case of the Parish Clerk, a notification will be made to the Staffing Chairman). It is the employee's responsibility to keep the Council advised of circumstances which are preventing the employee from attending work and their likely return date.

In the case of absence because of an emergency situation, you will normally be required to take annual holiday entitlement (or time off in lieu) to cover the period of absence. In extreme cases such as bereavement of a close family member, the Parish Clerk has discretion to grant compassionate leave.

In cases of sickness of 7 calendar days or less, the Self Certification Form will be completed immediately upon return to work. Where, however, the absence is expected to or lasts for a period in excess of 7 days, Fit Certificate(s) [often referred to as Medical Certificates] will be required from a Doctor to cover the employee for the duration. Fit Certificates must be forwarded immediately by the employee. Failure to do so may result in sick pay being delayed or withheld and disciplinary action being taken. On the expiry of your fit certificate, you will be assumed to be fit for work, unless evidence is supplied to the contrary.

If you are taken ill whilst at work and need to go home, the absence must be counted as sick leave and a self-certificate completed. If you go home before 11.00am a full day's absence must be shown on the self-certificate for that day. If you leave after 11.00am a half day's absence must be shown on the self-certificate for that day. Unauthorised absence will lead to disciplinary action which may include dismissal.

Long term sick leave will be reviewed at regular intervals under the Absence Policy. If after a reasonable period you remain unable to work, the Competency Procedure may be invoked.

Pay during absence

You are not entitled to be paid your wage/salary when absent from work unless authorised. However, if your absence is due to illness or injury you will qualify for Statutory Sick Pay (SSP) if you comply

with the Absence Procedure. You may also qualify for Council Sick Pay to make up the difference between (SSP) and your normal salary. See the appropriate section of this handbook.

If you are absent from work due to incapacity caused through an accident and the Council has continued to pay you, the Council reserves the right to recover such sums as appropriate as part of any case for compensation pursued against a third party.

Holidays. For booking holidays or time off in lieu, see Holiday Entitlement below.

ACCEPTANCE OF GIFTS, REWARDS AND HOSPITALITY

The acceptance of gifts and hospitality are particularly sensitive areas. The way in which you receive a gift/hospitality depends on the type of relationship involved and the context in which the gifts/hospitality are offered. Staff should always bear in mind the following points:

There must be nothing in your behaviour, which might give rise to a suspicion that you are acting in your own private interest, which might lead to a conflict of interest.

Your actions should never give the impression to the public; to any organisation with which you deal or to your colleagues that a gift or reward could influence the way in which you deal with any person or organisation.

Staff should always inform the Parish Clerk of gifts/hospitality invitations/rewards made to them and the Parish Clerk should advise the Chairman. Failure to do so will lead to disciplinary action.

You must comply with the Officer Code of Conduct set out as Appendix 1 to this Handbook.

ACCOMPANIMENT

“Workers” have a statutory right to be accompanied by a fellow worker or by a trade union official, where they are required or invited by their employer to attend certain disciplinary, or grievance hearings and they make a request to be so accompanied. This right applies not only to employees working under a contract of employment, but also to workers who are not genuinely self-employed, agency workers, home workers and casuals.

The ‘companion’ will be either:

- ◁ a fellow worker (another worker of the same employer);
- ◁ a full time official employed by a Trade Union; or
- ◁ a lay trade union official or workplace representative who has been specifically certified in writing by their union to act as a companion at disciplinary or grievance hearings.

The statutory right applies to:

Disciplinary meetings which could result in:

- ◁ the administration of a formal warning;
- ◁ the taking of some other action, which will include dismissal;
- ◁ the confirmation of a warning issued or some other action taken.

The Council also allow an employee to be accompanied under the Appeal Procedure or Competence Procedure.

In the case of a Grievance Meeting there may be no automatic legal right for a worker to be accompanied at a fact-finding interview (an investigatory meeting) prior to a formal disciplinary meeting, although if that investigatory interview, for instance, centres on a specific individual and disciplinary proceedings are likely to follow then the right to be accompanied is likely to apply.

ACCOMPANYING PERSON

A worker who has been requested to accompany a colleague employed by the same employer is entitled to take a reasonable amount of paid time off to fulfil this responsibility. A lay trade union official or a workplace representative is also entitled to reasonable paid time off by the employer provided that the worker who has requested to be accompanied is employed by the same employer.

Acting as a companion is voluntary and employees are under no obligation to do so.

The right to be accompanied by a trade union official is not limited to where the trade union is recognised by the employer.

The Council may, at its discretion, allow you to bring a companion who is not an employee or union official (for example, a member of your family, but not a legal representative) where this will help overcome a particular difficulty caused by a disability or where you have language difficulties.

The companion will be allowed to participate in the hearing and to ask questions. The companion has the legal right to address the hearing but does not have the legal right to answer questions on behalf of the worker. Facilities should be made available to allow a reasonable amount of time for preparation and to confer privately during the course of the hearing.

If the designated companion cannot attend a hearing at the time proposed, the worker can suggest a reasonable alternative which must be within 5 working days of the first date suggested.

ADOPTION LEAVE

Any employee who is adopting a child and meets certain qualifying conditions has the right to take 26 weeks ordinary unpaid adoption leave and the right to an additional 26 weeks of unpaid absence.

To qualify, you will need to have been continuously employed for at least 26 weeks. Statutory Adoption pay may be able to be claimed by some employees.

If this may apply to you, you are advised to discuss the matter with the Parish Clerk and if necessary, with the Council's HR Advisers.

ALCOHOL/SUBSTANCE ABUSE

The Parish Council expressly prohibits the use of any illegal drugs or of any prescription drugs that have not been prescribed to you.

It is a criminal offence to be in possession of, use or distribute an illicit substance. If the Parish Council suspects you have committed any such offences whilst on Parish Council premises, whilst within a Parish Council vehicle or whilst engaged elsewhere on Parish Council business, the offence will be investigated and may lead to disciplinary action being taken against you and the matter being reported to the Police.

You may not:

- ◁ report, or endeavour to report, for duty having consumed drugs or alcohol likely to render you unfit and/or unsafe for work;
- ◁ consume or be under the influence of drugs or alcohol while on duty, including during authorised breaks;
- ◁ store drugs or alcohol in personal areas such as lockers and desk drawers;
- ◁ attempt to sell or give drugs or alcohol to any other employee or other person on Parish Council Premises or while on Council business.

You should inform your manager of any prescribed medication that may have an effect on your ability to carry out your work properly and safely. Drugs that cause drowsiness, must not be used while at work.

If you are suffering from a drug or alcohol dependency you should advise a member of senior management of your own choosing. The Parish Council will seek to provide reasonable assistance by treating absences for treatment and/or rehabilitation as sickness absence. If you fail to accept help or fail to continue with treatment you may be subject to the disciplinary procedures.

Alcohol must not be brought on to the Council's premises or consumed in any circumstances without the consent of the Parish Clerk.

Any individual thought to be under the influence of excess alcohol will be escorted from the premises and escorted home and may be subject to action under the laid down disciplinary procedures.

ANTI TAX-EVASION POLICY

The Council has a zero tolerance approach to all forms of tax evasion, whether under UK law or under the law of any foreign country.

Employees of the Council must not undertake any transactions which:

- ◁ Cause the Council to commit a tax evasion offence; or
- ◁ Facilitate a tax evasion offence by a third party.

The Council is committed to acting professionally, fairly and with integrity in all its business dealings and relationships and implementing and enforcing effective systems to counter tax evasion facilitation.

At all times, business should be conducted in a manner such that the opportunity for, and incidence of, tax evasion is prevented.

This policy applies to all persons working for the Council, and its Members, including but not limited to agency workers, seconded workers, volunteers, contractors, external consultants, third-party representatives and business partners, sponsors or any other person associated with it.

APPEAL PROCEDURE

An appeal against a disciplinary/competency/redundancy decision must be notified to the Parish Clerk, in writing, within three working days of the receipt of written confirmation of disciplinary/competence action taken.

The appeal will be considered as soon as possible, and an invitation will be made to discuss the matter fully. The procedure is designed to ensure that employees are treated fairly and lawfully in all matters of discipline, competency and dismissal. An employee is entitled to be accompanied by a fellow employee or accredited trade union representative.

During the appeal meeting, the onus will be on the employee to put forward the grounds for appeal and any new evidence which could alter the original decision. The employee can be requested to provide prior written notification of the reasons for the appeal. If any new information comes to light, we will provide you with details in writing. You will have reasonable opportunity to consider this information before the meeting. If you raise any new matters in your appeal, we may need to carry out further investigation.

Following the appeal, we may:

- ◁ confirm the original decision;
- ◁ revoke the original decision; or
- ◁ substitute a different outcome

The outcome of the appeal will be final, it will be notified to you in writing and copies of all correspondence, will be retained on the personnel file.

Appeals against action taken by a manager will be undertaken by the Parish Clerk. Appeals against action taken by the Parish Clerk will be undertaken by members of the Staffing Committee who have not been part of the original decision or an independent person appointed by the Committee.

If an employee does not accept the annual Employee Development Review, and this cannot be resolved with the Manager, an appeal may be made to the Parish Clerk. The EDR will be reviewed with both the Manager and employee present and the Parish Clerk's decision will be final. If the original appraisal was undertaken by the Parish Clerk, the review will be undertaken by the Chairman/Vice Chairman of Staffing Committee. The Parish Clerk may appeal against his/her EDR and it will be reviewed by 3 members of Staffing Committee not involved in the original review.

ATTENDANCE

The Council requires regularity of attendance from its employees. This is of the utmost importance in maintaining an efficient business and high-quality service to customers. Breaches of this requirement may invoke the Council's Disciplinary Procedures.

BEREAVEMENT

If you suffer bereavement in your immediate family - that is, the death of a parent, spouse, brother, sister, son, daughter, in-laws, legal guardian or partner, paid leave will be allowed for the funeral. Additional compassionate leave of up to 5 days may be allowed for immediate family bereavement at the discretion of the Parish Clerk. (In the case of the Parish Clerk, the discretion will lie with the Chairman and Vice Chairman of Staffing Committee). Time off for funerals will also be allowed for more distant relatives and close friends, at the discretion of the Parish Clerk (or Chairman & Vice Chairman of Staffing Committee).

BULLYING

Workplace bullying is a separate issue from harassment, but the effects can be the same. While workplace harassment benefits from a legal definition, there is no standard definition of bullying. Within the working environment bullying can be described as the use of a position or power to coerce others by fear, oppression or threat.

The Council will not tolerate bullying behaviour at any level, and it is the responsibility of everyone, and particularly managers to do everything possible to eliminate any form of bullying which they become aware of.

Allegations of bullying will be dealt with under the Dignity at Work Policy which forms Appendix 2 of this Handbook and if appropriate the grievance or disciplinary procedure. Any employee who feels they are being bullied should consult any manager or the Parish Clerk.

CAMERA TELEPHONES/EQUIPMENT

It is accepted that in the course of your work that you may need to use any of the following:

- < the camera function of a mobile phone
- < a digital or other camera;
- < a camcorder or similar device
- < a tape or other recording device for sound or pictures.

You should note these rules do not restrict any confidentiality obligations in your Statement of Particulars of Employment, this Handbook, any of our policies currently in force or any other confidentiality or non-disclosure agreement. These continue in full force and effect.

CAR PARKING

Some parking facilities are provided for employees' cars. However, the Council disclaims all liability, whether in negligence or otherwise, for loss of or damage to any vehicle and/or its contents, howsoever caused, whilst left on the premises.

The Council encourage employees to use a more sustainable form of transport where possible, and where a vehicle is not required for business purposes.

COLLECTIONS FOR CHARITIES AND FUND RAISING

The Parish Council is keen to assist legitimate charitable and community activities, provided they do not interfere with the business of the Council. To ensure this does not happen and that the cause or activity concerned is genuine, all such collections and fund-raising must receive prior authorisation from the Parish Clerk. Organisers should ensure that no pressure is placed on staff to contribute.

COUNCIL CAR POLICY

The Council currently does not have a policy which entitles employees to the provision of a car as part of their contract of employment or the equivalent of an annual cash payment.

For use of your own car, see Vehicles and Driving section below.

COUNCIL SICK PAY

The Scheme is intended to supplement Statutory Sick Pay so as to maintain normal pay during defined periods of absence. Employees are entitled to receive Council sick pay after the Probationary Period or after 4 months employment for the following periods, providing the Absence Procedure has been fully complied with:

- ◁ During 1st year of service: 1 month full pay and 2 months half pay
- ◁ During 2nd year of service: 2 months full pay and 2 months half pay
- ◁ During 3rd year of service: 4 months full pay and 4 months half pay
- ◁ During 4th & 5th year of service: 5 months full pay and 5 months half pay
- ◁ After 5 years of service: 6 months full pay and 6 months half pay

The amounts are calculated in accordance with the Green Book. The Council has discretion to extend the period of sick pay in exceptional cases.

COMPETENCE PROCEDURE

This procedure is separate from the Disciplinary Procedure and is not intended to deal with misconduct, rather cases where an employee is unable for any reason to satisfactorily carry out the work required by the job description. It provides a framework within which managers can work with employees to maintain satisfactory performance and to encourage improvement where necessary. It is for guidance and does not form part of your contract of employment.

The Council will make every effort to discuss with the employee, the reasons for the inability to satisfactorily carry out work. It will jointly with the employee, seek solutions such as offering training or development opportunities, additional equipment or if possible changing the duties of the post. It will also look at the time or location if these are relevant. It may be necessary, dependent upon the circumstances of the competence issue, to suspend the employee on full pay, or to limit the scope of the work, whilst the necessary alternatives are investigated.

The capability issue may be associated with health or disability, the Council will seek as much information as possible and may require medical reports. The Council will see if it can make reasonable adjustments which will help you with your disability at work. The issue will never be determined on age grounds, unless there are any statutory requirements.

If these options do not provide a solution, the Council will seek to offer suitable alternative employment where possible. Termination of the Contract of Employment will only be pursued as a last resort.

Stage 1 Competence Hearing

In the first instance, performance issues should normally be dealt with informally between you and your manager as part of day-to-day management or stemming from the annual Employee Development Review. Informal discussions may be held to:

- ◁ Clarify the required standard
- ◁ Identify areas of concern
- ◁ Establish causes of poor performance
- ◁ Setting lengths for improvement and/or
- ◁ Agreeing a time scale for review

The formal procedure will be used for more serious cases, or where informal discussions have not resulted in a satisfactory improvement. The hearing will be held with your manager, another manager or the Parish Clerk. You must also take reasonable steps to attend a hearing. Failure to do so without good reason may be treated as misconduct. You will be entitled to be accompanied to a formal hearing.

The purposes of the first stage hearing include:

- ◁ Setting out the required standards that are considered not to be met;
- ◁ Establishing the likely causes of poor performance;
- ◁ Allowing you the opportunity to explain the poor performance and ask relevant questions;
- ◁ Discussing measures which may help you improve your performance
- ◁ Setting targets for improvements;
- ◁ Setting a time scale for review;

Following the hearing, we will if we deem it appropriate to do so, give you a written warning setting out:

- ◁ The areas in which you have not met the required performance standards;
- ◁ Targets for improvements;
- ◁ Measures such as additional training, or supervision which will be taken with a view to improving performance;
- ◁ A time scale for review;
- ◁ The consequences of failing to improve within the review period, or of further unsatisfactory improvement;

The warning will normally remain active for 6 months, but will be a permanent part of your personnel record. At the end of the review period:

- ◁ If your manager is satisfied with your performance, no further action will be taken; or
- ◁ If your manager feels there has been a substantial but insufficient improvement, the review period may be extended, or
- ◁ If your manager is not satisfied, the matter may be progressed to stage 2.

Stage 2 Competence Hearing

If your performance does not improve within the review period, or if there are further instances of poor performance while your first written warning is still active, we will hold a second capability hearing. The Council reserve the right to proceed directly to the Stage 3 Competence Hearing where poor performance is serious enough to justify this. The purposes of the second capability hearing are similar to those of the first stage hearing but include the identification of further measure which may be appropriate.

Following the hearing, if Council decides that it is appropriate to do so, Council will give you a final written warning, setting out:

- ◁ The areas in which you have not met the required performance standards;
- ◁ Targets for improvement;
- ◁ Any measures, such as additional training or supervision, which will be taken with a view to improving performance;
- ◁ A further time-scale for review;
- ◁ The consequences of failing to improve within the time-scale or of further unsatisfactory performance;

A final written warning will normally remain active for 12months, but will form a permanent part of your personnel record.

Your performance will be monitored and at the end of the review period we will write to inform you of the next step, as follows:

- ◁ If your Manager is satisfied with your performance, no further action will be taken;

- ◁ If your Manager is not satisfied, the matter may be progressed to a stage 3 capability hearing; or
- ◁ If the Manager feels that there has been a substantial but insufficient improvement, the review period may be extended;

Stage 3 Competence Hearing

If your performance does not improve within the further review period set out in the final written warning, or if there are further serious instances of poor performance while your final written warning is still active, we will hold a further capability hearing.

The purposes of the stage 3 hearing include:

- ◁ Setting out the required standards that are considered not to have been met;
- ◁ Identifying areas in which performance is still unsatisfactory;
- ◁ Allowing you the opportunity to explain the poor performance and ask any relevant questions;
- ◁ Establishing whether there are any further steps that could reasonably be taken to rectify the poor performance;
- ◁ Establishing whether there is any reasonable likelihood of the required standard of performance being met within a reasonable time; and
- ◁ Discussing whether there is any practical alternative to dismissal, such as redeployment to any suitable job that is available at the same or lower grade;

In exceptional cases where Council believes that there is a reasonable likelihood of the necessary improvement being made within a reasonable time, a further review period will be set and the final written warning extended.

If performance remains unsatisfactory and there is to be no further review period, Council may:

- ◁ Redeploy you into another suitable job at the same or [if your contract permits] a lower grade; or
- ◁ Dismiss you;

Dismissal will normally be with full notice or payment in lieu of notice, unless you are guilty of gross misconduct within the meaning of our disciplinary policy, in which case we may dismiss you without notice or any pay in lieu.

Employees are entitled to appeal against any dismissal decision, in accordance with the Appeal Procedure.

COMPUTER NETWORK

See IT Policy Documents included in this Handbook as Appendix 5

CONFIDENTIAL INFORMATION

The Council encourages openness and the passing of information both internally; between itself and its partners and to the public. Nevertheless, during your employment you are likely to have

access to confidential information relating to the Council's business or about clients or members of the public.

This may include:

- ◁ business plans, business strategy and marketing plans, not in the public arena
- ◁ financial information relating to financial results and financial forecasts, not in the public arena.
- ◁ details regarding employees and officers including the remuneration and other benefits paid to them.
- ◁ incidents and investigations relating to Parish Council operations or business.
- ◁ information relating to any bids and tenders contemplated, offered or undertaken.
- ◁ confidential reports or research commissioned by or provided to the Parish Council.
- ◁ any trade secrets including know-how and confidential transactions.
- ◁ details of any project on software development or any information relating to any type of replicated digital data medium including magnetic media tape, CD ROM or data designed to be circulated on the internet or any information relating to the methods, tools and techniques used by the Parish Council.
- ◁ information relating to research activities, inventions, secret processes, designs, formulae undertaken
- ◁ details of any transaction, contract or dealings with any person or body in respect of which the Parish Council owes an obligation of confidence to a third party.
- ◁ any information which you have been told is confidential and any information which has been given to you in confidence by clients, suppliers or other persons.

This list is not exhaustive.

Unless acting in the proper performance of your duties, or required by law, you must not disclose to any person or body, or use, any confidential information that you obtain during the course of your employment. These restrictions apply to disclosure of confidential information to work colleagues apart from certain named individuals. These restrictions shall continue after your employment has been terminated but shall cease to apply to any information or knowledge that subsequently comes into the public domain, other than as a result of unauthorised disclosure by you.

Confidential information, in whatever format made or received by you during the course of your employment is the Council's property. You must return to the Parish Council, on request or upon termination of your employment, any confidential information which belongs to the Parish Council and is in your possession or under your control. You must delete, on request, all confidential information in your possession and destroy any other documents and/or items which are in your possession or under your control and which contain or refer to any confidential information. You must not retain any copy/copies of any confidential information belonging to the Parish Council.

At any time during your employment, or following termination of your employment, the Parish Council may require you to provide a written undertaking that you have returned all property belonging to the Parish Council including confidential information and that you have not retained any copy/copies of confidential information belonging to it.

CONTRACTS OF EMPLOYMENT

A Contract of Employment will be given to each employee at the earliest opportunity following their employment commencing. It will contain the statutory written Statement of Employment Particulars and other main terms of Employment.

Two copies will be issued, one to be signed and returned by the employee, the other for his/her retention. Minor amendments to the Contract, e.g. a change in salary, will be amended by letter. More substantial changes, e.g. a promotion, may require the issue of a replacement Contract.

Please keep your Contract, any amendments, your job description and person specification safe for future reference.

DECLARATION OF INTEREST

Staff are required to declare any interest they or a member of their family may have in accordance with the Officers' Code of Conduct.

DEPENDANTS

Employees have the right to reasonable time off without pay during working hours to deal with incidents involving a dependant. (See Absence above). The Parish Clerk has the discretion to allow pay for this time off in urgent cases of real need to deal with the incident. (In the case of the Parish Clerk, the discretion lies with the Chairman & Vice Chairman of Staffing Committee).

The entitlement is to:

- ◁ provide assistance when a dependant falls ill, gives birth or is injured or assaulted.
- ◁ make arrangements for the provision of care for an ill or injured dependant
- ◁ take action in consequence of the death of a dependant.
- ◁ care of a dependant following the unexpected disruption or termination of arrangements.
- ◁ deal with an incident that involves your child and occurs unexpectedly while the child is at school/other educational establishment.

You must inform your manager of the reason for your absence and how long you expect to be absent as soon as is reasonably practicable. Time off work under this right is envisaged as being no more than one or two days in most cases.

A dependant is defined as your spouse, civil partner, child, parent, a person who lives with you other than as your employee, tenant, lodger or boarder, any other person who would reasonably rely on you for assistance if he/she fell ill or was injured or assaulted, or who would rely on you to make arrangements for the provision of care in the event of illness or injury; or in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of their care.

DISABLED PERSONS

If you are disabled, please ensure that the Council has a record of this and, if you are registered disabled, of your disablement number. The Council's Equalities Policy seeks to eliminate discrimination on the grounds of disability.

The Council will consider any reasonable request to carry out adaptation to make it easier for you to carry out your work.

DISCIPLINARY PROCEDURE

INTRODUCTION

This disciplinary procedure is designed to help and encourage employees to always achieve and maintain acceptable standards of conduct and job performance, including the need to:

- ◁ Fulfil the duties specified in their contract of employment.
- ◁ Be honest and act beyond suspicion of dishonesty.
- ◁ Maintain high standards of integrity and conduct to protect the council's image and reputation with the public.

This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. The list is not exhaustive.

- ◁ Unsatisfactory time keeping.
- ◁ Time wasting.
- ◁ Absenteeism, including any absence from work during a working day without prior authorisation or instruction.
- ◁ Damage to, or unauthorised use of council property.
- ◁ Failure to comply with rules and regulations applicable to job requirements.
- ◁ Minor breaches of your contract of employment.
- ◁ Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the council.
- ◁ Obscene language or other offensive behaviour.
- ◁ Insubordination or refusal to follow instructions.
- ◁ Any other conduct that from time to time is defined by the Council as amounting to misconduct or breach of Council General Rules.

This Procedure applies to all employees regardless of status or length of service, except to employees in their probationary period. It is for guidance and does not form part of your contract of employment. This Procedure does not apply to cases involving genuine sickness absence; proposed redundancies; or poor performance and competence.

GENERAL RULES

- ◁ Employees have an obligation to ensure that they conform to the requirements of the Equalities Policy and must not act in a manner which could be considered to be of an unlawful discriminatory nature against fellow employees, customers, or other people with whom they come into contact on the Council's business.

- ◁ Employees are expected to achieve and maintain a good standard of workmanship and cleanliness and to show a conscientious approach to the job or to the detail of that job to a standard that may reasonably be expected.
- ◁ To ensure maximum efficiency, employees are engaged on the basis that they must be prepared to undertake reasonable duties other than those for which they have been specifically engaged.
- ◁ The telephone, internet, emails or postal service must not be used for private purposes without prior permission.
- ◁ Visitors are not allowed on to the premises at any time without prior authority.
- ◁ An orderly and courteous manner must be maintained in front of customers, visitors and the public.
- ◁ It is not permitted to remove material or equipment of any kind from the Council or any other place of work without prior written permission.
- ◁ The Council's or customers'/clients' time, material or equipment must not be used for any unauthorised use.
- ◁ All authorised notices displayed are expected to be read and observed.
- ◁ Employees are expected to act wholeheartedly in the interests of the Council at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be in breach of the Council's rules.
- ◁ Employees must not perform, arrange, or carry out any work or activity which could be considered to be in competition with or which adversely affect in any way the Council's interests.
- ◁ Employees must act in accordance with the Council's operating procedures and policies.
- ◁ Employees must take reasonable care of the health and safety of employees and third parties.
- ◁ Comply with all reasonable instruction given by your manager.
- ◁ Comply with the Council's rules for IT and social media.
- ◁ Comply with Data Protection legislation and procedures.

For first instances of minor misconduct, the employee's manager or Parish Clerk may speak to the employee informally before implementing a formal disciplinary procedure. However, there is no obligation for the employee's manager or Parish Clerk to do this.

SCOPE

The procedure applies to all employees of Shavington-cum-Gresty Parish Council.

VERBAL WARNINGS

Verbal Warnings are issued by a manager or the Parish Clerk (or in the case of the Parish Clerk, nominated members of Staffing Committee) for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning, he or

she will be warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the Council. A note confirming the Verbal Warning will be placed on the employee's personnel file. A Verbal Warning will normally remain in force for 6 months but remain permanently on your Personnel record.

The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

FIRST WRITTEN WARNING

In the case of a serious offence or repetition of an earlier minor offence the employee will normally be given a First Written Warning. A First Written Warning will be issued by the employee's manager or Parish Clerk (or in the case of the Parish Clerk, nominated members of Staffing Committee) and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action; and
- iv. the employee's right of appeal.

A first Written Warning will normally remain in force for 12 months but remain permanently on your Personnel Record. The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

FINAL WRITTEN WARNING

If further misconduct occurs within the time period specified in a First Written Warning, or if the misconduct is sufficiently serious, the employee will be given a Final Written Warning. A Final Written Warning will be issued by the Parish Clerk (or in the case of the Parish Clerk, nominated members of Staffing Committee) and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or a failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action up to and including dismissal; and
- iv. the employees right of appeal.

Final Written Warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct, but is sufficiently serious enough to warrant only one written warning. A Final Written Warning will normally remain in force for 24 months, but will remain permanently on your personnel records.

STANDARD COUNCIL DISCIPLINARY PROCEDURE

The Council will investigate the alleged misconduct and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses.

The Council will set out in writing the alleged conduct or other circumstances which lead the Council to contemplate dismissing the employee or taking disciplinary action against the employee and the basis for the allegation and will send the employee a copy of the statement inviting the employee to attend a disciplinary meeting to discuss the matter. The employee will be provided with a reasonable opportunity to consider his or her response to the information provided in the statement before attending the meeting. The employee must take all reasonable steps to attend the meeting.

Disciplinary meetings will normally be convened within 10 working days of the Council sending the employee the written statement referred to in 6.2 above. The employee may be accompanied to any disciplinary meeting by a fellow employee or by a representative of a trade union. The Council will be represented by the employee's manager or Parish Clerk, an advisor to the Council, or if the disciplinary action is against the Parish Clerk, members of Staffing Committee.

If the time or date proposed for the meeting is inconvenient (either for the employee or for the Employee's companion should he or she wish to be accompanied to the meeting pursuant to the point above) the employee may ask to postpone the meeting by up to 5 working days.

The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's representative(s) time to consider their decision.

After the meeting the Council will inform the employee of their decision and any applicable sanction within 5 working days. The meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.

If the employee wishes to appeal against the decision, he or she must notify the Council in writing within 5 days of receiving written notice of the decision.

If the employee notifies the Council that he or she wishes to appeal, the employee will be invited to attend a disciplinary appeal meeting before the Council's Appeals Committee. The employee must take all reasonable steps to attend that disciplinary appeal meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union.

A disciplinary appeal meeting will normally be convened within 10 working days of the Council receiving notification that the employee wishes to appeal. If the meeting date is inconvenient for the employee or the employee's companion he or she may ask to postpone the meeting by up to 5 working days.

The appeal hearing will:

- ◁ Consider any new evidence the employee wishes to put forward or any new evidence from the manager.
- ◁ Review the original disciplinary penalty.
- ◁ Not increase the severity of the original penalty

The disciplinary appeal hearing will not necessarily take place before any disciplinary sanction imposed by the manager takes effect. If the employee's appeal is against dismissal and the appeal is successful, the employee will be reinstated, and continuity of employment will be preserved.

The hearing may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's representative time to consider a decision.

After the disciplinary appeal hearing the Council's will inform the employee of the final decision within 5 working days. The hearing may be reconvened for this purpose. The decision will be confirmed to the employee in writing.

There is no further opportunity for the employee to appeal.

COUNCIL DISMISSAL PROCEDURE FOR USE IN GROSS MISCONDUCT

In the case of further misconduct within the time period specified in any Final Written Warning or if the misconduct is sufficiently serious and the Parish Clerk [or Staffing Committee] deems it to be appropriate to contemplate the dismissal, demotion or suspension (without pay) of the employee the following formal disciplinary procedure will be followed.

The following list provides examples of conduct that will normally be regarded as Gross Misconduct. This list is not exhaustive:

- ◁ Refusal or repeated failure by an employee to carry out his or her duties.
- ◁ Falsification of documents or information (including expense claims).
- ◁ Unauthorised disclosure of confidential information.
- ◁ Assault, physical violence or bullying whilst acting or purporting to act on behalf of the Parish Council.
- ◁ Insulting, indecent or offensive behaviour towards a fellow employee or any other person whilst acting or purporting to act on behalf of the Parish Council.
- ◁ Serious or repeated harassment (including sexual and racial harassment).
- ◁ Incapacity at work due to the influence of alcohol, unprescribed drugs, alcohol or any other substance.
- ◁ Wilful damage to Council property.
- ◁ Deliberately accessing internet sites containing pornographic, offensive or obscene material.
- ◁ Theft, unauthorised use or possession of Parish Council property or fraud.
- ◁ Serious insubordination.
- ◁ Conduct bringing the Parish Council into disrepute.
- ◁ Serious breach of health and safety.
- ◁ Any other conduct that from time to time is defined by the Parish Council.

If an employee is accused of any Gross Misconduct, he or she may be suspended from work on full pay pending the outcome of an investigation into the alleged offence(s). Such a period of suspension will not normally exceed 20 working days unless there are exceptional circumstances.

The Council's representative will investigate the matter and will establish the facts surrounding the complaint as necessary, taking in to account the statements of any available witnesses. As part of that investigation the employee will be interviewed.

If the Council's representative believes that there is sufficient reason, following a disciplinary hearing, to consider that the employee is guilty of gross misconduct his or her employment will be terminated summarily without notice or pay in lieu of notice.

The Council's representative will send the employee a statement, setting out the allegations of misconduct that led to the employee's dismissal and the basis for thinking that the employee is guilty of that misconduct. The date on which the employment terminated will be confirmed to the employee and the employee may be reminded of any continuing obligations he or she may have following the termination of employment. This statement will also explain the employee's right to appeal against the decision.

If the employee wishes to appeal against the decision he or she must notify the Council's representative in writing within 5 working days of receiving notice of the decision.

If the employee appeals, the Council's representative will invite the employee to attend a disciplinary appeal hearing convened by the Chair /Vice Chairman of the Appeals Committee. The employee must take all reasonable steps to attend the hearing. The employee has the right to be accompanied to a disciplinary appeal hearing by a fellow employee or by a representative of a trade union.

Any disciplinary appeal hearing will normally be convened within 10 working days of the Council's representative receiving notice from the employee that he or she wishes to appeal. If the date of the meeting is inconvenient for the employee or his or her companion the employee may ask to postpone the meeting by up to 5 working days.

After the disciplinary appeal meeting the employee will be informed of the Council's final decision within 5 working days, the meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.

GENERAL PROCEDURAL INFORMATION

Verbal Warnings and First Written Warnings will normally be issued by the employee's manager or Parish Clerk. Final Warnings and dismissals will normally be carried out by the Parish Clerk. Disciplinary proceedings raised under the standard Council disciplinary procedure will also normally be investigated and any meetings to discuss the disciplinary proceedings conducted by the employee's manager or Parish Clerk.

Where disciplinary proceedings are instigated against the Parish Clerk, Verbal Warnings and Written Warnings will be given by the Staffing Committee. Any investigations and any meetings will be carried out by the Council's Staffing Committee. Dismissal of the Parish Clerk will be ratified by Council. Any disciplinary appeal meeting will be conducted by members Appeals Committee who do not sit on the Staffing Committee.

DUTY OF FIDELITY

All Council employees, regardless of their seniority or level of responsibility, have a duty to always act in the best interests of the Council. This includes devoting all time and attention to the proper performance of duties during working time; avoiding actions or inactions that may bring the name or reputation of the Council into disrepute; and not undertaking work, either personally or on behalf of someone else, that would compromise the Council's services.

EMPLOYEE DEVELOPMENT REVIEW

As part of the Council's drive to improve quality and efficiency, employees will undergo an annual employee development review and may be given individual targets which reflect contributions to the

Council's business plan objectives. The results may be used as part of the criteria for determining any incremental progression.

EMPLOYEE'S PROPERTY

The Parish Council accepts no responsibility whatsoever for damage or loss to employees' property left on the Council's premises. The Parish Council will, of course, take every reasonable step to recover lost property, but you are advised not to leave articles of value on the premises.

EMPLOYERS' LIABILITY/PROFESSIONAL INDEMNITY

Under the Employers' Liability (Compulsory Insurance) Act 1969, the Council is insured against liability for personal injury and/or disease sustained by its employees arising out of or in the course of their employment.

Professional Indemnity cover provides protection against breach of professional duty. The policy is designed to protect you against claims made by third parties. A comprehensive list of all insurances is held by the Council and can be inspected by any member of staff on request.

ENVIRONMENT

The Council is very aware of their legal and moral responsibilities to look after the local and global environment. As a result, they have in place an Environment Policy and operating procedures which jointly govern how this is done. All employees are expected to contribute to implementing these policies and procedures.

EQUAL OPPORTUNITIES

The Council is an Equal Opportunities employer. It is firmly committed to equal opportunities policies which aim to eliminate discrimination wherever it may exist on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation or marriage or civil partnership, in the recruitment, promotion and training or application of any employment conditions of its staff and in the provision of its services. The Parish Council will be proactive on equality and review its achievements in this respect.

Disciplinary action will be taken against an employee found to be unlawfully discriminatory to prospective or current employees, customers, or suppliers. The Council will also expect its contractors and partners not to discriminate and to be positive about equality.

FLEXIBLE WORKING

Employees with at least 6 months continuous service are entitled to request a formal flexible working arrangement, on a permanent basis, in terms of hours, location and pattern of work, in order to enable them to care for a child under 6 years (18 if registered disabled). Employees are requested to submit a written application at which time the Council will convene a meeting to discuss the circumstances and effect on the Council.

In addition to this statutory condition, the Council has a family friendly and work-life balance policy and will consider requests for flexible working sympathetically, where it does not disrupt the business in any of the following ways:

- < burden of additional costs;
- < detrimental effect on ability to meet customer demand;
- < inability to reorganise work among existing staff;
- < inability to recruit additional staff;
- < detrimental impact on quality;
- < detrimental impact on performance;
- < insufficiency of work during the periods the employee proposes to work;
- < planned structural changes within the Council.

It is intended that this policy will prove beneficial to both the employee and the Council, and the hours which you work in any week will normally agreed with your manager.

GOOD HOUSEKEEPING

You have a responsibility to contribute to 'good housekeeping' and to help to maintain the tidiness and cleanliness of the workplace. In particular, you are responsible for tidying up after completing work and leaving your workstation in a clean condition and for the safe collection and storage of materials delivered to your order. Staff should always seek to optimise the use of resources and minimise waste
e.g. paper, heat, light, power etc.

GRIEVANCE PROCEDURE

Where there is a grievance relating to any aspect of employment, the following procedure should be adopted.

Wherever possible, grievances should be taken up with the relevant manager, or Parish Clerk informally before the formal Grievance Procedure is used.

The grievance should be raised verbally, or in writing, with the Parish Clerk. Where appropriate a meeting will be held to enable the employee to give full details. Sufficient time will then be allowed for the facts of the case to be considered, and the outcome notified to the employee.

The grievance will normally be considered by the Parish Clerk, however if he/she is part of the grievance issue, or has made the grievance, this will be undertaken by the Chairman/Vice Chairman of the Staffing Committee.

The employee is entitled to be accompanied by a fellow employee or accredited trade union representative.

The decision will always be confirmed in writing. If the employee is not satisfied with the outcome, they will have the right to appeal.

HARASSMENT

The Council recognises the right of every employee to work in an atmosphere free of harassment and to complain about it should it occur. The Council agrees to take appropriate steps to promote such a workplace. It is against the policies of this Council for any employee to harass another

employee in any way. Such conduct will not be tolerated. All employees will be expected to comply with the Council's comprehensive Dignity at Work Policy, included in this Handbook as Appendix 2. The Policy also explains how you can get help or make a formal complaint if you feel your are being harassed or just feeling uncomfortable.

HEALTH AND SAFETY

Please make sure you read and understand the Council's Health and Safety Policy, and the organisation and arrangements for fulfilling that policy. Each employee will be given a copy. You must have regard for the safety and well-being of yourself and others at work. Please report all potential hazards, dangerous occurrences and accidents to your manager or the Parish Clerk. Advice is available from the Council's nominated consultants if necessary. It is important that you co-operate with any investigations into accidents or dangerous occurrences.

You will be issued with personal protective equipment and clothing where this is appropriate to your duties. You are required to wear this as directed.

Accidents

If you are injured during the course of your work or are involved in a dangerous incident, report this to your manager or the Parish Clerk as soon as possible. Please ensure that an entry is made in the Accident Book, which is kept on the premises.

Fire Instructions

You must familiarise yourself with the instructions displayed on the notice boards. Please also acquaint yourself with at least the two fire exits nearest to the area in which you are working. Regular Fire Tests/Drills will be carried out.

First Aid

During normal working hours first aid treatment is available from appointed first aiders. Please have treatment for any injury sustained at work, no matter how slight it may appear at first. Names of qualified first aiders within the Council will be displayed on the notice board. All treatment must be logged in the Accident Book.

Display Screen Equipment/Eye Tests

To meet the requirements of the Display Screen Equipment Regulations, the Council will provide a free eye test for all staff who use VDU equipment as a major part of their job role. It is the Council's intention to optimise the use and application of display screen equipment within the Council, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.

HOLIDAY ENTITLEMENT

Annual holiday entitlement

The Council's holiday year runs from 1st April to the following 31st March. Allow employees to carry forward up to 5 days holiday entitlement into the following leave year at the Parish Clerk's discretion

During your first full holiday year of employment with the Council (unless you have previous continuous local government service), you are entitled to 25 days holiday. Your entitlement for the holiday year in which you join the Council is calculated on a pro rata basis i.e. 1/12th of entitlement for each complete month of service, rounded up to the nearest whole day.

After 12 months or more continuous service with the Council or previous local authority, your holiday entitlement will then be increased by one day for each complete year of service up to a maximum of 5 days additional holiday (maximum 30 days).

As a condition of the holiday entitlement, you may be required to use part of your annual leave entitlement to enable offices to stay closed for the whole of the Christmas period.

Holidays are paid at your current wage/salary for the appropriate days. All holidays and bank holidays are allowed on a pro rata basis for part time staff. In the case of casual employees, your rate is enhanced to include holiday pay which is clearly shown on your payslip.

Paid holiday entitlement will be reduced, pro rata, in any year when your total absence due to sickness or injury exceeds an aggregate of twelve weeks.

You must agree the dates of your holidays with your Manager in advance which must be authorised and entered on your Time off/ Extra Hours Record. Where too many employees require the same holiday period which if granted would impair the efficiency of the operation, management will grant holidays on the basis of first request, first granted.

Subject to the required notice of the holiday dates requested being given in the usual way (see the section on Holiday entitlement) you will normally be able to use your holiday entitlement to observe special religious holidays.

On leaving the Council, you will receive payment for any part of the accrued annual holiday entitlement not taken, and for which you would normally have been paid. If you have taken more than your accrued entitlement at the date of leaving, the excess will be deducted from salary or other monies due to you. In calculating accrued entitlement for this purpose, your employment ends on the day you cease to work.

Public & Bank holidays

You are entitled to the following public & Bank holidays with pay.

- < Good Friday
- < Easter Monday
- < May Day
- < Spring Bank Holiday Monday
- < Late Summer Bank Holiday Monday
- < Christmas Day
- < Boxing Day
- < New Year's Day

An alternative day will be designated where any of these days fall on a Saturday or Sunday, where Saturday or Sunday do not form part of the normal working week. Precise holiday dates will be published as soon as possible each year.

Please note, that part-time staff will be allocated these bank holidays on a pro rata basis.

Sickness during holidays

If you are absent on sick leave, you will continue to accrue your full statutory holiday entitlement (currently 5.6 working weeks). However, any contractual holiday entitlement over and above the minimum statutory holiday entitlement will not accrue during any paid or unpaid period of sick leave once you have been continuously absent for a period of one month.

This entitlement is subject to the following strict conditions:

- ◁ The total period of incapacity must be fully certificated by a qualified medical practitioner (where it exceeds seven days).
- ◁ You must contact your manager by telephone as soon as you know that there will be a period of incapacity during your holiday.
- ◁ You must submit a written request no later than 3 days after returning to work setting out how much of the holiday period was affected by sickness and the amount of leave that you wish to take at another time.

If you are ill or injured before the start of a period of planned holiday, your manager will consent to you postponing the holiday dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the rules on sickness absence. You must submit a written request to postpone the planned holiday and this must be accompanied by a letter from your doctor confirming that you are unfit, or is still likely to be unfit, to take the holiday.

Your manager may require you to take all or part of your replacement holiday on particular days. The Parish Council is not required to provide you with any minimum period of notice to do this but will endeavour to provide reasonable notice.

HOURS OF WORK

Your normal hours of work are stated in your Contract of Employment but are based on a standard week of 37 hours. You are expected to work flexibly in accordance with the demands of the job and your specific hours will be agreed by you with your Manager. The Council reserves the right to change working hours after the usual consultation process with staff.

The Parish Clerk will be responsible for ensuring adequate cover is maintained for the Council's services during working hours.

The Parish Clerk will determine the need for overtime, when it is to be worked and the employees required, taking into account the circumstances appertaining at the time. Except in the case of an emergency, you will be consulted on any overtime requirements by the Parish Clerk and as much notice as is possible will be given within the demands of business.

Overtime must be authorised in advance by the Parish Clerk or relevant manager. Eligible staff will normally be given time off in lieu, for over time, but may, at the discretion of the Parish Clerk, be paid at overtime rates. The first half hour worked on any day will not be classed as overtime, but as "flexible working", and will not attract time off in lieu or overtime payment. No payment is made for travelling time where overtime is worked, except in the case of split shifts.

Employees who earn in excess of Scale Point 22 are not normally eligible for overtime payments, except at the discretion of the Council.

Overtime payments are made at the following rates:

Weekdays	Time and a half
Saturday	Time and a half
Sunday and public holidays	Double time

Part-time employees are entitled to these enhancements for weekdays only after 37 hours.

The Working Time Regulations determine entitlements for working hours, breaks, rest and holidays. The following is a guide only to the provisions relevant to the Council.

- ◁ Weekly working time will be limited to an average of forty-eight hours calculated over a reference period of seventeen weeks.
- ◁ The reference period may be amended by a relevant agreement (for the definition, see below).
- ◁ Absences through sickness, holiday or maternity leave are excluded from the calculation, but absences for other reasons will serve to reduce the average working time.
- ◁ Workers may opt out of the weekly working time limit by individual written agreement, but they retain the right to opt back in by giving seven days' notice or up to three months' notice if so specified in the opt out agreement. In the event of any individual opting-out, the employer will have to maintain a list of those who have opted-out.
- ◁ Adult workers will be entitled to a rest period of not less than eleven consecutive hours and workers under the age of eighteen to a rest period of not less than twelve consecutive hours in each period of twenty-four hours during which they work.
- ◁ Adult workers will be entitled to a rest period of not less than twenty-four hours in each seven day period or a rest period of not less than forty eight hours in each fourteen day period.
- ◁ Workers under the age of eighteen will be entitled to a rest period of two days (i.e. each day starting at midnight) in each seven day period.
- ◁ Adult workers will be entitled to a rest break when daily working time is more that six hours. The rest break may be fixed by a relevant agreement, but, if not, it shall be an uninterrupted break of at least twenty minutes.
- ◁ Workers under the age of eighteen will be entitled to a rest break of thirty minutes when daily working time is more than four and a half hours.
- ◁ There are no relevant agreements currently in force at the Council.
- ◁ A significant exclusion from application of the Regulations is for those who regulate their own working time, particularly managers. If a person's working time is genuinely determined by him/ herself, then there is only a statutory entitlement to paid holidays and health assessment.
- ◁ Holidays, daily rest, weekly rest and daily breaks are only entitlements and not obligations. If a worker chooses not to take up any entitlement, there is no obligation on the employer to provide it.

IDENTITY DOCUMENTATION

Before you started work, the Parish Council will have requested documentation from you proving your entitlement to work in the UK. The Parish Council is required to check and to

satisfy itself that you are the rightful holder of any document/s that you provide. All documents will be checked for the likeness of photographs, dates of birth being consistent with your appearance, expiry dates, stamps, endorsements and names.

Photocopies of the document/relevant parts of the document will be kept on your personnel file. Depending on the particular documentation which you have provided prior to commencing your employment, the Parish Council may be required to undertake follow-up checks of your documentation on an annual basis. If in such circumstances you are unable to provide original copies of the documentation required in terms of the relevant legislation, your employment may be terminated.

INDUCTION

For new employees, induction training is carried out as soon as possible after a he/she commences employment, to accelerate their ability to do the job. The objectives of this training are to ensure that the new employee is:

- ◁ able to understand the Council's philosophy, hierarchy, organisation and geography.
- ◁ introduced to immediate colleagues and other relevant employees.
- ◁ familiar with all the conditions which relate to his/her employment.

INFORMATION AND CONSULTATION

The Council is exempt from the provisions of the Information and Consultation of Employees Regulations 2004, but never the less will provide employees with a level of Information and consultation. This will include all statutory notifications and the right to comment on changes to working conditions.

INVESTORS IN PEOPLE

The Council has a very strong commitment to the principles of 'Investors in People' national standard and all its human resource development policies and procedures reflect this.

JOB DESCRIPTION

A job description has been prepared for each post, to give an accurate description of the main duties, responsibilities and relationship involved. It does not include every activity that might have to be done, but whatever is necessary to show the nature and purpose of the job.

A copy will be issued with the Contract of Employment.

JURY SERVICE

Employees are entitled to time off work to fulfil their obligations with regard to Jury Service. In the event of an employee being summoned to attend for Jury Service, they must notify the Parish Clerk immediately on receipt of the Jury Summons, giving details of dates they are required to attend the Court.

In the event that an employee is retained on Jury Service for a prolonged period, the employee has an obligation to notify the Parish Clerk and should keep in regular contact throughout the period.

Employees are expected to return to normal working immediately following their release from their duties. Employees are entitled to payment for this time off, but should claim expenses from the Court to cover their costs, and also compensation for loss of earnings. These will be payable to the Council.

LITERATURE

You may display, with the permission of the Parish Clerk, relevant literature on the premises.

MAKING A PROTECTED DISCLOSURE (Whistle-blowing)

You must notify the Parish Clerk immediately if you have knowledge of (or have reason to suspect) any criminal activity, theft, fraud, or other suspicious act taking place within or relating to our services.

Furthermore, everyone has a responsibility to be alert to strangers and suspicious persons who appear to have no obvious reason for being on (or loitering near) Council events or premises.

Employees are entitled to specific rights relating to the disclosure of certain types of information (or whistle-blowing). This protection applies in the following circumstances where the employee has reasonable belief that:

- ⟨ a criminal offence has been committed, is being committed or is likely to be committed;
- ⟨ a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;
- ⟨ a miscarriage of justice has occurred, is occurring or is likely to occur;
- ⟨ the health or safety of any individual has been, is being or is likely to be endangered;
- ⟨ the environment has been, is being or is likely to be damaged; or
- ⟨ information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

However, there will not be protection for the disclosure if the employee commits an offence by making the disclosure, or it is a disclosure in respect of which legal professional privilege would apply.

Qualifying Procedures

In order for the disclosure to be protected, the employee must make it by one of the following methods or procedures:

- ⟨ to the employer, or legally responsible person or appropriate person authorised by the employee to receive disclosures;
- ⟨ to a legal advisor;
- ⟨ to a prescribed person (i.e. to a listed regulatory body, such as the Health and Safety Executive, the Audit Commission or the Environmental Agency).

In addition, disclosure is protected if it is to an individual unconnected with the organisation, such as the police or the media. In this case an employee will only be protected if;

- ◁ the matter has previously been raised with the employer or prescribed person, or it has not been so raised because the employee reasonably believes that he or she will be victimised;
- ◁ if there is no prescribed person, the employee has a reasonable belief that a complaint to the employer would result in evidence being concealed or destroyed;
- ◁ the information has already been disclosed to the employer or prescribed person;
- ◁ the information is serious enough to justify bypassing one of the other specified procedures;
- ◁ the disclosure is made in good faith, in the reasonable belief that the claims are substantially true, not for the employee's personal gain; and
- ◁ it is "reasonable in all the circumstances" to make the disclosure.

MATERNITY & PREGNANCY

INITIAL OBLIGATIONS/NOTIFICATION OF PREGNANCY

You are required to notify your Manager of the following at least 28 days before you want your maternity absence to begin and in order to meet the requirements of Statutory Maternity Pay (SMP).

- ◁ That you are pregnant.
- ◁ Of the expected week of childbirth
- ◁ Of the date you want your maternity leave to start. This cannot be earlier than the 11th week before the week baby is due.

Although the latest you can leave it is 28 days before you want your absence to begin, it is advisable to inform your Line Manager as early as you are able, to ensure your Health and Safety rights are implemented and so that you can take your entitlement to time off for ante natal care. It is perfectly acceptable to inform your line manager of the pregnancy as early as you want, to take advantage of your rights, but not put your official written notification in until at least 28 days before wishing to commence maternity leave.

For the Council's part we will respond to your notification within 28 days, advising of your return to work date, along with your maternity pay entitlements. If you take your full entitlement to maternity leave your return to work will be 52 weeks from the start of your leave.

ANTE-NATAL CARE

Under the terms and conditions governing your employment you are entitled to paid time off for ante- natal care so long as you can show:

- ◁ You are pregnant
- ◁ That the appointment was made on the advice of a GP, Registered Midwife or Consultant.
- ◁ That the purpose of the appointment is to receive antenatal care.

You are therefore asked to produce a certificate from your GP, Midwife or Consultant with evidence of appointments before being granted time off for the first time. Time off must be granted for any appointment that is made on medical grounds and, therefore, will obviously cover appointments for scans and tests.

Ante-natal care includes not only medical examinations but also relaxation classes and parent craft classes if recommended by your doctor or midwife.

MATERNITY LEAVE ENTITLEMENT

All employees are entitled to maternity leave of 52 weeks regardless of service. 26 weeks known as ordinary maternity leave and 26 weeks known as additional maternity leave.

Maternity leave will start automatically before the chosen start date in two situations:

- ◁ Trigger by premature birth – this will start the maternity leave on the day after the date of birth.
- ◁ Trigger by sickness –if you are absent from work due to a pregnancy related reason after the beginning of the fourth week before the expected week of confinement (EWC), but before the date you have notified as your start date, the maternity leave begins automatically on the day after the first day of absence

Maternity leave shall commence no earlier than 11 weeks before the week baby is due or from the time of childbirth if that is earlier. The week baby is due always starts with a Sunday, for example if baby was expected on Tuesday 30th June then the week baby is due would be from Sunday 28th June to Saturday 3rd July.

MATERNITY PAY

1. If you have at least one year's continuous service at the 11th week before week baby due you will be entitled to the following:
 - 1.1. Weeks 1-6 inclusive: 9/10 of a week's pay (offset against payments made by way of Statutory Maternity Pay (SMP)*)
 - 1.2. Weeks 7 –18 inclusive: where you have declared in writing you intend to return to work you will receive half pay without deduction except to the extent that the half pay plus SMP or Maternity Allowance (MA) exceeds full pay. This half pay is paid on the understanding that you will return to local authority employment for at least 3 months. If you are not intending to return you will receive your entitlement to SMP only. If you receive the half pay and do not return, then you must repay the Occupational Maternity Pay to the Council. SMP does not have to be repaid.
 - 1.3. Weeks 19-39 inclusive For the remaining 21 weeks you will receive your Entitlement to SMP.

SMP is 90% of average earnings for the first 6 weeks, then it is in accordance with statutory payments and remains a taxable payment. If you are in receipt of an honorarium your maternity pay will be based on your substantive grade, and not the rate of your honorarium, as you will not be covering work of a higher grade during your maternity leave.

2. If you have less than 1 years continuous service at the 11th week before the week baby is due you will receive your entitlement to SMP, which will be as follows:
 - 2.1. Weeks 1-6 inclusive: 6 weeks at 9/10 of average pay.
 - 2.2. Weeks 7-39: inclusive SMP or 90% of average pay whichever is the lower.

In order to receive this you must have 26 weeks service by the end of the 15th week before the week baby is due and your average earnings in the 8 weeks prior to this must equal the lower earnings limit.

If you do not meet this criterion then Payroll Services will issue you with an SMP1 form so that you may be able to claim Maternity Allowance from the Benefits Agency.

Please note that if your baby is born early you may be overpaid and this will be recovered from you.

PENSION

During any period of unpaid maternity/adoption leave you will not make any contributions. However, at the end of the maternity or adoption leave period you can, within 30 days elect to pay contributions for this unpaid period to allow it to count as pensionable service.

RIGHT TO RETURN

- a. Subject to (b) to return to the job in which she was employed under her original contract of employment and on terms and conditions not less favourable than those, which would have been applicable to her if she had not been absent. "Job", for this purpose, means the nature of the work, which she is employed to do, and the capacity and place in which she is so employed.
- b. Where it is not practicable by reason of redundancy for the authority to permit her to return to work in her job as defined in (a) above the employee shall be entitled to be offered a suitable alternative vacancy where one exists, provided that the work to be done in that post is suitable to her and appropriate to the circumstances, and that the capacity and place in which she is to be employed and her terms and conditions of employment are not substantially less favourable to her than if she had been able to return in the job in which she was originally employed.
- c. Suitable alternative employment may also be offered if exceptional circumstances other than redundancy (e.g. a general reorganisation), which would have occurred if the employee had not been absent, necessitate a change in the job in which she was employed prior to her absence. The work to be done should be suitable to her and appropriate to the circumstances and the capacity and place in which she is to be employed and her terms and conditions of employment should not be less favourable to her than if she had been able to return to the job in which she was originally employed.

Exercise of the Rights to Early Return to Work

All employees shall notify the authority in writing 21 days before the day on which she proposes to return if this is before the end of the maternity leave period. The authority may postpone her return to work until a date not more than 21 days after the notified date of return. To do this the authority's notification shall be conveyed to the officer before the notified date of return and shall give the reasons for postponing her return until the later date.

Where an employee is unable to return on the expected day due to sickness, the absence will be covered by the sickness absence policy in the normal way. For delays due to industrial action, work will be resumed as soon as reasonable.

If your baby is due after 3rd April 2011 you have the choice to transfer up to six months maternity leave to the child's father should you wish to, which can be taken by the father once the mother has returned to work.

Further information on this is available by following the links on www.direct.gov.uk Or accessing the Paternity Leave guide on the intranet.

RELATIONSHIP WITH SICKNESS AND ANNUAL LEAVE/BANK HOLIDAYS

Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement of sickness leave.

Ordinary and additional maternity leave is regarded as continuous service for the purpose of sickness and maternity schemes and annual leave. Annual leave continues to accrue during both ordinary and additional maternity leave.

Bank holidays that fall within the 26 weeks ordinary maternity leave and 26 weeks additional maternity leave will continue to accrue, and a substitute day will be provided.

RIGHT TO REQUEST PART TIME/CHANGED HOURS

If and when you decide to return to work after maternity leave you have the right to request changed hours if you wish, either on a temporary or permanent basis. The Council has an obligation to consider your request, and to look at whether this can be accommodated within your service area/job.

In order for full consideration to be given to any request, you should notify your Line Manager of your wishes at least 4 weeks before you intend to return. The right to request part time / changed hours does not equate to a right to have this request granted, as this depends upon the nature of your work and your job, however every attempt will be made to reach a mutually acceptable arrangement before you return to work. The Council has the right to delay your return from maternity leave for up to 28 days in order to make the necessary arrangements to accommodate this, so it is recommended that you make any such request as soon as you are able.

ANNUAL LEAVE DURING MATERNITY LEAVE

During the period of your maternity leave, whether paid or unpaid, you will accrue holiday entitlement for the period of absence. You may wish to consider taking any accrued holiday leave as part of your total period of absence before you return to work. The benefit to you of doing this will depend on when you are planning to start and finish your maternity leave. Please discuss this with the Parish Clerk, who can discuss the options with you. You should be aware that you will not normally be allowed to carry over more than the 5 days allowed for in the Holiday and other Leave policy into any subsequent leave year. You should also be aware that if you do not return to work, or return on reduced hours, your holiday entitlement will be reduced on a pro-rata basis, and may necessitate the recovery of an overpayment.

DEFINITIONS

Week's Pay – Please liaise with the Parish Clerk if you have a query in relation to the definition of a weeks pay.

Childbirth - Childbirth means the live birth or a stillbirth after a pregnancy lasting at least 24 weeks.

Nothing in the above provisions shall be construed as providing rights less favourable than statutory rights.

MATERNITY SUPPORT LEAVE

Maternity support leave of 5 days with pay shall be granted to the child's father or the partner of an expectant mother at or around the time of birth. Alternatively leave may be granted to a sole carer who is nominated by the mother in the long-term absence of the child's father to provide full time care and assistance at or around the time of birth. Evidence of sole caring responsibility may be requested.

Maternity Support Leave must be taken within 56 days of the date of birth. In addition, providing the employee has 26 weeks continuous service by the end of the 15th week before the week baby due they are entitled to a second weeks leave paid at the current statutory paternity rate.

If the baby is born early, leave can be taken at any time between the actual date of birth and the end of the 8 week period, running from the Sunday of the week the baby was originally due.

PARENTAL LEAVE

See section "Parental Leave" below.

PATERNITY LEAVE

See section "paternity Leave" below

KEEPING IN TOUCH DAYS

It may be that you want to keep in touch with new working arrangements, or any other changes during your maternity leave. Maternity leave regulations provide that you will be able to do 10 days work during your maternity leave without bringing your maternity leave to an end. Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace. There is no obligation for you to work during your maternity leave, and likewise you cannot insist that you are given work to do. You will continue to receive your SMP for any week in which you do work, and additional payment will be subject to agreement with the Parish Clerk prior to any day worked.

Where an employee works on a KIT day during the ordinary maternity or adoption leave period, both the employee and the employer will pay pension contributions based on the pay the employee receives for that day.

N.B. Maternity leave will not be extended due to the fact that work has been carried out during the maternity leave period.

REASONABLE CONTACT

The maternity regulations make it clear that an employer and employee are allowed to make reasonable contact during maternity leave to discuss such issues as the return to work. This would not constitute 'work' and would not therefore count towards the 10 Keeping In Touch Days. The Regulations specifically provide that such contact will not bring the maternity leave period to an end.

In addition, the Council will also ensure that an employee is kept informed of other issues, such as job vacancies, significant workplace developments and training opportunities.

ESSENTIAL USER CAR ALLOWANCE

Essential car user allowance will be paid for Ordinary Maternity Leave and Additional Maternity Leave periods where applicable.

MEDICAL EXAMINATIONS

If you are, or have been unable to carry out your duties as a consequence of illness or injury, you may be required to have an examination by a medical practitioner nominated by the Council. Any expense incurred will be met by the Council and you will be required to provide a copy of the resulting medical report.

Should this requirement be implemented, you will be consulted in advance and given full reasons as to why it is required.

ACCESS TO MEDICAL REPORTS

In certain circumstances it may be necessary for the Council to obtain a Medical Report from an employee's Doctor/Specialist in order to establish:

- < Reason for absence.
- < Duration of absence.
- < When the employee will be able to return to work.
- < What, if any, treatment is being prescribed.
- < Whether the problem will recur.
- < Whether the employee can do all the duties of the job.

The above will enable the Council to plan workloads. It is in the interests of both the employee and the Council to establish the employee's ability to work with the benefit of expert medical opinion.

Employees have certain rights under the Access to Medical Reports Act 1988 which are as follows:

- < Employees may withhold consent to the report being sought.
- < Employees can request to see the report prior to it being forwarded to the Parish Clerk
- < If employees indicate that they wish to see the report in advance the Council will inform the employee when the Doctor/Specialist is written to and he/she will be informed that he employee wishes to see the report. Employees then have 21 days to contact the Doctor/Specialist regarding arrangements to see the report.

- ◁ Should the employee indicate that he/she does not wish to see the report prior to the Council the employee has the right to write to the Doctor within 21 days of the report having been received. It is our policy to send employees a copy of the report in any event prior to a meeting being arranged to discuss the content.
- ◁ Employees have the right to ask the Doctor/Specialist for a copy of the report for up to 6 months after it has been supplied. There may be a charge for this. The Doctor/Specialist cannot submit the report to the Council without the employee's consent.
- ◁ Employees may ask the Doctor/Specialist to amend any part of the report which is considered by the employee to be incorrect or misleading. If the Doctor/Specialist is not in agreement the employee may attach a statement of his/her views with the report.
- ◁ If the Doctor/Specialist thinks the employee or others would be harmed by the report or any part of the report it can be withheld from the employee.

The Council would stress that no decision will be made that could affect an individual's employment without full consultation with that individual and careful consideration of all the circumstances. Where the Council wishes to obtain a medical report, employees will be asked for their written consent.

MEDICAL SCREENING

Necessary paid time off will be granted for the purpose of cancer screening.

OTHER EMPLOYMENT

You must not become engaged or concerned in any other business in which your duties may conflict with the interests of the Council, without prior permission from the Parish Clerk. You must not become engaged in any secondary occupation that may interfere with your work. Officers earning in excess of Scale Point 22 must not be otherwise employed without the authority of the Parish Clerk. The Parish Clerk must obtain authority from Council before undertaking other employment.

PARENTAL LEAVE

Employees are entitled to statutory, unpaid parental leave for the purpose of caring for a child if they are a parent of a child born or placed for adoption, on or after 15 December 1999, or of a child entitled to a disability living allowance. The employee must have one years service to qualify.

There are a number of statutory conditions which apply. The right to unpaid Parental Leave has been increased from 13 to 18 weeks per child, and can be taken in blocks of up to 4 weeks. This right is available up to the child's 18th birthday.

PART TIME WORKERS

The Council will treat part time workers no less favourably than a full-time worker on the grounds that a worker is part-time.

A part-time worker is someone who is paid according to the time worked and is not identifiable as a full- time worker having regard to the Council's custom and practice or to the Contract of Employment. Any comparison is with someone who is a 'comparable full-time worker', working at

the same establishment and doing work which is the same or at least similar, and who has broadly similar levels of qualifications, skills and experience; comparison is also with a person working under the same type of contract (i.e. a part-time casual worker may have a different type of contract to a full-time permanent worker).

In general, part-time workers are entitled to pay and benefits on a pro-rata basis which gives part-time workers the right to pay and benefits proportionate to those of full-time workers. This will normally mean the same (hourly) rate of pay as a comparable full-time worker, however, rates of pay for overtime will be payable at the same rate as comparable full-time workers only after the part-time worker has worked more than the normal full-time hours.

PATERNITY LEAVE

Fathers of newborn children, employees married to or partners of the child's mother or the partner of those adopting children are entitled to one period of leave off work, with Statutory Maternity pay, of either one week or two consecutive weeks to care for the child or support the child's mother (or the person with whom the child is placed for adoption).

Statutory Paternity Pay will be at the same rate as Standard Maternity Pay (or 90% of average earnings if this is less). To qualify employees must have been employed for at least 26 weeks in local government.

Your paternity rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements are available from the Parish Clerk.

PAY POLICY

By adopting the Green Book, the Council will determine pay according to current pay scales. Actual scale points are based on job content, responsibility, qualifications and experience.

Pay Scales are reviewed annually in April through national negotiation.

Employees may be appointed to a specific scale point (Spot Salary) or to a scale. In the latter case they may progress through a series of annual increments until reaching the highest point of their scale. The annual increment will be subject to the annual Employee Development Review and will not be automatic.

Accelerated increments within the grade may be given on the grounds of exceptional merit or ability or on the post-holder gaining a qualification which is considered by the Council to be beneficial to the role of the post.

PAYMENT OF SALARIES/WAGES

Salaries are paid by credit transfer to the bank or building society of your choice normally on the twenty-eight day of each calendar month.

You will be given an itemised statement recording your gross salary, deductions and the net amount. Charity deductions will be made on request.

PENSIONS

The Pensions Act 2008 requires the Council to enrol “eligible job holders” automatically into a qualifying pension scheme. An “eligible job holder” is aged between 22 and state pension age and currently (2019) has earnings above £10,000 p.a. They are required to contribute to the scheme. They can voluntarily opt out after being enrolled, but have the right to re-join. The Council must again auto enrol the eligible person every 3 years.

“Non-eligible jobholders” who are not eligible for auto enrolment, can choose to opt in to a qualifying scheme. They are aged 16-74 with qualifying earnings currently (2016) below £10,000 p.a. but greater than £6144 p.a. Employees aged 16-21 or between state age and 74 with earnings above £10,000 p.a. can simply opt in.

“Entitled workers”, those aged 16-74 and currently (2019) earning less than £6136 p.a. are entitled by law to require an employer to join them in at least a non-contributory scheme.

The Council operates a local authority pension scheme as a standard condition of employment which is open to all employees (whatever their status under the 2008 Act) after they have completed 3 months of any probation period. The **Cheshire Pension Fund (CPF)** is Shavington-cum-Gresty Parish Council’s nominated qualifying scheme.

Further information is available from the Parish Clerk.

Where an employee has a contractual condition under a previous policy, that the Council will contribute to a pension scheme of his or her choice, this will be honoured as long as it is allowed under the current legislation.

PERFORMANCE MANAGEMENT SYSTEM

The Parish Council will develop a performance culture with targets set for the Organisation as a whole or teams in the business plan. Employees will undergo an annual employee development review and will be given individual targets which reflect contributions to the business plan objectives. Regular performance monitoring will be undertaken.

PERSONAL DETAILS

The Parish Council needs to keep up-to-date information on your home address and telephone number, together with the name, address and telephone number of your next of kin (or other such person) for emergency contact purposes. Please inform the Parish Clerk in writing of any changes of the above to personal details.

On the commencement of your employment, the Parish Council will create a personnel file containing documents, letters, etc. relating to your employment. The Parish Council holds personal data to ensure compliance with record keeping obligations and for the purpose of personnel administration. All personal data will be retained by in a manual or computerised form. The Parish Council may use the information to contact you when required. Such contact may require to be made outside your normal working hours.

The Parish Council will respect the confidentiality of any personal information that it keeps and comply with current data protection rules. Full details are contained in the Privacy notice which is given to you.

PERSONAL APPEARANCE

In your appearance as well as in your behaviour, you should regard yourself as an ambassador for the Council and dress in clothing that is appropriate for your duties. The Council do not currently have a dress code however they reserve the right to introduce one, if appropriate to project a particular image of the Council, for example receptionists.

All employees are required to be neat and tidy in appearance. If you have direct contact with customers or members of the public, you must look smart.

If you are required to wear specific items of clothing, hairstyles or jewellery in accordance with your ethnic background or faith, your needs will be accommodated where possible and practicable.

The Council reserves the right to insist that you do not wear particular items of clothing or jewellery which it believes may cause offence to customers, suppliers, or other employees or which may pose a risk to the health and safety of any person.

The Council will enforce these rules having regard to the differences for male, female and transgender employees.

If the Parish Council decides to introduce security ID badge or name badges you will be expected to wear them at all times so that they are clearly visible.

PROCESSING OF PERSONAL DATA

Data protection legislation regulates the way in which certain data about employees, both in paper and electronic form, is held and used. The Council will handle all personal data in accordance with its Data Protection Policy and Privacy Notice which is given to you.

PERSON SPECIFICATION

A person specification has been prepared for each post, to set out the personal characteristics and experience likely to be required for a person to undertake the role. A copy will be issued with the Contract of Employment and job description.

PRIVATE TRADING

Private trading on the Council's or customers premises is not allowed.

PROBATIONARY PERIOD

If you are new to local government you are subject to a probationary period of up to six months during which time your performance and ability will be assessed. At the end of the period, and subject to a satisfactory report by your line manager, your probation period will have been fulfilled and your employment confirmed.

If your performance has not met expectations during the probationary period, the Council may extend the probationary period with an action plan being agreed. If ultimately performance remains unsatisfactory at the end of such extension your employment will not be confirmed and your employment terminated.

PUBLIC DUTIES

Employees who hold certain public positions have the right to reasonable time off with pay during working hours to perform duties associated with these positions.

Where an allowance is claimable for loss of earnings, the employee must claim and pay the allowance to the Council.

Employees holding such positions are encouraged to discuss their position with the Parish Clerk so that suitable arrangements can be made.

RANDOM AND SPECIFIC CHECKS

The Parish Council may require you to submit to a personal search and/or a search of all your baggage, personal items, lockers, car etc., at any time while you are on Parish Council premises or engaged on Parish Council business. Searches may be required to protect both the Parish Council and our employees from illegal activities such as:

- ◁ any theft of Parish Council property or property belonging to another employee or third party.
- ◁ the possession or supply of illegal substances.

A request to carry out a search does not indicate any suspicion of wrongdoing; searches will normally be carried out at random. However, the Parish Council reserves the right to stop and search you when there is a reasonable suspicion that you may have committed an illegal act.

If you are found to be in unauthorised possession of Parish Council property, or property belonging to another employee or other third party you will be suspended on full pay and the matter will be the subject of further investigation. This may lead to serious disciplinary action including dismissal and you may also be reported to the police.

If you unreasonably refuse to submit to a search in accordance with these rules you will be subject to disciplinary action. Please be assured that the Parish Council will not resort to searches unless it is essential.

RECRUITMENT

The Council believes that it is important to recruit the right person to any vacancy, be it a new job or a replacement for an existing position. It will always make clear the qualities and experience it is looking for and will recruit in accordance with its Staffing Procedures.

The Council will rigidly apply its equality policies. Where appropriate existing employees will be encouraged to apply for other positions within the Council.

REDUNDANCY/REDEPLOYMENT POLICY

Introduction

This procedure will apply to all employees of the Council. It sets out the overall approach to be adopted should the need arise for redundancies within the Council.

General Principles

It is the Council's policy to provide to the best of its ability, security of employment for all its employees. However, it is recognised that over time, changes in the political environment, funding regimes and other operational requirements may impact on the staff resource required to deliver organisational objectives. It is the agreed aim of the Council to maintain operational efficiency and effectiveness to help safeguard the future employment of all its employees. Where a redundancy situation is anticipated all alternatives will be explored for any potential surplus staff.

If after exhausting all alternatives, redundancy is unavoidable the Council will endeavour to handle such redundancy in a consistent, objective and sympathetic manner to minimise hardship for the employees concerned. The Council will rigidly apply its equal opportunity policies.

Consultation

Where the Council is considering redundancies or a reorganisation which is likely to impact on its workforce it will consult at the earliest opportunity. Such consultation will be undertaken with a view to reaching agreement and will be aimed at avoiding redundancies. All relevant information will be made available to the staff to support this process, with a reasonable timescale agreed to enable proper consideration to take place.

Selection Criteria

The Parish Council will consult with the staff and seek to agree the criteria to be used for staff selection. When all avenues, including voluntary redundancy and early retirement have been exhausted and it is clear that compulsory redundancy is inevitable, the Parish Council will agree the criteria to be used for staff selection.

- ◁ Specialism
- ◁ Functional area of work i.e. business unit
- ◁ Other relevant factors

The above selection definition would then be extended, and the criteria may include:

- ◁ Experience, skills or qualifications (or a combination of these) to ensure the retention of a balanced staff profile to meet the future objectives of the business.
- ◁ Individual ability linked to a specialist business objective.
- ◁ Standard work performance supported by objective evidence which would include the performance management system
- ◁ Attendance history or disciplinary records

In respect of each criterion for each business unit there will be a definition of what is being measured. Each criterion will have a range of points addressing an individual's competence and the criteria will be weighted in line with their importance against each other and also against the relevant job. The weighting will be applied consistently for each business unit but may vary for different units in the same round of redundancy.

Whatever selection criteria are chosen, they will be objective and consistently applied. The actual selection will be in line with the criteria and cover all individuals within the relevant unit affected by the redundancy.

Redeployment

For those members of staff affected by restructuring or redundancy, the Council is committed where possible, to redeploying them into other business areas.

A surplus employee, who is considered suitable, may be offered a higher or lower paid position. Full details of such opportunities will be given to the employee to enable them to decide whether or not the alternative position is acceptable.

Where a higher paid position is accepted the salary for that post will apply.

Where an employee accepts an alternative position that is lower paid the following protection of salary arrangements will apply:

- ◁ The salary for the lower paid position will be established and the difference between that and the old salary calculated.
- ◁ Fifty percent of this difference is the protected amount.
- ◁ On taking up a new position the salary will be enhanced by the protected amount for one year.
- ◁ On the first anniversary of taking up the new job the protected amount will be reduced to 40% of the difference.
- ◁ On the second anniversary of taking up the new job the protected amount will be reduced to 20% of the difference.
- ◁ On the third anniversary of taking up the new job the protected amount will be extinguished.

During the above three-year period the salary applicable to the new role will be reviewed in the normal way subject to satisfactory performance.

Where redeployment within the Council occurs a trial period of 4 weeks will apply.

When retraining is to take place as part of the redeployment, the trial period may be for a longer period. In these circumstances there will be a written training plan setting out the arrangements and stating the length of the trial period; this will be issued before the start of the trial period. Such trial periods are to allow both the individual and the Council to decide whether the alternative employment is mutually satisfactory. If, during the trial period, the job is not satisfactory to the employee or the job performance is not to the Council's standard, the employee will be made redundant. If the trial period is completed successfully, a full performance review will be undertaken 6 months after taking up the new post.

The individual's right to redundancy payment will not be affected by any trial period of redeployment unless dismissal occurred due to a reason unconnected with the redundancy in which case the entitlement would be lost.

Period of Notice

The period of notice for redundant staff will not be less than 30 days and where it is not possible to give such notice affected staff will be given pay in lieu of notice.

Appeals

Employees may appeal against their selection for redundancy. Appeals must be in writing setting out the detailed grounds of appeal. Such appeals will be heard by Members of the Appeals Committee.

Assistance to Staff

The Council will arrange support for redundant staff to assist them in finding alternative employment. This could include:

- < Discussing future career plans
- < Completion of CV's
- < Interview skills
- < Other guidance/support

Staff under notice of redundancy will be allowed reasonable time off on full pay to attend interviews or arrange training to enhance their future prospects.

Compensation

Redundancy compensation terms for those members of staff who are made redundant will be in accordance with the statutory redundancy calculator, increased to the actual weeks pay rather than the statutory minimum. No further enhancements will be made.

REFERENCES

When you have been made a formal offer of employment, the Council will take up references from your previous employers. Any offer of employment is conditional upon satisfactory references being obtained.

Should it subsequently come to our notice that you have given inaccurate information, we may reconsider your employment. We will not accept references given to us directly by an employee or potential employee.

You may request to see a copy of a reference from a previous employer, but the Council may refuse to let the employee see the reference if, in doing so, it would disclose information about another individual who can be identified from the information or can be identified as a source of the information. It will be acceptable to let the employee see the reference if the third party has consented to the disclosure or it is otherwise reasonable in the circumstances to disclose the information.

When you leave the Council or apply for another job, your manager will normally give you a reference on behalf of the Council. This will be accurate and truthful as required by law. You will not be given an "open" reference, it will always be addressed to a particular person. References that are given by an employer, are exempt from the subject access provisions of the Data Protection legislation and therefore it is at the manager's discretion whether or not you are shown a copy of the reference.

RETIREMENT

The Council do not have a default retirement age and employees are welcome to remain with the Council beyond the state retirement age. Any termination of employment by the Council will not be related to age.

However, any employee retains the right to retire earlier if they so wish. The Council will be pleased to advise on any matter relating to retirement and help you make any adjustments. In certain cases, depending on circumstances and length of service, pension may be accessible before state retirement age.

SMOKE FREE POLICY

It is the policy of Shavington-cum-Gresty Parish Council that smoking is not permitted in any part of its premises, entrances or grounds, or in its vehicles. This Policy applies to all employees, members, consultants, customers, visitors and contractors, whom it is intended to benefit.

The Council have decided that E-cigarettes (battery powered devices designed to replicate smoking behaviour without the use of tobacco which turn nicotine, flavour and other chemicals into a vapour that is inhaled by the user) are also prohibited.

The Council will not provide smoking areas on its premises and employees will not be given breaks for smoking during working hours. The Council will help employees who wish to stop smoking through approved NHS services, and may give time off to attend such services by arrangement with management.

Overall responsibility for policy implementation rests with the Parish Clerk, however all staff are obliged to adhere to and support the implementation of the policy.

Appropriate 'no-smoking' signs will be clearly displayed at the entrance to and within premises and in all vehicles.

STATUTORY SICK PAY

Certain employees are entitled to receive pay when they are absent from work due to sickness. This is known as Statutory Sick Pay (SSP) and is paid out and administered by employers on behalf of the State.

There are many requirements and conditions attached to payment of SSP both for the employee and the employer. If employees are to receive their entitlement, the following rules and procedures together with those set out in the procedure for Absence Notification, must be adhered to.

Notification

SSP cannot be paid to an employee unless and until the following written evidence is supplied:

- ◁ first 7 days of absence - a Self Certification form, absence record form or Doctor's Certificate
- ◁ Thereafter - Doctor's Fit Certificate.

It is important to remember that no payment can be made for any intervals of sickness absence not covered by a certificate.

When SSP is Payable

SSP is normally only paid for a day or days worked. For example, if an employee works Monday to Friday and not at weekends, SSP will only apply to those 5 days.

In some cases, SSP can be paid when an employee is ill whilst on holiday -including bank/public holidays.

Employers cannot pay SSP for the first 3 days of an employee's sickness. Therefore, payment starts on the 4th day, and continues for as long as the employee is absent up to a maximum of 28 weeks in anyone period of sickness. However, if an employee is absent due to sickness within 8 weeks of a previous period of sickness, and providing both periods of absence are for 4 days or more (calendar days), SSP will be paid from the start of the second period of absence.

SSP is paid in exactly the same way as normal earnings, although the employee's average earnings must be over the National Insurance Lower Earnings Limit to qualify for SSP.

When SSP is not payable

SSP is not payable in certain circumstances, the principal ones being:

- ◁ once employment has terminated
- ◁ where Statutory Maternity Pay is being paid

IMPORTANT: Any employee who has been absent due to sickness and is found not to have been genuinely ill, will be subject to disciplinary action which could include dismissal.

TIMEKEEPING

Employees are responsible for attending punctually for work in accordance with the hours defined within the Written Particulars of Main Terms of Employment.

Employees may not leave work prior to their normal finishing time without permission from their manager. In the event of an employee requiring time away from work during the normal working period, he/she must report to his/her manager upon leaving and returning to work.

Persistent lateness will be considered to be a breach of procedures and may result in disciplinary action. Lateness for work may result in pay being reduced accordingly.

TELEPHONE CALLS

You are requested to restrict personal telephone call to those which are essential and cannot be made outside working hours. The use of the Council's telephone is restricted to cases of emergency and local calls. International calls and premier rate calls (0900, 118, 070) should not be made without the specific consent of the Parish Clerk.

TERMINATION OF EMPLOYMENT

Should you wish to terminate your employment, you must give the appropriate written notice stating the date you wish to leave in line with the conditions of your Contract of Employment. You will normally be expected to work your period of notice, but this may be waived or reduced at the discretion of the Council.

You must ensure that any property issued to you by the Council is returned.

TRADE UNION MEMBERSHIP

The Council does not recognise any trade union for collective bargaining purposes but does subscribe to the National Joint Council for local government for national negotiations.

Employees have the right to belong to or take part in the activities of any independent trade union. They also have the right not to be a member of a trade union or a particular trade union.

The Council will not discriminate against any person because he/she chooses/chooses not to be a trade union member.

Employees only have the right to reasonable time off to take part in trade union activities or to carry out trade union duties, if that trade union is recognised by their employer for collective bargaining purposes.

TRAINING AND DEVELOPMENT

The Parish Council acknowledges the essential need to provide appropriate and systematic training and development for our employees. All employees will be encouraged to maximise their potential to achieve job satisfaction and reach the highest standard of efficiency and competence.

The Council has developed a comprehensive Training and Development Policy which will be available to all employees. This will be supported by an annual programme of training priorities.

TRAVEL AND SUBSISTENCE (ON COUNCIL BUSINESS)

Subsistence

No flat rate payment for subsistence will be made i.e. no payment where staff are out of the office for more than 5 to 10 hours and no overnight allowance. Reasonable meal/entertainment expenses incurred on Parish Council business will be reimbursed on production of receipts.

Hotels

Where staff are required to stay overnight on Parish Council business, the recommended benchmark for all staff is an AA 2 or 3 star hotel. Guidance can be obtained from the Parish Clerk.

Where staff incur additional reasonable incidental costs whilst staying overnight on Parish Council business these will be reimbursed. Receipts should where possible be obtained. All claims need to be authorised by the Parish Clerk.

Air Travel

All reservations must be approved in advance by the Parish Clerk.

Rail Travel

All staff will travel 2nd class with the option to reserve a seat.

Other Ad Hoc items

Subjects such as relocation and lodging allowances crop up infrequently and will be dealt with on an individual basis.

Payment of Expenses

Expenses are paid monthly by credit transfer to the Bank/Building Society of your choice.

To ensure accuracy and timely reclaim of costs, all expenses need to be claimed within 3 months of being incurred. Where claims are made outside this period the Parish Council reserves the right to refuse payment.

UNOFFICIAL CLUBS, FUNDS AND SCHEMES

The Council is not responsible for the way in which any unauthorised employee funds, holiday clubs, saving schemes or lottery syndicates are conducted, or for the safety of those funds.

VEHICLES and DRIVING

FITNESS TO DRIVE

If you are required to drive on public roads on the Council's behalf, you must be physically and mentally capable of doing so in a safe, respectful and secure manner. If you are too tired, physically or mentally, or suffering from sickness or illness, you must not drive the vehicle.

DRIVING LICENCES

You must possess a full and valid Driving Licence for the relevant class of vehicle, before the Council will authorise you to drive on its behalf. Employees must produce their Driving Licence for inspection upon demand, as and when required.

Since 2015, the paper portion of Driving Licences has no longer been issued by the DVLA. Drivers with paper licences issued before 1998 will still be valid. New penalty points will only be recorded electronically, and will not be printed or written on Driving Licences. Instead, this information will be held at DVLA, and can be viewed online. There is a facility that allows employees to 'share access' temporarily with their employer by clicking on an option 'Share

your Licence', and this will provide management with a 72-hour window to view your Licence. No other information is taken during this temporary 'window', but it does allow employers to maintain an accurate Driving Licence audit without having to manually check licences every year.

We require all our employees who drive on our behalf to allow access to their Driving Licence details as described above vehicle. Always ensure the vehicle is secure overnight, and is not left unattended in potentially vulnerable locations. The Council cannot be held responsible for personal belongings left in vehicles.

MOBILE PHONES

It is against the law, and dangerous, to drive whilst using a hand-held mobile phone, whether speaking, dialling, texting, or accessing other services such as the internet.

An offence is committed if the phone is being 'held' whilst in use. 'Cradling' a phone, for instance between ear and shoulder, is considered as being 'held'. Penalty upon conviction can range from a fixed penalty, licence penalty points, a minimum £200 fine, or a much higher fine on conviction at court (more for drivers of vans, goods vehicles, buses and coaches).

Employees must adhere to the following policy in relation to the use of mobile phones whilst driving:

- ◁ A driver should avoid making or accepting calls or text services whilst driving;
- ◁ If another employee is in the vehicle, he or she should make or accept any calls;
- ◁ If the driver is the sole occupant of the vehicle, he or she should find a safe place to stop the vehicle before making, accepting or returning calls;
- ◁ If it is essential for drivers to make or accept calls whilst driving, then a hands-free system must be used. Even when a hands-free system is available, drivers should not make or accept calls unless it is legal and safe to do so;
- ◁ Whenever possible, allow calls to go to a voicemail or messaging service, and return the calls on occasions when you are not driving. 'Not driving' means out of traffic and engine off. Your vehicle may be stationary, (e.g. in a traffic hold-up or at traffic lights), but this still amounts to 'driving'.

CHANGES TO YOUR DRIVING LICENCE, ENDORSEMENTS AND DISQUALIFICATION

If you drive on the Council's behalf, you must inform management of any changes to your Driving Licence, including endorsements.

If you become disqualified from driving, your authorisation to drive on the Council's behalf is immediately and automatically revoked. The Council cannot guarantee to find alternative employment for a disqualified driver and, if the disqualification renders you incapable of doing your job, this could result in your dismissal, or discharge from your employment.

MOTORING OFFENCES, FIXED PENALTIES, AND PARKING FINES

Drivers are personally responsible for any fines or penalties incurred as the result of motoring offences, including fixed penalties and parking or speeding fines. Employers are required by law to disclose details of a presumed driver if requested by the relevant authorities.

RULES OF THE ROAD

When driving on the Council's behalf, you must comply with all current road traffic legislation. You are expected to convey a high standard of driving etiquette; and to be respectful and courteous to all other road users at all times. Seat belts (both front and, when occupied, rear) are required by law to be worn at all times where fitted. The Council will not accept any responsibility for fines imposed for breach of this legislation.

PROPERTY IN VEHICLES

Please ensure that no property is left unattended or on view in vehicles being driven on the Council's behalf. All removable items should be either locked away out of view or, ideally, taken with you when you leave the using a phone, then the penalties can increase to include disqualification, a fine of up to £1,000, and a prison sentence.

OTHER DISTRACTIONS

Do not forget the advice in the Highway Code regarding other distractions that might affect your concentration when driving. To drive safely, avoid:

- ◁ Loud music that could mask other sounds, inserting CDs etc or tuning the radio;
- ◁ Trying to read a map, adjust satellite navigation, or follow written instructions;
- ◁ Eating or drinking whilst driving.

See Smoke Free Policy above in respect of Council vehicles.

ACCIDENTS / INCIDENTS

If you are unfortunately involved in an accident or incident whilst driving on the Council's behalf, you should not under any circumstances express any opinion (one way or the other) on the degree of responsibility or the cause. Exchange particulars and nothing more.

If you are asked to give a statement to the police, remember that you may want to be legally represented before you give any statement. You are not obliged to make any comment.

It is a condition of the Council's insurance policy that the insurers are notified of all accidents/incidents, even if apparently of no consequence. You must provide management with a written report within 24 hours.

- ◁ Whenever possible the following points should appear on the report:
- ◁ Names and addresses of the third-party driver and details of their insurers;
- ◁ Names and addresses of anyone else involved in the accident/incident;
- ◁ Names and addresses of all passengers in both your vehicle and any third party's vehicle;

- ◁ Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time;
- ◁ Particulars of the attending emergency services.

USING YOUR OWN VEHICLE FOR COUNCIL ACTIVITIES

Where the Council authorises an employee to use a private car on official business, the employee will receive a casual user allowance in accordance with the approved Green Book rate. Where staff are travelling to the same function/meeting every effort should be made to travel together.

Business mileage is usually the distance travelled between your normal office and the place you are visiting. Where you are commencing travel from home for business purposes i.e. not to your normal office, then the business mileage to be claimed is from your home to the place you are visiting or your normal office to the place you are visiting, whichever is the lesser.

The Council's requirements regarding driving standards, cleanliness, driving etiquette, and rules of the road are the same as those outlined previously within this policy.

Private cars must be insured for business use. The Council reserves the right to request copies of the individual's insurance certificate, to ensure adequate cover is in place for the business use of the vehicle.



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DIGNITY AT WORK POLICY

Introduction

The Parish Council is committed to creating a harmonious environment by ensuring equal opportunities and fair treatment for every employee in the workplace. One of the key aims of the policy is to provide a positive working environment in which all staff feel comfortable and in which everyone is treated with respect and dignity, regardless of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief or any other personal factor or quality.

This policy aims to ensure that there is no bullying and harassment of and by any employee, contractor, or anyone else engaged to work on Parish Council premises. The purpose of this policy is to provide you with both protection and a procedure to raise and effectively deal with a complaint either informally or formally, if you believe you have been harassed or bullied.

Bullying and Harassment

Bullying or harassment will constitute unlawful discrimination where it relates to one of the protected characteristics, outlined above. Serious bullying or harassment may amount to other civil or criminal offences, e.g. a civil offence under the Protection from Harassment Act 1997 and criminal offences of assault.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure another person. Examples, though not an exhaustive list, which may constitute bullying are:

- threats, abuse, teasing, gossip and practical jokes;
- humiliation and ridicule either in private, at meetings or in front of customers or clients;
- name calling, insults, devaluing with reference to age, appearance;
- setting impossible deadlines;
- excessive monitoring;
- removing responsibilities;
- withholding information.

Harassment, in general terms, is unwanted conduct related to a relevant protected characteristic, that:

- violates a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by a person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something which is meant to be 'banter' may offend another person. Different people find different things acceptable. Everyone has the right to decide what behaviour is acceptable to him or her and to have his or her feelings respected by others.



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Harassment may occur where an individual is subjected to unwanted conduct due to his/her association with another individual who has a protected characteristic.

Harassment may also occur where a person engages in unwanted conduct towards another because he/she has a mistaken perception that the recipient has a protected characteristic.

Harassment may also occur where an individual is subjected to unwanted conduct from a third party, such as a client or customer. If you feel that you have been bullied or harassed by customers, suppliers, vendors or visitors, you should report any such behaviour in order that appropriate action is taken. Bullying or harassment of customers, suppliers, vendors or visitors or others will be dealt with through the disciplinary procedure.

For the avoidance of doubt the Parish Council will treat a single incident as harassment if it is sufficiently serious.

All bullying and harassment are misconduct and is a disciplinary offence which will be dealt with under the disciplinary procedure. Bullying or harassment will often be gross misconduct, which can lead to dismissal without notice.

Examples, though not an exhaustive list, of behaviour which may constitute harassment are:

- physical contact ranging from touching to serious assault;
- verbal and written harassment through jokes, offensive language, gossip and defamatory references;
- unwanted nicknames related to a protected characteristic;
- excluding an individual from social activities due to his/her association with someone with a protected characteristic;
- ignoring an individual because he/she has a protected characteristic when in fact he/she does not have the perceived protected characteristic;
- intrusion by pestering, spying, following etc.

The Parish Council will treat all such complaints of harassment and bullying seriously and will investigate them promptly, efficiently and in confidence.

The main aim of this policy is to provide a framework for resolving complaints of harassment or bullying and for stopping any behaviour that is causing offence or distress.

Raising a Complaint

You have a right to complain if you are treated in a manner that you believe constitutes harassment or bullying. This will include behaviour that has caused you offence, humiliation, embarrassment or distress.

Apart from complaints about the behaviour of colleagues, you also have the right to complain if you believe that you have been bullied or harassed by a third party, for example a customer, client or supplier.

If you raise a complaint under this policy you are automatically protected and under no circumstances will you be subjected to any unfavourable treatment or victimisation as a result of making a complaint. However, if it is established that you have made a knowingly false or malicious complaint against another person about harassment or bullying, serious disciplinary action will be taken against you which may result in your dismissal.



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If you witness an incident that you believe to be the harassment or bullying of another member of staff you should report the incident in confidence to your manager who will consider all such reports seriously and will treat the information in strict confidence, as far as it is reasonably possible to do so.

Reporting a Complaint

Before raising a formal complaint, you are encouraged in the first instance to talk directly and informally to the person to whom you believe is harassing you and explain clearly what aspect of the person's behaviour is unacceptable, or is causing offence to you, and request that it stop.

It may be that the person whose conduct is causing offence is genuinely unaware that their behaviour is unwelcome or objectionable and that a direct approach may resolve the matter without the need for formal action.

If you would like support in making such an approach, you should contact your manager or the Parish Clerk. However, if you feel unable to take this course of action, or if you have already approached the person to no avail, or if the harassment is of a very serious nature, you may decide to raise a formal complaint.

Formal complaints may be raised, in writing, with your manager or, if preferred, the Parish Clerk. You may feel more comfortable speaking to them about it before putting it in writing, which is quite acceptable.

When lodging your complaint of harassment/bullying, you should state:

- the name of the person whose behaviour you believe amounts to harassment or bullying;
- the type of behaviour that is causing offence, together with specific examples if possible;
- dates and times when incidents of harassment or bullying occurred, and where they occurred;
- the names of any employees who witnessed any incidents, or who themselves may have been the victims of harassment or bullying by the same person; and
- any action that you have already taken to try to deal with the harassment or bullying.

Management Responsibility

When a complaint of harassment or bullying is received, there is a duty to investigate the matter thoroughly and objectively and to take corrective action in order to ensure compliance with the Dignity at Work Policy.

The Parish Council will be responsive and supportive towards anyone who raises a genuine complaint of harassment or bullying. The Parish Clerk will assist any manager in dealing with complaints of harassment or bullying.

The Parish Clerk may suspend you from duty pending investigation for harassment or bullying for a temporary period whilst investigations are carried out. Such suspension will be for as short a time as possible and will be on full pay.

If you are accused of harassment or bullying you will be informed of the exact nature of the complaint against you and afforded a full opportunity to challenge the allegations and put forward an explanation for your alleged behaviour in a confidential interview, with a companion present if you choose. It will not be presumed that following an allegation of harassment you are guilty.

All forms of harassment and bullying will be regarded as serious misconduct, and if you are found to have harassed or bullied a colleague you will be liable to serious disciplinary action up to and including summary dismissal.



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Although not always necessary, if a complaint against you is not upheld, a voluntary transfer of either of the parties may be offered, if that is practicable. Such transfers will be consensual.

If it is agreed neither party will move, the Parish Clerk will monitor and check the situation in terms of our duty of care to determine whether there has been any form of victimisation or retaliation.

Alternatively, where a complaint is upheld it may be necessary, if practicable to relocate or transfer one of the parties to another department or function.

Following the meeting, you will be informed in writing of the outcome within 7 working days and told of any actions as a result of your complaint. If you are dissatisfied with the outcome, you may make an appeal. Your appeal should be made in writing to the Parish Clerk. You should clearly state the grounds of your appeal, i.e. the basis on which you say that our findings were inaccurate or inappropriate. This should be done within 7 working days of the written notification of the outcome of the grievance. An appeal meeting will normally be arranged to take place within 5 working days of the submission of your appeal. Following the appeal hearing, you will be informed of the outcome within 5 working days.

The Parish Clerk will maintain records of investigations into alleged incidents of harassment or bullying, the outcome of the investigations and any corrective or disciplinary action taken. These records will be maintained in confidence and in line with the provisions of the Data Protection legislation.

Exploitation of Workers

There is an obligation on employers under the Modern Slavery Act (2015) to address the issues of slavery and human trafficking, and to commit to the prohibition and avoidance of the violation of human rights (not only within the employer's own operations, but also in relation to those businesses with which products and services are provided or received).

The Council is forthright and steadfast in complying with these obligations, and fully embraces not only the legal aspects of these issues, but also the moral and ethical duties and responsibilities in identifying and, where necessary, eliminating potential breaches of basic human rights.

It is therefore the policy of the Council that practices such as forced labour, debt-bonded labour, and human trafficking are totally unacceptable and will not be tolerated.

Similarly, inhumane treatment such as corporal punishment or other inhumane threats are also viewed as totally unacceptable and will not be tolerated.

Furthermore, we expect corresponding standards, duties, and responsibilities to be upheld and maintained by all our officers and members, guests, sub-contractors, and business associates.

Through our existing policies and procedures, we will always seek to promote the highest moral standards and will voluntarily and wholeheartedly support all statutory legislation and regulatory guidelines aimed at eliminating these totally unacceptable and inhumane practices.

We encourage all those within our organisation and services, whether directly or indirectly, to report (without fear of prejudice or recrimination) any issues or concerns relating to the potential breaches of human rights.

Stress and Anxiety at Work



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Workplace anxieties and stress are issues that could impact on the health, safety and welfare of individuals, and it is important to identify potential situations that could escalate normal everyday situations into excessive pressures and anxieties. (see also Health and Safety Policy).

The Health and Safety Executive (HSE) defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This definition makes an important distinction between pressure, which can be a positive state if managed correctly; and stress, which can be detrimental to health and welfare.

The Council will therefore seek to identify situations that could lead to excessive stress or anxiety, with a view to eliminating, or controlling and minimising, the risks. To achieve this, we will:

Encourage interaction and consultation between management and staff, with a view to identifying and preventing excessive stress levels;

- Encourage good management practices and appropriate information sharing;
- Offer impartial support (for instance, via our HR advisers) for staff affected by stress, whether in work or externally;
- Only undertake fundamental procedural changes within the organisation following appropriate consultation with staff members;
- Ensure staff members are fully capable of carrying out their role and duties;
- Monitor workloads to ensure that staff members are not struggling and overloaded;
- Monitor contractual working time and overtime to ensure that staff members are not struggling and overworking;
- Monitor holiday leave to ensure that staff members are taking their full annual entitlement;
- Ensure that, where available and appropriate, staff members are provided with meaningful role development opportunities;
- Consider training in management practices, and health, safety and welfare;
- Be vigilant, and offer additional support to individual employees who may be experiencing stress issues outside work (e.g. bereavement, divorce, family issues);
- Support staff members who have been off sick with stress, and plan a structured and considerate return to work.

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Adopted Parish Council 01st September 2021

Introduction

Shavington-cum-Gresty Parish Council is committed to the promotion of equality of opportunity and equality of treatment and this Policy demonstrates that it will seek to ensure that every member of the public has equal access to its employment and development opportunities, to its services and to all its activities.

The Policy will act as a guide and frame of reference for the Council's employees so that they can implement its equal opportunity objectives. As a result, managers and employees will know what their responsibilities are and also that they too will be treated fairly.

The Policy will help the Council to meet its legal and moral responsibilities to be fair, and members of the public will, through publicity of this Policy, have confidence in the Council's objectives in terms of both employment and service provisions.

Objectives

This Policy is designed to ensure that equal opportunities exist in all Council activities, defined as follows:

- **Employment:** To ensure that no member of the public suffers discrimination and that everyone has equal access to employment within the Council
- **Services:** To ensure that all services provided by, or on behalf of, the Council are made available to all individuals and groups equally and without discrimination
- **Contracts:** To ensure that, within the limits of the law, all individuals, companies or organisations undertaking work, or providing goods or services for the Council do not follow discriminatory practices. Service Sections involved in drawing up specifications for competitive tendering should take into account the specific needs of disadvantaged groups in service provision and ensure that, where the Council is already offering services to meet such needs, they are included in the specifications.

Policy Statement

Shavington-cum-Gresty Parish Council is committed to a Policy of equality of opportunity and equality of treatment. It aims to ensure that in its recruitment, employment, business practice and



service delivery, no employee or member of the public will be treated less favourably than another on the grounds of:

- Gender
- Gender reassignment
- Marital status or being in a civil partnership
- Domestic circumstances
- Race
- Nationality
- Ethnic origin
- Colour
- Religion or belief
- Creed
- Politics
- Age
- Disability
- Illness
- Pregnancy
- Maternity or paternity
- Sexual orientation
- Social background or is disadvantaged by conditions or requirements without justifiable cause.

Responsibilities

To ensure that Equal Opportunities Policies are developed, implemented, effective, monitored and updated. The Council has delegated overall responsibility to the Parish Clerk.

The Parish Clerk will have specific responsibility for Equal Opportunities Policies as they relate to employment and will have responsibility for ensuring that these Policies are implemented within the Parish Council.

The Parish Clerk will be responsible for ensuring that monitoring takes place with regard to applications for employment and employment trends within the Council (e.g. promotion, re-grading and training) and for organising any equal opportunities training.

The Parish Clerk will be responsible for developing Equal Opportunities Policies with regard to service delivery and for reviewing them on a regular basis and will also be responsible for ensuring the monitoring of service provision.

Employees have responsibilities to ensure that:–

- They understand and comply with the letter and spirit of any such Policy and actively participate in measures introduced by the Council to ensure that there is equality of opportunities and non-discrimination.
- They do not discriminate as a decision-maker, or encourage others to discriminate, in matters of recruitment and selection, promotion and training and service provision.
 - Council services are provided to members of the public fairly and equitably.
 - They report to management any discriminatory practices.



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- They support the proper investigation of complaints.

Employment

Good employment practices are essential to ensure the elimination of discrimination, not only as they relate to the employment of employees, but also to the way those employees deliver services.

The Council requires that:

- Unless there is a valid reason for not doing so, all recruitment advertisements will be publicly advertised in media readily available to everybody, and are circulated to job centres.
- All advertisements will make it clear that the Council is an "Equal Opportunities Employer".
- In terms of the skills, knowledge and experience required for job performance, no criteria will be classed as "essential" unless this can be justified. Specifications will be produced for all vacancies.
- All vacant posts will be processed under the Council's agreed recruitment procedures.
- No member or employee uses their position and influence to ensure that relatives, friends or colleagues are given jobs. The Council may treat any such action as a disciplinary matter.
- Any practical or psychometric tests used in the selection process are justifiable and would not lead to indirect discrimination.
- All employees involved in the recruitment and selection process are competent and able to perform the task and should receive training in the provisions of appropriate legislation and non-discriminatory selection techniques.

Service and Facilities

The Council recognises its duty under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equality Act 2010 as the provider of services and facilities and as far as reasonably possible will ensure that there is:

- Equality in the allocation of resources
- Equality of access to services and facilities
- Equality of treatment in service delivery
- Equality of use of services and facilities

While services will be delivered to individuals, the Council will ensure that the design of those services will be responsive to the needs of particular groups within society.

Each Service Section should review equal opportunities issues and best practice on an annual basis and produce a report for the Parish Clerk.



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Communication and Information

This policy must be made available to members of the public on request and employees should be proactive in making it available.

All employees must be made aware of the contents of this Policy and any other Policy which affects their area of work.

Any information produced should be clear, understandable and in non-offensive language. Information should also show positive images of all groups which include for example women, ethnic minorities and disabled people. Where possible, information will also be translated into other languages, British Sign Language, audio tapes or Braille, on request.

Training, Development and Positive Action

The Council recognises that training and development are crucial to ensure that employees have the skills, knowledge and appropriate behaviour to implement its Equal Opportunities Policies.

General guidance will be issued to employees to increase awareness of how discrimination operates at both individual and institutional levels and to ensure awareness of the Council's moral and legal obligations and practices and procedures.

In terms of employment, managers will be given training in recruitment and selection, discipline and grievance, so that they are able to interview effectively and objectively and deal with disciplinary and grievance issues such as harassment, victimisation and discrimination.

All employees will have equal access to training (subject to the availability of resources), career development and promotion opportunities. All reasonable effort will be made, as allowed under all relevant legislation, to equip people from disadvantaged groups with the necessary skills to enable them to compete effectively for jobs within the Council. Positive action will also be taken to retain and/or redeploy existing employees who become disabled.

Complaints

Employees who feel they are the victims of discrimination through, for example:

- Direct discrimination
- Indirect discrimination
- Victimisation
- Harassment

may make a complaint under the Council's grievance procedure.



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Members of the public who feel that they have suffered from discrimination should make a complaint under the Council's Complaints Procedure.

The Council requires that everyone should be treated with dignity and respect and will not accept any form of discrimination. It will take seriously any complaints made by either employees or members of the public and will thoroughly investigate these complaints. If complaints are substantiated, appropriate action will be taken in respect of employees and this may include disciplinary action.

Monitoring

The Council will ensure that its Equal Opportunities Policies are formally monitored through the performance review process so that the success of the Council's aims and objectives can be measured and continual improvements made.

The Parish Clerk will monitor all applications for employment and employment trends within the Council to Ensure compliance with this Policy.

Actions

The Council will:

- Develop an organisational culture that positively values diversity
- Achieve, wherever possible, a membership, committee membership and workforce that broadly reflects the local community in which we operate and is representative of all sections of society
- Ensure that individuals are treated fairly in all aspects of their employment with Shavington-cum-Gresty Parish Council
- Make it clear that intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action
- Ensure that all our services are provided in a way which promotes awareness of the rights and needs of the people who face discrimination and enables all people to have access to them
- Encourage the development of skills and knowledge through training
- Ensure that premises used in relation to our work are accessible and inviting for all members of the community
- Challenge any discrimination or oppressive behaviour from and towards any members, volunteers, clients or agencies we work with
- Work in a way that recognises peoples' individual needs
- Regularly evaluate this policy and seek feedback from those who are affected by it.



OFFICER CODE OF CONDUCT

Approved Parish Council 1st September 2021

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Introduction

The public are entitled to expect the highest standards of conduct from all employees who work for local government. The purpose of this Code is to make a clear statement about the standards of conduct expected of employees of Shavington-cum-Gresty Parish Council:

- ensure the highest standards of conduct by identifying corporate standards which sit alongside professional codes and guidelines;
- help all employees to act in a way which upholds the Council's standards and at the same time, protect them from criticism, misunderstanding or complaint; and
- help build trust between the Council and the people who come into contact with those working for it.

These Procedural Guidelines are intended to provide background information to help employees understand and interpret the requirements of the Code of Conduct.

They cannot cover all circumstances and are not to be considered as a substitute for reading the Code itself.

Status of the Code

This Code is based on the voluntary Code of Conduct approved by the Local Council Associations and the Local Government Management Board, adapted and/or amplified where perceived necessary to meet local circumstances or requirements. It also incorporates the principles contained in a draft national model Code of Conduct for Local Council Employees. The standards contained in it are the minimum that should apply.

The Code of Conduct embraces the Seven Principles of Public Life which were drawn up by the Nolan Committee and are endorsed by Parliament. These are:

- **Selflessness:** Acting solely in terms of the public interest
- **Integrity:** Avoiding placing yourself under any obligation to people or organisations that might try inappropriately to influence you in your work. You should not act or take decisions in order to gain financial or other material benefits for yourself, your family, or your friends. You must declare and resolve any interests and relationships as detailed in the Code of Conduct.
- **Objectivity:** Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** Be accountable to the public for your decisions and actions and submit yourself to scrutiny necessary to ensure this.
- **Openness:** Being as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.
- **Honesty:** Act with honesty, and be truthful
- **Leadership:** Exhibit these principles in your own behaviour. Actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



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Who is the Code aimed at

The Code is intended to cover all employees under a contract of employment standards.

The Council employees are expected to give the highest possible standard of service to the public, and must perform their duties with honesty, integrity, impartiality and objectivity.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service.

Employees shall report to the appropriate manager any impropriety or breach of procedure that is more than trivial. (See making a protected disclosure in the Employee Handbook)

- An employee shall be accountable to the Council for his / her actions.
- An employee shall at all time act in accordance with the trust that the public is entitled to place in him / her. The guidance in this Code is based on these principles. At the end of the day the Council relies on the integrity, reasonableness, common sense and professional judgement of individual officers. Staff should not hesitate at any time, to seek advice on the interpretation of the Code, or when circumstances arise which it does not cover.

Procedural Guidelines

In determining acceptable standards, employees are asked to familiarise themselves, not only with the Council's Code of Conduct for Officers, but also with any operating procedures used, policy or governance documents including Standing Orders and Financial Regulations.

Disclosure of Information

It is generally accepted that open government is best. The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. The Council itself is open about other types of information. Employees shall not however disclose any confidential information unless authorised to do so in writing by the Parish Clerk or the Council. Employees must ensure compliance with the Council Information and Data Protection policy.

Employees shall not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

Any particular information received by an employee from a Councillor which is personal to that Councillor and does not belong to the Council, should not be divulged by the employee without the prior approval of that Councillor, except where such disclosure is required or sanctioned by the law.

Employees shall not prevent another person from gaining access to information to which that person is entitled under the Freedom of information Act or other legislation.

Procedural Guidelines



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The Council's employees receive information relating to the Council's business, as well as confidential information about clients and the public, businesses, Councillors and other employees. Much of this information needs to be treated as confidential and should not be betrayed either inside or outside work, even to family and friends. See the Council's Information and Data Protection Policy.

Both Councillors and the public have rights to certain information, particularly that listed in the Publication Scheme Information Guide and all officers should encourage people to access this.

Political Neutrality

Employees serve the Council as a whole. It follows they shall serve all Councillors and must ensure that the individual rights of all Councillors are respected.

Employees must follow every lawful expressed policy of the Council and shall not allow their own personal or political opinions to interfere with or otherwise bias their work.

Subject to the Parish Council's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality.

Procedural Guidelines

It is only to be expected that the Parish Clerk will work closely with members of the Council. Confidentiality over discussions with particular groups is vital.

Relationships

Councillors

Employees are responsible to the Council as a whole. For some, their role is to give advice to Councillors and all are there to carry out the Council's work. Mutual respect between employees and Councillors is essential to good local government.

Close personal familiarity between employees and individual Councillors can damage the relationship and prove embarrassing to other employees and Councillors and should therefore be avoided where possible.

Employees must have regard to the Council's Member-Officer Protocol.

The Local Community and Service Users

Employees will always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council.



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All members of the community should be treated fairly and with respect in accordance with the Council's Equalities statement. Employees will ensure that they are always fit to perform their duties effectively and will not allow standards to be impaired in any way.

Colleagues

Mutual respect between fellow employees is also essential to maintaining constructive working relationships and providing a high quality service to the community. It is also a key part of the Council's Equalities statement.

Contractors

All relationships of a business or private nature with external contractors, or potential contractors, shall be made known in writing to the Parish Clerk or the Chairman where the relationship involves the Parish Clerk.

Orders and contracts shall be awarded on merit, by fair competition against other tenders or quotes, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community shall be discriminated against.

Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, shall declare that relationship to the Parish Clerk or the Chairman (in the case of the Parish Clerk) in writing.

In the event of employees engaging a Contractor for private work at home, who is known by the employee to be one of the Council's contractors, care shall be taken to ensure that the price paid for the work represents full value and thereby cannot be construed as an inducement or reward for the award of Council contracts. Especial care shall be taken in this respect by employees who engage or supervise contractors in the course of their employment.

Procedural Guidelines

The Parish is a small community and it is impossible not to know some councillors in other walks of life. This must be correctly and openly managed without favour.

It is not sufficient to ensure that a relationship with a contractor or potential contractor will not unduly influence their business involvement with the Council, but impartiality and integrity need to be demonstrated. It is necessary for such relationships to be open and beyond suspicion by the reasonable person.

It is difficult to define precisely when a declaration should be made. The decision should be made after you have assessed the degree of influence that you may have over the Council's relationship with the particular contractor. If you are responsible for the administration of the contract, or are in any way involved in it, a declaration should always be made.

Appointment and other employment matters



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Employees involved in appointments shall ensure that these are made on the basis of merit. It is unlawful for an employee to make an appointment based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees shall not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.

Similarly, employees shall not be involved in decisions relating to discipline, promotion, training or pay adjustments for any other employee who is a relative, partner, etc.

Procedural Guidelines

In cases where you are involved in deciding any matter relating to the appointment, promotion, discipline, pay, conditions of service or training opportunities for a person who is a relative, partner or with whom you have a close personal relationship outside work, you shall declare this to the Parish Clerk or Chairman (in the case of the Parish Clerk) and have no further involvement in the matter.

In this paragraph “relative” means a spouse, partner, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons and “partner” means a member of a couple.

Outside Commitments

You shall not become engaged or concerned in any other business in which your duties may conflict with the interests of the Council, without advising the Council. You shall not become engaged in any secondary occupation that may unduly interfere with your work.

The Parish Council is consultee for making recommendations to the determining bodies for applications for various types of consent such as planning permission, licensing etc. and also determines grant applications. Staff members who are in any way concerned, connected or consulted in their work during the processing of such applications are precluded from preparing or assisting with those submissions in any private capacity on behalf of applicants (unless for their own submissions when, of course, their private interest in the matter would be perfectly clear and should be declared).

The general rule is therefore as follows:

- Staff at all levels shall not undertake any outside work which would put them in a position of conflict of interest. Such a conflict would arise when an employee is to be paid by a member of the public or any outside organisation or body for work which is in any way connected with the scope of his or her official duties.
- Employees shall follow such rules as the Council may from time to time impose on the ownership of intellectual property or copyright created during their employment.

Procedural Guidelines

As some employees may only work part time or on a casual basis, this part of the Code is in no way intended to prevent them having other employment, merely to avoid conflicts of interest.



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Personal Interests

An employee shall not in his / her official or personal capacity, allow personal interests to conflict with the Council requirements, or use his/ her position improperly to confer an advantage or disadvantage on any person.

Employees shall declare to the Parish Clerk or Chairman (in the case of the Parish Clerk) in writing, any non-financial interests that they consider could bring about conflict with the Council's interests e.g. school governor, membership of local sports club, membership of the district or county council.

Employees shall declare to the Parish Clerk or Chairman (in the case of the Parish Clerk) in writing, any financial interests which could conflict with the Council's interests e.g. financial interests of a spouse or other member of the family in a contract.

Employees shall declare to the Parish Clerk, membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

Procedural Guidelines

Non Financial Interests

The test as to whether an interest in an outside body must be declared, is whether or not the interests of the body may conflict with those of the Council. By way of advice, it shall always be appropriate to declare being a governor of a school within the Parish, or membership of another Council. Similarly, membership of a trust or statutory body operating within the Parish shall be declared.

In the case of, for instance, local sports clubs, these should be declared when a conflict of interest may arise, e.g. where planning permission is sought, or where land is being brought from or sold to the Council.

Financial Interests

The Council needs to be aware of all cases where an employee or his/her close relative, partner or associate has a financial interest in a business (including private company, public sector organisation and / or voluntary organisation) which are, or are seeking to have business dealings or enter into a contract with the Council.

Examples of such interests are:

- Paid employment, directorships, consultancies or personal sponsorship.
- An interest in land or other assets, held or used by the business organisation.
- Share capital in the company exceeding £25,000 (the amount need not be declared) or more than 1/100th of the issued shares or securities

NB: This does not include money invested in a Building Society or Bank where you have no influence over the dealings of that organisation.

Organisations not open to the public with formal membership etc. e.g. Freemasons.



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Equality Issues

All local government employees shall ensure that policies relating to equality issues as agreed by the Council are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness, respect and equity.

Procedural Guidelines

Reference should be made to the Equality Policy adopted by the Council. The Council celebrate diversity.

Roles during Tendering

Employees shall exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.

Employees who are privy to confidential information on tenders or costs shall not disclose that information to any unauthorised party or organisation.

Employees shall ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

Corruption

Employees shall be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity.

Procedural Guidelines

It is essential to remember that dealings with officers and members of local authorities and other public bodies are subject to the provisions of special legislation with onerous requirements and imposing sanctions under criminal law designed to protect the public interest and public confidence.

The particular legislation is contained in:

- The Public Bodies Corrupt Practices Act 1889
- The Prevention of Corruption Act 1906
- The Prevention of Corruption Act 1916
- The Local Government Act 1972, Section 117(2)

In summary, anyone who corruptly gives, promises or offers any gift, loan, fee, reward or advantage to any person as an inducement to or a reward for any member, officer or servant of a public body for doing or forbearing to do anything in respect of any matter or transaction is guilty of a criminal offence. Similarly, a criminal offence is committed by anyone who corruptly solicits, receives or agrees to receive for themselves or any other person such an inducement or reward.



It is particularly to be noted that the giving or acceptance of any money, gift or other consideration is deemed to have been given or received corruptly unless the contrary is proved. This represents a departure from the general principle that a person is deemed innocent until proven guilty.

Use of Financial Resources

Employees shall ensure that they use public funds entrusted to them in a responsible and lawful manner. They shall strive to ensure value for money to the local community and to avoid legal challenge to the Council.

Employees shall not make personal use of property or facilities of the Council unless properly authorised to do so.

Hospitality and Gifts

Employees shall only accept offers of hospitality if there is a genuine and clear need to impart information or represent the local Council in the community. Offers to attend purely social or sporting functions must be accepted only when these are part of the life of the community or where the Council should be seen to be represented. They shall be properly authorised and recorded. It is generally more acceptable to join in hospitality offered to a group of people rather than something unique to the individual, i.e. there is a degree of safety in numbers. Hospitality should only be accepted when it is reasonably incidental and on a scale appropriate to the occasion or circumstances.

When hospitality has to be declined, those making the offer shall be courteously but firmly informed of the procedures and standards operating within the Council.

Employees shall not accept significant personal gifts from contractors and outside suppliers, although the Council allow employees to keep insignificant items of token value such as pens, diaries etc.

When receiving authorised hospitality, employees shall be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality. Where it is known that a particular person or body has a matter currently in issue with the Parish Council, an offer of hospitality shall be refused even if in normal times it would be acceptable.

Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal and where it is clear that any purchasing decisions are not compromised. Approval to attend a relevant conference or course will be considered to be approval of allied hospitality as outlined above. Where visits to inspect equipment etc. are required, employees shall ensure that the Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

Employees shall report to the Parish Clerk or Chairman (in the case of the Parish Clerk) the offer of any gifts or hospitality. These must be recorded in the register maintained by the Parish Clerk

Procedural Guidelines



SHAVINGTON CUM GRETTY

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

Offers of hospitality and gifts in a Parish Council will be rare but should be approached with caution. Members of staff should ask themselves what a member of the public, who may be critical or suspicious, might think. Offers of hospitality where any suggestion of improper influence is possible should be tactfully refused. Hospitality shall only be accepted when it is reasonably incidental, and on a scale appropriate, to the occasion or circumstances. If in doubt say no.

Employees shall only accept reasonable or modest hospitality and, if in doubt as to whether such hospitality is reasonable or modest in the circumstances, the employee shall seek guidance from the Parish Clerk or Chairman (in the case of the Parish Clerk).

Clearly, hospitality received in the ordinary course of business (for example working lunches) need not be declared or registered provided it is modest and reasonable.

All hospitality received (other than that mentioned point above) and hospitality offered but not accepted shall be registered in the Register of Hospitality (see below).

Any employee receiving an offer of hospitality shall inform the supplier or contractor offering the same that the employee is under a duty to register hospitality received or offered but not accepted.

A Register will be kept and maintained by the Parish Clerk. The details to be included in the Register will be:

- the name of the employee concerned;
- the name of the contractor or the supplier or other party making the invitation;
- the nature of the hospitality received or offered but not accepted; and
- the date or receipt of hospitality.

As with Declarations of Interest, it is the duty of each individual employee to register hospitality received, or offered but not accepted, within a reasonable period before or after that hospitality is received or offered and it is suggested for this purpose that a reasonable period would be no longer than 7 days after the hospitality is received or offered. Notices to be sent to Parish Clerk or Chairman.

Some offers of hospitality are clearly unacceptable, e.g. offers of holiday accommodation. Invitations to sporting fixtures or evenings at the theatre are acceptable only in accordance with this Code of Conduct for Officers, or when they are clearly required for the conduct of Council.

Gifts

Examples of the type of modest gifts which would normally be acceptable are:

- Small gifts of office equipment or stationery given by way of trade advertisement to a range of officers or for use in the office. Nothing more elaborate than calendars, diaries, rulers or blotters would fall into this category;
- Small gifts of only token value given on the conclusion of an official courtesy visit e.g. to a factory or other premises.
- Gifts to a member of staff or a member of their family where the donor is a personal friend. Extreme care needs to be taken in such circumstances that friendships are equal in both directions and declarations are made in accordance with the Code.



SHAVINGTON
CUM
GRESTY

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

If a gift outside the exceptions arrives without warning, it must be handed to the Parish Clerk or Chairman (in the case of the Parish Clerk) to decide whether the gift should be returned (or passed to an appropriate charity) and to ensure the donor is informed of what has happened.

These rules also, of course, apply to offers by firms to members of staff of discounts going beyond those on general offer.

Contact with the Public, Press and Media

Employees should refer to the Council's Policy. Basically, you should not make any statement to the media which you are not authorised to make. No employee should give a view which is contrary to or critical of Council policy. Employees should seek authorisation from the Parish Clerk prior to speaking to the media.

Outside working hours, an employee is entitled to voice their opinion on issues affecting the local community e.g. at a neighbourhood forum. However, employees have a general duty of care to avoid a conflict of interest and should not criticise, damage or act in any way against the Council.

Employees must comply with the Parish Council's protocols and policies on social media and the use of emails. Again, employees have a general duty of care to avoid a conflict of interest and should not criticise, damage or act in any way against the Council, or otherwise bring it in to disrepute.

Sponsorship – Giving and Receiving

Where an outside organisation wishes to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care shall be taken when dealing with contractors or potential contractors.

Where the Council wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Parish Clerk or Chairman (in the case of the Parish Clerk) of any such interest.

Similarly, where the Council through sponsorship, grant aid, financial or other means, gives support in the community, employees shall ensure that impartial advice is given and that there is no conflict of interest involved.

Procedural Guidelines

The Council shall not be seen to offer any special favours or business in return for sponsorship.

Conduct outside working hours

The Parish Council does not wish to intrude on your interests/activities outside normal working hours. However, you should not become involved in activities which prevent you from fulfilling your duties or which result in adverse publicity for the Parish Council. For the avoidance of doubt this requirement involves the appropriate use of social networking sites which are in the public domain.



SHAVINGTON
CUM
GRESTY

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

In order to foster team spirit and good working relationships, the Parish Council may offer you the opportunity to attend social events from time to time and may also organise work-related social events to which clients, as well as staff, are invited. Although such social events usually take place away from the workplace and outside of normal working hours, the code of conduct applies to such events. Whilst the Parish Council does not wish to affect your enjoyment of such social events, certain rules of conduct are necessary for the protection and comfort of all those attending.

Accordingly, if you attend a work-related social event you must observe the following rules and principles:

- Alcohol should be consumed only in moderation.
- The use of illegal drugs, including cannabis, is forbidden.
- Do not behave in a way that could offend, intimidate, embarrass or upset any other person, whether as a joke or not.
- Do not swear or use intemperate language.
- Do not behave in any way that could bring the Parish Council into disrepute.

Any breach of the above rules may result in disciplinary action being taken against you under the disciplinary procedure.

Disclosure of Criminal Convictions

Criminal charges, or convictions, for offences of dishonesty, or violence committed during the period of your employment with the Parish Council, whether committed during or outside normal working hours must be reported to the Parish Clerk immediately.

Such charges, or convictions, may result in disciplinary action being taken against you up to and including summary dismissal. Failure to disclose such criminal proceedings/convictions that arise during the period of your employment could also result in disciplinary action being taken against you up to and including summary dismissal.

A charge or conviction for any other type of offence during the period of your employment should also be reported to the Parish Clerk. Such charges or convictions may result in disciplinary proceedings being taken against you, up to and including dismissal, where, in our opinion, the charge or conviction:-

- affects your suitability for your role
- Impairs the reputation of the Parish Council
- seriously undermines the trust and confidence in you.

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				11,000.00	6,018.22	4,981.78	4,981.78 (45%)
21	General Parish Council design a				3,500.00	1,800.00	1,700.00	1,700.00 (48%)
22	Social Media Marketing				500.00		500.00	500.00 (100%)
23	Village Festival				3,000.00	2,213.00	787.00	787.00 (26%)
24	Christmas/Winter event				2,600.00		2,600.00	2,600.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				2,000.00	1,603.30	396.70	396.70 (19%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
55	#QueenBee fund					5,633.44	-5,633.44	-5,633.44 (N/A)
SUB TOTAL					27,200.00	17,267.96	9,932.04	9,932.04 (36%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General c		180.00	180.00	2,000.00	376.96	1,623.04	1,803.04 (90%)
28	Ground Maintenance- supplier				15,000.00	6,286.64	8,713.36	8,713.36 (58%)
29	Vine Tree Play area - mainten				1,000.00	144.33	855.67	855.67 (85%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	400.00	570.83	170.83				170.83 (42%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L		249.91	249.91				249.91 (N/A)
SUB TOTAL		400.00	1,000.74	600.74	19,200.00	6,807.93	12,392.07	12,992.81 (66%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00	13.50	286.50	286.50 (95%)
4	Stationary				600.00		600.00	600.00 (100%)
5	Accountancy software				650.00	648.00	2.00	2.00 (0%)
6	ICT equipment				750.00	11.66	738.34	738.34 (98%)
9	Audit Fees				1,500.00	872.50	627.50	627.50 (41%)
10	Insurance				2,700.00		2,700.00	2,700.00 (100%)
11	Legal and professional fee				1,500.00	40.00	1,460.00	1,460.00 (97%)
12	Subscription (adobe/office/Chalc				3,000.00	3,098.50	-98.50	-98.50 (-3%)
13	Telephone				500.00	187.70	312.30	312.30 (62%)
14	Website subscription				2,100.00	1,225.00	875.00	875.00 (41%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00	103.13	896.87	896.87 (89%)
17	Precept	161,154.00	161,154.00					(0%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Acquisition projects				10,000.00	1,612.10	8,387.90	8,387.90 (83%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	161,154.00	161,154.00		25,600.00	7,812.09	17,787.91	17,787.91 (9%)
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Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	S.137 Grant- Car Park				5,500.00	5,500.00		(0%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
SUB TOTAL					38,800.00	5,500.00	33,300.00	33,300.00 (85%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00	30,723.08	38,526.92	38,526.92 (55%)
2	Payroll Service				920.00	454.50	465.50	465.50 (50%)
7	Staff Training				2,500.00	231.00	2,269.00	2,269.00 (90%)
8	Members Training				100.00		100.00	100.00 (100%)
SUB TOTAL					72,770.00	31,408.58	41,361.42	41,361.42 (56%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	43.00	257.00	257.00 (85%)
34	Cleaning Service				4,500.00	2,077.55	2,422.45	2,422.45 (53%)
35	Gas supply				1,900.00	612.17	1,287.83	1,287.83 (67%)
36	Power supply				1,000.00	558.16	441.84	441.84 (44%)
37	Fire equipment				250.00		250.00	250.00 (100%)
38	Wi-Fi Service				800.00	338.98	461.02	461.02 (57%)
39	Online booking system				300.00	121.77	178.23	178.23 (59%)
40	Hygiene service				700.00	527.66	172.34	172.34 (24%)
41	Water supply				2,000.00	1,100.25	899.75	899.75 (44%)
42	Waste collection				960.00	514.01	445.99	445.99 (46%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
44	Call minding service				840.00	511.52	328.48	328.48 (39%)
45	Marketing				2,000.00		2,000.00	2,000.00 (100%)
46	Kitchen Refurbishment				5,000.00		5,000.00	5,000.00 (100%)
47	General Maintenance				1,500.00	583.46	916.54	916.54 (61%)
48	Hall hire	14,000.00	3,640.00	-10,360.00		50.00	-50.00	-10,410.00 (-74%)
SUB TOTAL		14,000.00	3,640.00	-10,360.00	22,300.00	7,038.53	15,261.47	4,901.47 (13%)

Summary

NET TOTAL	175,554.00	165,794.74	-9,759.26	205,870.00	75,835.09	130,034.91	120,275.65 (31%)
V.A.T.		2,618.20			4,447.83		
GROSS TOTAL		168,412.94			80,282.92		



Report Statement

Meeting: Parish Council

Report Purpose: To provide Members an update with regards to the conclusion of Audit and the external auditor comments on the AGAR submitted

Version Control: v1

Author: Clerk

1. Report Summary

The reports provide Members an update with regards to the conclusion of audit and comments received from the external Auditor with regards to the AGAR submitted.

2. Background

On 6 June 2022 the Clerk submitted the approved AGAR together with the accompanying documents to the external auditor.

3. Position

On 24 August 2022, the Clerk received the external auditor report and certificate.

The notice of conclusion of audit was published on the Parish Council website on 24 August 2022 together with the certified AGAR, and displayed on the Parish Council notice board.

The external auditor raised the following points:

The smaller authority has not restated the 2020/21 figure when reviewing assets in Section 2, Box 9. Information received from the smaller authority indicates that assets purchased during prior years have not been included in Section 2, Box 9 for 2020/21.

4. Governance

Shavington cum Gresty Parish Council Finance Regulation 2022/23

5. Financial Impact

Neutral

6. Resource Impact

Clerk time

7. Conclusions

Members asked to note the conclusion of audit, and to note and consider the items raised by the auditor.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Shavington-cum-Gresty Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

01/06/2022

and recorded as minute reference:

SCG/22/02/8

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

BGib
Aimee James

www.shavingtononline.co.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

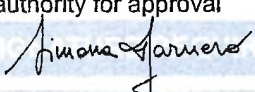
Section 2 – Accounting Statements 2021/22 for

Shavington-cum-Gresty Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	58,977	84,261	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	142,600	142,540	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	31,036	31,604	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	19,097	52,613	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	129,255	120,170	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	84,261	85,622	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	84,261	85,622	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	752,119	780,178	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIG  RED

Date

20/04/2022

I confirm that these Accounting Statements were approved by this authority on this date:

01/06/2022

as recorded in minute reference:

SCG/22/02/10

Signed by Chairman of the meeting where the Accounting Statements were approved

BG/hj

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Shavington cum Gresty Parish Council - CH0177**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

- The smaller authority has not restated the 2020/21 figure when reviewing assets in Section 2, Box 9. Information received from the smaller authority indicates that assets purchased during prior years have not been included in Section 2, Box 9 for 2020/21.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

23/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Ms S Ms Garnero
Shavington cum Gresty Parish Council

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
24 August 2022

Our Ref:
CH0177

SAAA Ref:
SB07406

**Shavington cum Gresty Parish Council
Completion of the limited assurance review for the year ended 31 March 2022**

Dear Ms Garnero

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Shavington cum Gresty Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference CH0177 or Shavington cum Gresty Parish Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Shavington cum Gresty Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Shavington cum Gresty Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Shavington cum Gresty Parish Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Ms S Ms Garnero
Shavington cum Gresty Parish Council

Our ref CH0177

SAAA Ref SB07406

Invoice No. SB20220962

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 24 August 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£400.00
VAT @ 20%	£80.00
TOTAL PAYABLE	£480.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include CH0177 or Shavington cum Gresty Parish Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com



Ms S Ms Garnero
Shavington cum Gresty Parish Council

Our ref CH0177

SAAA Ref SB07406

Invoice No. SB20220962

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 24 August 2022

REMITTANCE ADVICE

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Sort Code: 40-02-31

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Account Name: PKF Littlejohn LLP

Please include CH0177 or Shavington cum Gresty Parish Council as the reference.

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



SHAVINGTON
CUM
GRE^{STY}

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 1 April 2022

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 1 April 2022 to 27 September 2022 listed in Annex 1.

Members are also asked to note and approve payments authorised by the Parish Clerk under the scheme of delegation:

- Civic events – London Bridge:
 - £150 Proclamation film

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
9	Waste collection	01/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste Services	S	97.12	19.42	116.54
34	Waste collection	01/04/2022		Parish Council Main A _y	VOID	VOID	ASH Waste	X			
73	Power supply	04/04/2022		Parish Council Main A _y	VOID	Scottish Power	Scottish Power	L			
35	Subscription (adobe/office/Cl	04/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.55	1.91	11.46
72	Power supply	04/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
5	Village Festival	05/04/2022	ScG/22/01/16	Parish Council Main A _y	12276342	Deposit Marquee Jubilee Festi	Exquisite Marquees	Z	280.00		280.00
36	Subscription (adobe/office/Cl	05/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
2	Hygine service	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340707	Hygiene disposal	Dame Hygiene Services	S	527.66	105.53	633.19
3	Newsletter: design, printing i	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340540	Service Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
4	Website subscription	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340461	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
1	S.137 Grant- Car Park	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340601	Car park contribution	Shavington Primary School	X	5,500.00		5,500.00
7	General Maintenance	07/04/2022	ScG/22/01/16	Parish Council Main A _y	BACS	Non-Domestic Rate demand 2l	Cheshire East Council	X			
14	Wi-Fi Service	09/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Wifi Village Hall	KCOM Group Ltd	S	56.48	11.30	67.78
8	Call minding service	12/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	158.14	31.62	189.76
12	Gas supply	20/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	British Gas Village Hall	British Gas	L	273.30	13.66	286.96
74	Subscription (adobe/office/Cl	22/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.27	2.05	12.32
37	Online booking system	25/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Village Hall booking service	Skedda	X	23.24		23.24
18	Subscription (adobe/office/Cl	26/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
15	Payroll Service	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809576	Payroll Service	Beardmore Accountants	S	87.50	17.50	105.00
16	Payroll Service	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809630	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
6	General Maintenance	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12810062	Emergency repairs Unblock se	Mark Everill Ltd	S	80.00	16.00	96.00
20	Staff Salary	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809436	HMRC - P30	HMRC	X	1,290.95		1,290.95
19	Water supply	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809168	Water Village Hall	Water Plus	Z	188.36		188.36
21	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A _y	12809515	Salary April 2022	S Randle	X	862.06		862.06
22	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A _y	12809699	Salary April 2022	S Garnerro	X	2,136.95		2,136.95
38	Staff Salary	28/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Pension contribution April 202	NEST	X	209.40		209.40
17	Telephone	28/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	24.00	4.80	28.80
10	Website subscription	02/05/2022	ScG/22/01/16	Parish Council Main A _y	12809788	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
11	Newsletter: design, printing i	02/05/2022	ScG/22/01/16	Parish Council Main A _y	12809915	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
50	Subscription (adobe/office/Cl	02/05/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.00	2.00	12.00
13	Subscription (adobe/office/Cl	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065628	Chalc Affiliation Fee	Cheshire Assoc Local Council	X	1,470.04		1,470.04
23	General Maintenance	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065763	Refund - wood filler for disable	G McIntyre	X	9.00		9.00
24	Ground Maintenance- supplie	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065918	Ground contract Qrt 1	Green Living Horticultural ltd	Z	2,990.00		2,990.00
75	Subscription (adobe/office/Cl	06/05/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
76	General Maintenance	06/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	Padlock VH	HENRY SQUIRE & SONS LIM	S	19.99	4.00	23.99
25	Telephone	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	VOIP	Cymphony	S	63.53	12.70	76.23

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	Waste collection	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	78.30	15.66	93.96
27	Wi-Fi Service	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
32	Subscription (adobe/office/Cl	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	74.20	14.84	89.04
43	Telephone	13/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	18.08	3.62	21.70
83	Community events	16/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Potterycrafts Ltd	S	22.33	4.47	26.80
89	Community events	16/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Impression	S	29.15	5.85	35.00
77	Community events	18/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Amazon EU S.a r.l. UK Branch	S	4.16	0.83	4.99
55	Ground Maintenance - Gener	18/05/2022	ScG/22/02/16	Parish Council Main A _y	Card	Litter Picker Clean Team	The Safety Supply Company	S	164.50	32.90	197.40
48	Staff Salary	18/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Pension contribution May 2022	NEST	X	209.40		209.40
84	Community events	21/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Aldi	X	19.95		19.95
85	Community events	21/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	B&Q	X	11.88		11.88
86	Community events	24/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Crewe Road Nursery	X	24.83		24.83
87	Community events	24/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Aldi	X	5.98		5.98
44	Water supply	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
78	Online booking system	25/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	Village Hall booking service	Skedda	X	23.89		23.89
57	Gas supply	25/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	British Gas Village Hall	British Gas	X	210.57		210.57
39	Community events	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569635	S Garnero refund: #QueenBee	S Garnero	X	77.93		77.93
41	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570082	Cllr McIntyre refund - VH repai	G McIntyre	X	1.05		1.05
45	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570273	HMRC - P30	HMRC	X	1,291.15		1,291.15
46	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570630	Staff salary May 2022	S Randle	X	861.86		861.86
47	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570743	Staff salary May 2022	S Garnero	X	2,136.95		2,136.95
33	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569503	Cllr McIntyre refund - painting	G McIntyre	X	7.20		7.20
79	Community events	25/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	VF event PC stall - balloons	balloonprinting.co.uk	S	108.50	21.70	130.20
90	Community events	25/05/2022	ScG/22/03/10	Parish Council Main A _y	Card	QueenBee activity materials	The Mug Printing Company	S	29.17	5.83	35.00
40	Website subscription	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570445	Parish Council website license	Brave Little Tank	S	175.00	35.00	210.00
42	Payroll Service	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570003	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
28	Audit Fees	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13568980	Internal Audit account 2021/2:	JDH Business Services	S	472.50	94.50	567.00
29	Cleaning Service	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
30	Suppliers	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
31	Hall hire	25/05/2022	ScG/22/02/16	Village Hall A/C	13569393	Cleaning Village Hall	Crystal Clean	S	50.00	10.00	60.00
80	Community events	30/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	VF event - QueenBee activity	Nyalkaran Limited	S	6.14	1.24	7.38
81	Community events	30/05/2022	ScG/22/03/10	Parish Council Main A _y	BACS	Refun - queenbee	Amazon EU S.a r.l. UK Branch	S	-4.16	-0.83	-4.99
82	Community events	01/06/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Dunelm	X	19.00		19.00
102	Power supply	01/06/2022		Parish Council Main A _y	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
59	General Maintenance	02/06/2022	ScG/22/02/17	Parish Council Main A _y	13895222	VH repairs: wall lights lounge :	Mick Ascroft	S	310.00	62.00	372.00
49	Newsletter: design, printing :	02/06/2022	ScG/22/02/17	Parish Council Main A _y	13895164	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
51	Vine Tree Play area - mainte	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895188	Signs Vine Tree Play area	Inprint Colour	S	114.00	22.80	136.80
52	Village Festival	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895205	Banner VF Event	Inprint Colour	S	168.00	33.60	201.60
103	Subscription (adobe/office/Cl	06/06/2022		Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
58	Community events	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895239	Expenses refund	S Randle	X	21.40		21.40
60	Village Festival	06/06/2022	ScG/22/03/10	Parish Council Main A _y	13895340	SVCF sponsorship- marquee	Exquisite Marquees	X	1,120.00		1,120.00
53	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895264	Newsletter - Jubilee	Solopress	Z	731.37		731.37
54	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895298	Newsletter - Jubilee	Solopress	Z	563.89		563.89
56	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895319	Newsletter delivery	The Leaflet Team	Z	389.00		389.00
88	Village Festival	14/06/2022	ScG/22/03/10	Parish Council Main A _y	14261587	VF film	Little Forest Film	X	150.00		150.00
70	Subscription (adobe/office/Cl	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
67	Telephone	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	18.82	3.77	22.59
64	Wi-Fi Service	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Internet Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
65	Vine Tree Play area - mainte	14/06/2022	ScG/22/03/10	Parish Council Main A _y	CARD	Vine Tree sign replacement	Sign Trade Supplies	S	30.33	6.07	36.40
61	Call minding service	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	108.35	21.67	130.02
62	Waste collection	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	75.67	15.13	90.80
63	Acquisition projects	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197544	Banner Public consultation	Inprint Colour	S	56.00	11.20	67.20
66	Village Festival	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197641	Road Closure Village Festival s	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
69	Cleaning Service	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197724	Village Hall cleaning service	Crystal Clean	S	390.00	78.00	468.00
71	Staff Expenses	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197986	SG expenses claim	S Garnero	X	13.50		13.50
91	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198288	HMRC - P30 June 2022	HMRC	X	1,329.85		1,329.85
93	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198464	Salary June 2022	S Randle	X	823.56		823.56
94	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198649	Salary June 2022	S Garnero	X	2,092.95		2,092.95
96	Water supply	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198135	Water Village Hall	Water Plus	Z	187.90		187.90
104	Subscription (adobe/office/Cl	20/06/2022		Parish Council Main A _y	Direct Debit	Microsoft	Microsoft Ireland Operations	S	225.60	45.12	270.72
68	Staff Training	21/06/2022	ScG/22/02/23	Parish Council Main A _y	14261482	SLCC membership	SLCC	X	206.00		206.00
131	Power supply	21/06/2022		Parish Council Main A _y	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
133	Subscription (adobe/office/Cl	22/06/2022		Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.29	2.05	12.34
105	Online booking system	27/06/2022		Parish Council Main A _y	Direct Debit	Village Hall booking service	Skedda	X	24.30		24.30
92	Staff Salary	28/06/2022	ScG/22/03/10	Parish Council Main A _y	14261796	CPF contribution June 2022	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
99	Waste collection	29/06/2022		Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste Services	S	71.82	14.36	86.18
101	Gas supply	29/06/2022		Parish Council Main A _y	Direct Debit	Gas Village Hall	British Gas	L	35.88	1.79	37.67
132	Subscription (adobe/office/Cl	04/07/2022		Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
100	Payroll Service	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785760	Payroll Service	Beardmore Accountants	S	144.50	28.90	173.40
95	Subscription (adobe/office/Cl	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785451	Parish Online subscription	Parish Online	S	225.00	45.00	270.00
97	Website subscription	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785536	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
98	General Parish Council design	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785673	Marketing and Design	Brave Little Tank	S	900.00	180.00	1,080.00
112	General Maintenance	14/07/2022		Parish Council Main A _y	Card	VH Toilet splashback	Sheet Plastics	S	31.33	6.27	37.60
134	Community events	16/07/2022		Parish Council Main A _y	CARD	Trophies #QueenBee	Concorde Trophies	S	38.79	7.76	46.55
117	Cleaning Service	20/07/2022		Parish Council Main A _y	15092652	VH cleaning	Crystal Clean	S	403.00	80.60	483.60
118	Subscription (adobe/office/Cl	20/07/2022		Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
106	Call minding service	20/07/2022		Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	77.16	15.43	92.59
107	Website subscription	20/07/2022		Parish Council Main A _y	15092559	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
108	20/07/2022		Parish Council Main A _y	Direct Debit	Wifi Village Hall	GCI Network Solutions Limite	S	56.50	11.30	67.80
111	20/07/2022		Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	18.39	3.67	22.06
110	20/07/2022		Parish Council Main A _y	Direct Debit	Gas Village Hall	British Gas	L	53.44	2.67	56.11
109	20/07/2022		Parish Council Main A _y	15092890	Watering	Green Living Horticultural ltd	X	380.00		380.00
113	20/07/2022		Parish Council Main A _y	15092981	HMRC	HMRC	X	1,270.22		1,270.22
114	20/07/2022		Parish Council Main A _y	15093084	July 2022 salary	S Randle	X	853.58		853.58
115	20/07/2022		Parish Council Main A _y	15093213	July 2022 salary	S Garnero	X	2,122.56		2,122.56
116	20/07/2022		Parish Council Main A _y	15093360	July 2022 pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
119	20/07/2022		Parish Council Main A _y	15093469	VH water	Water Plus	X	179.87		179.87
128	21/07/2022		Parish Council Main A _y	CARD	A4 papers 80gsm	Amazon EU S.a r.l. UK Branci	S	29.16	5.83	34.99
129	21/07/2022		Parish Council Main A _y	CARD	Calculator CASIO	Simgold Ltd	S	11.66	2.33	13.99
135	25/07/2022		Parish Council Main A _y	CARD	Village Hall booking service	Skedda	X	25.00		25.00
122	26/07/2022		Parish Council Main A _y	CARD	Watering can team	Amazon EU S.a r.l. UK Branci	S	21.64	4.32	25.96
123	26/07/2022		Parish Council Main A _y	CARD	Watering can team	Amazon EU S.a r.l. UK Branci	S	32.46	6.48	38.94
120	29/07/2022		Parish Council Main A _y	CARD	A4 papers 120g	Amazon EU S.a r.l. UK Branci	S	29.07	5.82	34.89
121	29/07/2022		Parish Council Main A _y	CARD	Tone Cartridges Replacement	Amazon Services Europe S.a.	S	44.07	8.82	52.89
127	01/08/2022		Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste Services	S	119.48	23.90	143.38
188	01/08/2022		Parish Council Main A _y	Direct Debit	VH Electricity	Scottish Power	X	139.54		139.54
181	02/08/2022		Parish Council Main A _y	CARD	Royal Images	Royal Images	S	116.01	23.20	139.21
189	02/08/2022		Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.89	1.98	11.87
190	08/08/2022		Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
137	17/08/2022		Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
139	17/08/2022		Parish Council Main A _y	Direct Debit	Village Hall answer machine se	Cymphony	S	61.60	12.32	73.92
141	17/08/2022		Parish Council Main A _y	Direct Debit	Village Hall wi-fi	GCI Network Solutions Limite	S	56.50	11.30	67.80
143	17/08/2022		Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	17.09	3.43	20.52
144	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	38.37	7.68	46.05
145	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	38.37	7.68	46.05
146	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
147	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
148	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	38.37	7.68	46.05
149	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
150	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
151	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
152	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	25.58	5.12	30.70
153	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
179	19/08/2022		Parish Council Main A _y	CARD	Refund Amazon	Amazon EU S.a r.l. UK Branci	S	-28.08	-5.62	-33.70
142	22/08/2022		Parish Council Main A _y	15916859	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
140	22/08/2022		Parish Council Main A _y	15916768	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
138	22/08/2022		Parish Council Main A _y	15916697	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
130 Payroll Service	22/08/2022		Parish Council Main A	15916329	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
124 General Parish Council design	22/08/2022		Parish Council Main A	15916604	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
125 Community events	22/08/2022		Parish Council Main A	15916010	#QueenBee trail	Inprint Colour	S	104.50	20.90	125.40
126 Community events	22/08/2022		Parish Council Main A	15916131	#QueenBee trail	Inprint Colour	S	33.75	6.75	40.50
154 Staff Salary	22/08/2022		Parish Council Main A	15916942	HMRC - P30 August 22	HMRC	X	1,270.22		1,270.22
155 Staff Salary	22/08/2022		Parish Council Main A	15917064	August 22 payslip	S Randle	X	853.38		853.38
156 Staff Salary	22/08/2022		Parish Council Main A	15917147	August 22 payslip	S Garnero	X	2,122.76		2,122.76
157 Staff Salary	22/08/2022		Parish Council Main A	15917277	Pension contribution August 22	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
136 Water supply	22/08/2022		Parish Council Main A	15917372	Water Village Hall	Water Plus	Z	187.90		187.90
191 Acquisition projects	24/08/2022		Parish Council Main A	CARD	HP toner	Amazon EU S.a r.l. UK Branch	S	126.72	25.34	152.06
159 General Maintenance	25/08/2022		Parish Council Main A	CARD	VH mop	Viking	S	8.88	1.78	10.66
192 Online booking system	25/08/2022		Parish Council Main A	Direct Debit	VH booking system	Skedda	E	25.34		25.34
168 Acquisition projects	28/08/2022		Parish Council Main A	CARD	Printer toner	Amazon EU S.a r.l. UK Branch	S	122.56	24.51	147.07
169 Acquisition projects	28/08/2022		Parish Council Main A	CARD	Elastic band	Amazon Services Europe S.a.	S	10.73	2.16	12.89
176 Misc/Expenses	30/08/2022		Parish Council Main A	Direct Debit	Printer	HP Inc UK Limited	S	0.83	0.17	1.00
164 Legal and professional fee	02/09/2022		Parish Council Main A	CARD	ICO fee	Information Commissioner's Office	X	40.00		40.00
160 Call minding service	11/09/2022		Parish Council Main A	Direct Debit	VH answer machine service	Cymphony	S	106.27	21.25	127.52
161 Subscription (adobe/office/Cloud)	13/09/2022		Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.24	2.04	12.28
162 Community events	13/09/2022		Parish Council Main A	16530977	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
163 Audit Fees	13/09/2022		Parish Council Main A	16531090	External Auditor	PKF Littlejohn	S	400.00	80.00	480.00
165 Wi-Fi Service	13/09/2022		Parish Council Main A	Direct Debit	VH wi-fi	GCI Network Solutions Limited	S	56.50	11.30	67.80
166 Waste collection	13/09/2022		Parish Council Main A	Direct Debit	VH waste	ASH Waste Services	S	71.62	14.32	85.94
171 Accountancy software	13/09/2022		Parish Council Main A	16605819 (16531212)	Scribe - account software	Scribe	S	648.00	129.60	777.60
172 Subscription (adobe/office/Cloud)	13/09/2022		Parish Council Main A	16605952 (16537518)	Microsoft 12 months subscription	NGL Technology LTD	S	624.80	124.96	749.76
177 Payroll Service	13/09/2022		Parish Council Main A	16531451	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
180 Cleaning Service	13/09/2022		Parish Council Main A	16606249 (16531523)	VH cleaning	Crystal Clean	S	474.55	94.91	569.46
182 Telephone	13/09/2022		Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	17.79	3.55	21.34
195 Acquisition projects	13/09/2022		Parish Council Main A	CARD	Online survey platform subscription	Momentive Europe UC FKA SurveyMonkey	S	320.00	64.00	384.00
178 Gas supply	13/09/2022		Parish Council Main A	Direct Debit	VH gas	British Gas	L	38.98	1.94	40.92
170 Ground Maintenance- supplies	13/09/2022		Parish Council Main A	16531655	Ground contract Qrt 2	Green Living Horticultural Ltd	X	2,895.00		2,895.00
173 Ground Maintenance - General	13/09/2022		Parish Council Main A	16605312 (16540810)	Repair Parish Council Pavement	Martin Andrews	X	180.00		180.00
183 Staff Salary	13/09/2022		Parish Council Main A	16606349 (16531847)	P30 - September 2022	HMRC	X	1,270.22		1,270.22
184 Staff Salary	13/09/2022		Parish Council Main A	16531927	Salary Sept 2022	S Randle	X	853.38		853.38
185 Staff Salary	13/09/2022		Parish Council Main A	16531994	Salary Sept 2022	S Garnero	X	2,122.76		2,122.76
186 Staff Salary	13/09/2022		Parish Council Main A	16606154 (16532080)	September 2022 - Pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
158 Staff Training	13/09/2022		Parish Council Main A	16531583	Staff training course	Cheshire Assoc Local Council	X	25.00		25.00
167 Newsletter: design, printing & distribution	13/09/2022		Parish Council Main A	16532239	Newsletter - printing cost	Solopress	Z	1,314.96		1,314.96
174 Newsletter: design, printing & distribution	13/09/2022		Parish Council Main A	16606048 (16532318)	Delivery newsletter September	The Leaflet Team	Z	319.00		319.00
175 Acquisition projects	13/09/2022		Parish Council Main A	16605530 (16532387)	Delivery 140 consultation letters	The Leaflet Team	Z	695.00		695.00

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PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
196	Telephone	14/09/2022		Parish Council Main A _y	Direct Debit	BT - set up costs	BT	S	10.00	2.00	12.00
187	#QueenBee fund	14/09/2022		Parish Council Main A _y	16537838	Planters	Gordon Ellis & Co	S	4,663.44	932.69	5,596.13
193	Website subscription	21/09/2022		Parish Council Main A _y	16766190	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
194	#QueenBee fund	21/09/2022		Parish Council Main A _y	16766287	#QueenBee planters	Green Living Horticultural ltd	Z	970.00		970.00
197	Community events	21/09/2022		Parish Council Main A _y	16766363	Proclamation Video	Little Forest Film	Z	150.00		150.00
198	Water supply	21/09/2022		Parish Council Main A _y	16766440	Water Village Hall	Water Plus	Z	187.90		187.90
								Total	75,835.09	4,447.83	80,282.92



Report Statement

Meeting: Parish Council meeting

Report Purpose: To receive and consider a recommendation from F&S Committee

Version Control: v1

Author: Clerk

1. Report Summary

This report provides policy for Members' consideration.

2. Background

It is good practice for a Council to review its policy annually, to check that they are fit for the current Council's purpose and accurate (in line with relevant legislation and guidance).

On 28 September F&S Committee resolved to recommend Full Council to adopt the Shavington-cum-Gresty Parish Council Recording at Meeting Policy

3. Position

Members are asked to consider the following policy:

- Shavington-cum-Gresty Parish Council Recording at Meeting Policy

4. Sustainability Impact

Environment: neutral as mainly digital

5. Governance

Council must comply with legislation and guidance

6. Financial Impact

Within budget

7. Resource Impact

Clerk time

8. Conclusions

Members are asked:

- a. Note the policy and approve it
- b. Note the policy, request some amendments to be made and approve it
- c. Note the policy and not approve it

9. Consideration Sought

That the attached policy is approved

RECORDING AT MEETING POLICY

Shavington-cum-Gresty Parish Council is committed to the principles of openness and transparency and encourages members of the public to attend all meetings of the council, its committees and sub-committees.

It therefore embraces the rights to record, film and to broadcast meetings of the parish meeting as established under the Openness of Local Government Regulations 2014.

For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed unless they object.

This policy is applicable to meetings of this council, its committees and subcommittees.

Limitations

Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

Staffing Committee meetings remain confidential and may not be recorded or reported on outside the meeting.

Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

Notice of recording

Notice of the recording of meetings will be displayed in and outside the place of meeting and Council consent forms for the public will be signed prior to the meeting. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they must not be included in the recording.

Recordings by members of the public

The recording and reporting on meetings of the Parish Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the UK GDPR, the Data Protection Act 2018 and the laws of libel and defamation.



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The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

The Parish Council would expect any recording in breach of these rules to be removed from public view.

The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

The following rules apply to any member of the public, or press, who wish to record or report on a council meeting:

- Any person wishing to record a meeting in any format whatsoever is asked to contact the Clerk at least a few days prior to the meeting with the following information:
 - Which meeting the request refers to
 - The name, organisation (if applicable) and contact details of the person making the request
 - What equipment it is intended to be used (to determine what facilities might be required)
 - What the photographs/recording will be used for and/or where the information is to be published
- Discussing requirements with the Clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
- The Council will display a statement at each of its meetings, or the Chair will read it aloud, which says: "This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded".
- The Clerk will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g. provision of a table. However, the council should point out that the physical layout of any room may restrict the council's ability to make any provision.
- All recording will be undertaken from a static point.
- All recording shall be overt, i.e. clearly visible to anyone at the meeting.
- Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.
- Persons who are recording are requested not to leave their equipment unattended and are responsible for their equipment at all times.
- The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a



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level which does not adversely affect other people. The lighting should not cause any other form of disruption.

- Filming elsewhere in the building outside of the meeting room is not permitted without permission.
- The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a nondisruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
- A person or persons recording the meeting are reminded that the “Public Participation” period is not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
- Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
- The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
- People seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned.
- Use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
- All those filming a meeting must only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting and who have given written explicit consent in advance.
- For organisations that are recording a meeting, members of the public should be provided with that organisations privacy policy. You should ensure that the public is informed that their image will be taken and the context in which their image will subsequently be used.
- The Pown Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
- A person or persons making a recording has no right to interrupt a Council/Committee meeting by asking questions or making comments for the purpose of the recording.
- A person or persons recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
- The Chair of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
- If the Clerk of the meeting feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop.



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- If use continues the Chair or Clerk will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
- If a meeting is adjourned by the Chair then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned.
- If during the meeting, a motion is passed to exclude the press and public, on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography.
- Regarding filming Officers of the Council, the Council is obliged to comply with the Health and Safety Regulations to provide a safe workplace. If the Council received a complaint from their employees that the recordings were being used to harass or threaten staff (or Members) then the Council may take action by warning those recording, not allow recording and potentially involve the Police.

Recordings by the council

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its data retention policy.

However, the minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

The Chair of the meeting will make an announcement at the beginning of the meeting to make sure everyone understands that the meeting will be recorded and will ask if any members of the public object to being recorded.

The Chair of the meeting has the discretion to request the termination or suspension of the recording if continuing to record would prejudice the proceedings of the meeting. This would include:

- Public disturbance, disruption or suspension of the meeting.
- The meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures.
- Where it is considered that continued recording/photography/filming/ webcasting might infringe the rights or privacy of any individual (including staff members) or intimidate them.
- For any other reason which the Chairman considers reasonable in the circumstances.

The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.



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People seated in the public seating area will not be photographed, filmed or recorded without the consent of the individuals concerned.

Use will not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.

Where the Council records its own meetings, it does not prevent any other person or persons from also recording.

Recordings made by the Council of any of council meetings will be the available on the Council's Facebook Channels' for the period as set out in the Data Retention Policy.

Recordings may be removed from the Council's Youtube Channel before the minimum retention period if it is deemed all or part of the content of the recording is, or is likely to be, in breach of any statutory provision or common law rule, for example Data Protection and/or Human Rights legislation or provisions relating to confidential or exempt information. It is anticipated, however, that meetings will be conducted lawfully and that the need to remove recordings will occur only on an exceptional basis.

Unless given permission by the Chairman, councillors should not record, photograph or film other councillors, staff or members of the public during a meeting.

Council recording at meetings notice

The notice below will be placed in a conspicuous place outside the meeting room for each meeting that is being recorded.

The Council, members of the public and the press may film/record/photograph for live and/or subsequent broadcast this meeting only when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they are not to be included in the filming/recording/photographing.

The Public's Rights

If, as a member of the public, you do not wish to be photographed, filmed or recorded please inform the Clerk in attendance at the meeting or the Chair of the meeting when notice is given that a request to photograph / record has been received.

The Council requires your written consent to include the recording of you at the meeting.