



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

**Shavington-cum-Gresty Council  
Finance & Strategy Committee meeting**

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

22 February 2024

To: **Members of the Finance & Strategy Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Finance & Strategy Committee** to be held at **7:30PM** on **Wednesday 28 February 2024** at **Shavington-cum-Gresty Village Hall, upstairs office room, Main Rd, Shavington, CW2 5DP.**

**Please note:** any person who may find difficulty in access the meeting room upstairs due to mobility impairments is asked to advise the Clerk by email [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or phone 01270 42 11 25 at least 24 hours before the meeting so that every effort may be made to provide access.

Your sincerely,

Simona Garnero  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Finance & Strategy Committee Meeting held on 29 November 2023 ( <b>attached</b> )
4	Public participation

	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
<b>5</b>	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements <b>(attached)</b>
<b>6</b>	To review the forecast position of the council at 31 March 2024 and to consider any necessary corrective actions <b>(attached)</b>
<b>7</b>	To receive and consider the latest version of Parish Council Fixed Asset register <b>(attached)</b>
<b>8</b>	To receive and consider the latest version of the Parish Council Financial Risk Assessment <b>(attached)</b>
<b>9</b>	To receive and consider the latest version of the Council Direct Debit list and to consider making a recommendation to the Full Council to approve the use of direct debit payments as per section 6.5 of the Shavington-cum-Gresty Parish Council Financial Regulations <b>(attached)</b>
<b>10</b>	To receive and consider the DRAFT following policy <b>(attached)</b> :  a. Shavington-cum-Gresty Parish Council Councillor-Officer protocol b. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff c. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide d. Shavington-cum-Gresty Parish Council Pensions Discretions Policy
<b>11</b>	To receive and consider an update on the Weston Ecological Mitigation Land Acquisition Project
<b>12</b>	To receive and consider an update on the Council Strategy Review project

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



## **MINUTES of the meeting held on** **Wednesday 29 November 2023**

In attendance: B Gibbs, K Gibbs, S Jones

ScG FSC/23/03/1	<b>To receive apologies for absence<sup>1</sup></b>
	Apologies were received from Cllrs R Jones and Ferguson
ScG FSC/23/03/2	<b>To note declarations of Members' interests</b>
	Cllr B. Gibbs declared a personal interest in item 7 due to one of the received quotes being from a supplier he is presently utilising.
ScG FSC/23/03/3	<b>To confirm and sign the minutes of the Finance Committee Meeting held on 20 September 2023</b>
	<b>RESOLVED:</b> that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FSC/23/03/4	<b>Public participation</b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG FSC/23/03/5	<b>To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements</b>
	Members <b>NOTED</b> the Parish Council YTD financial position.

<sup>1</sup> Meeting started at 19:33hrs

	It was <b>NOTED</b> that the month-end reconciliations statements ending 30 September and 31 October 2023 were checked and signed by Cllrs S Jones and B Gibbs
<b>ScG FSC/23/03/6</b>	<b>To review the forecast position of the council at 31 March 2024 and to consider any necessary corrective actions</b>
	Councillors <b>NOTED</b> the update.  <b>RESOLVED:</b> that no corrective action is currently needed.
<b>ScG FSC/23/03/7</b>	<b>To review and assess quotations for legal services regarding the acquisition of the Western Ecological Mitigation Area.</b>  <b>To consider making a recommendation for Full Council to appoint one of the received quotes</b>
	Councillors <b>NOTED</b> the report.  It was <b>NOTED</b> that Cllr B Gibbs abstained from the vote.  <b>RESOLVED:</b> that a recommendation is made to full council to accept Quote 2 on the basis that the support provided in the negotiation process is stronger, the process is better described in the quote, and they provide more reassurance on the support given to the council in the negotiation of all aspect of s.106  <b>RESOLVED:</b> that the Clerk is instructed to negotiate the payment timeline, ensuring that any payment is scheduled for the upcoming financial year, with a dedicated budget allocation
<b>ScG FSC/23/03/8</b>	<b>To receive and consider the following Project Initiation Documents:</b>  <b>a. Corporate workwear (Cllr Randle)</b>
	Councillors <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Staffing Committee is requested explore the introduction of a uniform policy, following that, the Finance & Strategy Committee will reconsider the project.
<b>ScG FSC/23/03/9</b>	<b>To receive an update on the Council Strategic review – first workshops and consider any implication in the Council budget setting process for the forthcoming financial year</b>
	The Clerk briefed Councillors on the item.  Councillors <b>NOTED</b> the update.

ScG FSC/23/03/10	<b>To receive DRAFT budget 2024/25 and to consider making a recommendation to Full Council</b>
	<p>Councillor <b>NOTED</b> the report.<sup>2</sup></p> <p><b>RESOLVED:</b> that standing orders are suspended at 21;25 hrs to allow the meeting to continue.</p> <p><b>RESOLVED:</b> that the <b>DARFT</b> council budget v.8 (<b>attached</b>) is recommended to Full Council for consideration. Building on the previous year's action plan, an additional £40k is proposed based on the Council Strategy Review's objectives, divided as follows: £20k for the appointment of the Communication Officer and £20k for a rolling capital fund to commence strategy implementation.</p>
ScG FSC/23/03/11	<b>To receive and consider the following policy</b>
	<p><b>a. Reserve Policy</b></p> <p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the following project is recommended to Full Council for approval:</p> <p><b>a. Reserve Policy</b></p>
ScG FSC/23/03/12	<b>To note the date of the next Finance &amp; Strategy Committee Meeting – 28 February 2024 7:30pm</b>
	<p>Councillors <b>NOTED</b> the date of the next Finance &amp; Strategy Committee Meeting.</p>

Meeting Closed at 2225 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

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<sup>2</sup> Cllr B Gibbs left hrs 21:06hrs and rejoined the meeting at 21:07hrs  
Cllr K Gibbs left the meeting at 21:36hrs and rejoined the meeting at 21:37hrs  
Cllr B Gibbs left the meeting at 21:36hrs and rejoined the meeting at 21:37hrs

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				14,600.00		14,600.00	14,600.00 (100%)
21	General Parish Council design a				3,600.00		3,600.00	3,600.00 (100%)
22	PC/VH subscription and adv				1,600.00		1,600.00	1,600.00 (100%)
24	Christmas Carol				1,500.00		1,500.00	1,500.00 (100%)
25	Remembrance Service				4,100.00		4,100.00	4,100.00 (100%)
26	Community events				2,500.00		2,500.00	2,500.00 (100%)
43	PPS/PRS				300.00		300.00	300.00 (100%)
49	Micro & Small Grant Scheme				2,500.00		2,500.00	2,500.00 (100%)
55	#QueenBee fund							(N/A)
61	Civic events				2,600.00		2,600.00	2,600.00 (100%)
70	Parish Map Framework				800.00		800.00	800.00 (100%)
73	Community Event Marketing and				900.00		900.00	900.00 (100%)
<b>SUB TOTAL</b>					<b>35,000.00</b>		<b>35,000.00</b>	<b>35,000.00 (100%)</b>

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General e				500.00		500.00	500.00 (100%)
28	Ground Maintenance- supplier				17,000.00		17,000.00	17,000.00 (100%)
29	Vine Tree Play area - mainten				1,000.00		1,000.00	1,000.00 (100%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	700.00		-700.00				-700.00 (-100%)
32	Allotment maintenance cost				700.00		700.00	700.00 (100%)
52	Defibrillator and kiosk				300.00		300.00	300.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
74	Ground Maintenance Contingenc				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>		<b>700.00</b>		<b>-700.00</b>	<b>20,900.00</b>		<b>20,900.00</b>	<b>20,200.00 (93%)</b>

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00		150.00	150.00 (100%)
4	Stationary				500.00		500.00	500.00 (100%)
5	Accountancy software				835.00		835.00	835.00 (100%)
6	ICT equipment				1,500.00		1,500.00	1,500.00 (100%)
9	Audit Fees				1,000.00		1,000.00	1,000.00 (100%)
10	Insurance				4,000.00		4,000.00	4,000.00 (100%)
11	Legal and professional fee				2,000.00		2,000.00	2,000.00 (100%)
12	Subscription (adobe/office/Chalc				4,050.00		4,050.00	4,050.00 (100%)
13	Telephone and WiFi				950.00		950.00	950.00 (100%)
14	Website subscription				2,400.00		2,400.00	2,400.00 (100%)
15	Website transparency				500.00		500.00	500.00 (100%)
16	Misc/Expenses				1,000.00		1,000.00	1,000.00 (100%)
17	Precept							(N/A)
18	VAT reclaim							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

19 Other income				(N/A)
53 Ecological Mitigation Land acqui	7,000.00	7,000.00	7,000.00	(100%)
59 Office costs	6,600.00	6,600.00	6,600.00	(100%)
67 IT support	300.00	300.00	300.00	(100%)
<b>SUB TOTAL</b>	<b>32,785.00</b>	<b>32,785.00</b>	<b>32,785.00</b>	<b>(100%)</b>

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				41,789.40	41,789.40	41,789.40	(100%)
68	Sponsorship Main Road Car pari				4,837.50	4,837.50	4,837.50	(100%)
72	Sign restoration project				3,000.00	3,000.00	3,000.00	(100%)
75	Rolling Capital Fund (Strategy)				20,000.00	20,000.00	20,000.00	(100%)
<b>SUB TOTAL</b>					<b>69,626.90</b>	<b>69,626.90</b>	<b>69,626.90</b>	<b>(100%)</b>

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				83,600.00	83,600.00	83,600.00	(100%)
2	Payroll Service				800.00	800.00	800.00	(100%)
7	Staff Training				1,000.00	1,000.00	1,000.00	(100%)
8	Members Training				400.00	400.00	400.00	(100%)
76	Communication officer				20,000.00	20,000.00	20,000.00	(100%)
<b>SUB TOTAL</b>					<b>105,800.00</b>	<b>105,800.00</b>	<b>105,800.00</b>	<b>(100%)</b>

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	300.00	300.00	(100%)
34	Cleaning Service				5,400.00	5,400.00	5,400.00	(100%)
35	Gas supply				4,800.00	4,800.00	4,800.00	(100%)
36	Power supply				1,600.00	1,600.00	1,600.00	(100%)
37	Fire equipment				330.00	330.00	330.00	(100%)
39	Online booking system				370.00	370.00	370.00	(100%)
40	Hygine service				700.00	700.00	700.00	(100%)
41	Water supply				3,000.00	3,000.00	3,000.00	(100%)
42	Waste collection				1,000.00	1,000.00	1,000.00	(100%)
47	General Maintenance				1,500.00	1,500.00	1,500.00	(100%)
48	Hall hire	15,000.00		-15,000.00				(-100%)
60	Office costs income	6,600.00		-6,600.00				(-100%)
71	Roof maintenance				3,000.00	3,000.00	3,000.00	(100%)
<b>SUB TOTAL</b>		<b>21,600.00</b>		<b>-21,600.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>400.00</b>	<b>(0%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

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**Summary**

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NET TOTAL	22,300.00	-22,300.00	286,111.90	286,111.90	263,811.90 (85%)
V.A.T.					
GROSS TOTAL					



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				12,400.00	8,481.40	3,918.60	3,918.60 (31%)
21	General Parish Council design a				3,700.00	2,031.52	1,668.48	1,668.48 (45%)
22	PC/VH subscription and adv				1,500.00		1,500.00	1,500.00 (100%)
23	Village Festival				323.00	323.00		(0%)
24	Christmas/Winter event				3,177.00	1,457.63	1,719.37	1,719.37 (54%)
25	Remembrance Service				3,811.88	3,807.47	4.41	4.41 (0%)
26	Community events				1,150.00	190.00	960.00	960.00 (83%)
49	Small Grant Scheme				100.00	40.00	60.00	60.00 (60%)
55	#QueenBee fund		4,146.56	4,146.56				4,146.56 (N/A)
58	Engagement and Promotion				3,300.00	2,783.76	516.24	516.24 (15%)
61	Civic events				2,170.62	2,170.62		(0%)
69	NEW - Roll of Honour				1,317.50	1,317.50		(0%)
<b>SUB TOTAL</b>			<b>4,146.56</b>	<b>4,146.56</b>	<b>32,950.00</b>	<b>22,602.90</b>	<b>10,347.10</b>	<b>14,493.66 (43%)</b>

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General				1,000.00	77.92	922.08	922.08 (92%)
28	Ground Maintenance- supplier				15,000.00	9,308.75	5,691.25	5,691.25 (37%)
29	Vine Tree Play area - mainten				1,000.00	208.64	791.36	791.36 (79%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	720.00	758.34	38.34				38.34 (5%)
32	Allotment maintenance cost					230.00	-230.00	-230.00 (N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
62	New Planters				1,500.00	893.47	606.53	606.53 (40%)
<b>SUB TOTAL</b>		<b>720.00</b>	<b>758.34</b>	<b>38.34</b>	<b>19,700.00</b>	<b>10,718.78</b>	<b>8,981.22</b>	<b>9,019.56 (44%)</b>

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00	122.78	27.22	27.22 (18%)
4	Stationary				500.00	548.03	-48.03	-48.03 (-9%)
5	Accountancy software				750.00	777.60	-27.60	-27.60 (-3%)
6	ICT equipment				750.00	634.07	115.93	115.93 (15%)
9	Audit Fees				1,000.00	420.00	580.00	580.00 (58%)
10	Insurance				3,300.00	3,378.64	-78.64	-78.64 (-2%)
11	Legal and professional fee				1,500.00	1,285.00	215.00	215.00 (14%)
12	Subscription (adobe/office/Chalc				4,000.00	3,407.59	592.41	592.41 (14%)
13	Telephone				743.40	768.92	-25.52	-25.52 (-3%)
14	Website subscription				2,400.00	1,925.00	475.00	475.00 (19%)
15	Website transparency				500.00		500.00	500.00 (100%)
16	Misc/Expenses				1,000.00	781.06	218.94	218.94 (21%)
17	Precept	179,592.36	179,592.00	-0.36				-0.36 (0%)
18	VAT reclaim							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

19 Other income							(N/A)
53 Acquisition projects							(N/A)
59 Office costs				6,000.00		6,000.00	6,000.00 (100%)
68 Legal services				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>	<b>179,592.36</b>	<b>179,592.00</b>	<b>-0.36</b>	<b>24,093.40</b>	<b>14,048.69</b>	<b>10,044.71</b>	<b>10,044.35 (4%)</b>

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				37,958.00	28,468.50	9,489.50	9,489.50 (25%)
63	NEW! Notice board Shavington f		4,414.80	4,414.80	4,834.80	4,239.00	595.80	5,010.60 (103%)
64	IMPACT		10,000.00	10,000.00		435.99	-435.99	9,564.01 (N/A)
65	LCAS - Foundation Award				50.00	50.00		(0%)
66	Strategic Review				4,000.00	1,713.20	2,286.80	2,286.80 (57%)
67	Main Road Car Park - Sponsorsl				4,500.00		4,500.00	4,500.00 (100%)
<b>SUB TOTAL</b>			<b>14,414.80</b>	<b>14,414.80</b>	<b>51,342.80</b>	<b>34,906.69</b>	<b>16,436.11</b>	<b>30,850.91 (60%)</b>

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	65,770.58	8,229.42	8,229.42 (11%)
2	Payroll Service				800.00	577.00	223.00	223.00 (27%)
7	Staff Training				1,000.00	730.30	269.70	269.70 (26%)
8	Members Training				300.00	50.00	250.00	250.00 (83%)
<b>SUB TOTAL</b>					<b>76,100.00</b>	<b>67,127.88</b>	<b>8,972.12</b>	<b>8,972.12 (11%)</b>

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	114.35	185.65	185.65 (61%)
34	Cleaning Service				5,100.00	4,517.00	583.00	583.00 (11%)
35	Gas supply				4,450.00	2,586.96	1,863.04	1,863.04 (41%)
36	Power supply				1,500.00	1,234.00	266.00	266.00 (17%)
37	Fire equipment				300.00	224.23	75.77	75.77 (25%)
39	Online booking system				300.00	250.16	49.84	49.84 (16%)
40	Hygine service				700.00	567.24	132.76	132.76 (18%)
41	Water supply				3,000.00	1,948.31	1,051.69	1,051.69 (35%)
42	Waste collection				1,680.00	869.56	810.44	810.44 (48%)
43	PPS/PRS				250.00	299.68	-49.68	-49.68 (-19%)
47	General Maintenance				1,500.00	1,534.06	-34.06	-34.06 (-2%)
48	Hall hire	13,500.00	18,681.73	5,181.73		11.00	-11.00	5,170.73 (38%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
<b>SUB TOTAL</b>		<b>19,500.00</b>	<b>18,681.73</b>	<b>-818.27</b>	<b>19,080.00</b>	<b>14,156.55</b>	<b>4,923.45</b>	<b>4,105.18 (10%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

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NET TOTAL	199,812.36	217,593.43	17,781.07	223,266.20	163,561.49	59,704.71	77,485.78 (18%)
V.A.T.		8,142.22			7,858.96		
GROSS TOTAL		225,735.65			171,420.45		



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: Finance & Strategy Committee 29.11.23

Report Purpose: To review the forecast financial position of the council at 31.03.2024

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report aim to provide Councillors with the forecast of the council financial position at 31.03.2024

### **2. Background**

Finance and Strategy Committee Councillors were provided a first forecast of the financial position of the council in their previous meeting.

### **3. Position**

The report attached present the forecast of the council financial position at 31.03.2024

### **4. Governance**

Shavington-cum-Gresty Financial Regulations  
Shavington-cum-Gresty Budget setting process

### **5. Financial Impact**

Within budget

### **6. Resource Impact**

Clerk time

### **7. Conclusions**

Members are asked to note the report and to consider any necessary corrective actions.

Calculations to inform the budget for 2024-25

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**A CALCULATION OF LIKELY BALANCE ON 1 APRIL 2024**

	Balance at bank on 31 Jan 2024 (Parish Council main a/c)	£134,032.00		
	Balance at bank on 31 Jan 024 (Village Hall account)	£25,673.00		
	Total combined balance	<b><u>£159,705.00</u></b>		
LESS	Forecast Spend to 31 March 2024	£46,122.60	* ADDED 1MONTH extra	ca £14,454/month
	Expected balance available on 1 April 2024	<b><u>£113,582.40</u></b>		
	<b>Difference</b>	<b><u>Budgeted</u></b> <span style="border: 1px solid black; padding: 2px;">£103,761.00</span>		
		<b>£9,821.40</b>		



## Report Statement

Meeting: Finance and Strategy Committee, 28.02.2024

Report Purpose: To provide Members with the latest version of the Parish Council Fixed Asset register

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with the latest version of the Parish Council Fixed Asset Register.

### 2. Background

As per s.16.6 of the Parish Council Financial Regulations, it is the Clerk/RFO duty to ensure that an appropriate and accurate register of Asset is kept up to date. This register needs to be verified at least annually, possibly in conjunction with a H&S inspection of assets.

### 3. Position

Members are asked to note the register attached, and recommend this to Full Parish Council for approval .

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve the asset register and recommend this to be approved by the full parish council
- b. Approve the asset register with some amendments, and recommend this to be approved by full parish council
- c. Not approve the asset register

### 8. Consideration Sought

Shavington-cum-Gresty, *F&S Committee 28.02.2024* Agenda Item 7

That the asset register is approved and recommended to Parish Council



**Shavington-cum-Gresty Parish Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Bench - 1 Rope Lane	2012	473.00		ScG PC			
Bench - Andrews family (Village Hall)	2021	767.00		ScG PC			
Bench - Former Cllr Jones (Village Hall)	2021	726.00		ScG PC			
Bench - Goodall's Corner	2019	473.00		ScG PC			
Bench - NewCastle Road	2021	596.00		ScG PC			
BT Kiosk Crewe Road (Near Hickory's pub)	2021	1.00		ScG PC			
BT kiosk Main Road	2018	1.00					
Cameron Avenue - small portion only	NA	1.00		ScG PC			
Canon EOS 4000D Camera and EF-S 18-55mm	2021	326.00		ScG PC			
Defibrillator and cabinet - outside Village Hall	2018	1,070.00		ScG PC			
Gates and Fences	NA	19,200.00		ScG PC			
General contents (including stock)	NA	19,300.00		Officers/Members			
HP laser printer	2016	200.00		ScG PC			
HP OfficeJet Pro 9022e A	2022	238.80		ScG PC			
Laminator Morpilot A3 Thermal machine	21	38.00		ScG PC			
Lenovo laptop	2020	1,870.00		ScG PC			
Litz IQ Slim Home Office Cross Cut Paper Shredder	2021	94.00		ScG PC			
Logitech MK330 Wireless Keyboard and mouse	2021	21.00		ScG PC			
Microsoft Surface Dock 2	2021	244.00		ScG PC			
N. 2 benches Vine Tre Play Area	NA	500.00		ScG PC			
n.2 LG Monitors 24MK400H	2021	240.00		ScG PC			
n.2 logitech cameras	2020	593.00		ScG PC			
N.2 Songmics Office Chairs	2021	140.00		ScG PC			
Notice board (n.5)	2015	5,000.00		ScG PC			
Office content	NA	2,100.00		Officers			
Playground equipment	NA	23,700.00		ScG PC			



**Shavington-cum-Gresty Parish Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Shavington Village Hall	1986	635,510.00				Shavington cum Gresty Pa	
Storage Shed	NA	2,475.00		Keeper SVFC			
Street Furniture	NA	38,920.00		ScG PC			
Surface laptop	2020	1,583.00		ScG PC			
Vehicle speed display unit (located on Crewe R	2017	4,180.00		ScG PC			
Village Hall Notice board	2021	98.00		ScG PC			
War Memorial	NA	18,500.00		ScG PC			
Water Bowser	22.03.2022	1,000.00		ScG PC			
		<b>780,178.80</b>					
<b>Community &amp; Engagement Committee</b>							
Card reader	04.2023	23.00		Council offices			
		<b>23.00</b>					
<b>Environment &amp; Recreation Committee</b>							
n.10 Plastic Beams sleepers	2023	1,088.00		Village			
n.16 scenic sq planters black with gold trim	2022	4,663.44		Village			
Vine Tree Land		1.00		Vine Tree, Shavington			
		<b>5,752.44</b>					
<b>Finance &amp; Strategy Committee</b>							
Colour Laser All-in-One Printer	02.2024	230.00		Parish Council Office			
N.2 Office desks	2023	137.40		Village Hall - Offices			
N.2 office file cab drawers	2023	111.40		Village Hall - Offices			
Samsung Galaxy M13	2022	164.00		Clerk 'sphone			
Video Projector	2023	47.99		Village Hall - Offices			
		<b>690.79</b>					
<b>Parish Council Project</b>							

**Shavington-cum-Gresty Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Notice Board - Shavington Park	2023	4,666.80					
		<b>4,666.80</b>					
<b>Village Hall Committee</b>							
2KW GLASS HEATER BK DL	01. 2024	124.00		Village Hall - Offices			
Counter fridge for VH kitchen	2023	137.00		Village Hall - kitchen			
N.2 Bose S1 Pro speakers	2023	865.00		Village Hall - Offices			
Shure PGA48 Cardioid Dynamic Vocal Microph	2023	43.00		Village Hall - Offices			
		<b>1,169.00</b>					
<b>Grand Total:</b>		<b>792,480.83</b>					



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: Finance and Strategy Committee, 28.02.2024

Report Purpose: To provide Members with the latest version of the Parish Council Financial RA

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report aims to provide Councillors with the latest version of the Parish Council Financial Risk Assessment

### **2. Background**

As per s.17 of the Parish Council Financial Regulation, the council is responsible for putting in place arrangements for the management of the risk.

### **3. Position**

Members are asked to approve the refreshed Parish Council Risk Assessment attached (amendments from previous versions are in yellow)

### **4. Governance**

Shavington-cum-Gresty Parish Council Financial Regulations

### **5. Financial Impact**

Nil

### **6. Resource Impact**

Clerk's time

### **7. Conclusions**

Members are asked to note the report and:

- a. Approve the Financial RA and recommend this to be approved by the full parish council
- b. Approve the Financial RA with some amendments, and recommend this to be approved by full parish council
- c. Not approve the Financial RA

### **8. Consideration Sought**

That the Financial Risk Assessment is approved and recommended to Parish Council

# SHAVINGTON CUM GRESTY PARISH COUNCIL

## FINANCIAL RISK ASSESSMENT

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Parish Council services to the residents of Shavington-cum-Gresty	The risk of legislative change which will have an impact on the Parish Council's powers, duties and funding	Parish Clerk and staff keep apprised of developments	GDPR advisor appointed Sept 2021. Contract renewed on Sept 2022 Contract renewed on Sept 2023
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured  All assets checked regularly	
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council and to Staffing Committee	
	Staff retention issues	Staff training where appropriate  Yearly appraisal and weekly 1-2-1 meeting  Working practice document regularly updated by staff	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Parish Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	
	Loss of income through error or fraud	Parish Clerk continually review controls and current procedures	
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place  Matters relating to staff discussed in confidential session and discussed by Staffing committee  Parish Clerk to seek HR advice where appropriate Other policies in place	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	External Accountancy support in place (via Scribe)	
Financial Control	Inappropriate expenditure made	Payments reported to Parish Council and F&S Committee for review and corrective action if necessary	

Risk Area	Risk Identified	Mitigation	Notes
		<p>Payments approval list to be authorised by at least three signatories Councillors before any payments is made</p> <p>Dual authorisation system introduced for all online payment</p>	
	Financial Regulations become out of date with change in technology, regulation or business	<p>Council to review financial regulations once a year</p> <p>The Clerk/RFO react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices</p>	
	Lack of budgetary overview/overspend against budget	Monthly review of income and expenditure	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Reserves equivalent to at least three months' spend available in accordance with ScG Parish Council Reserve Policy	
Financial Systems and Records	Loss of data	<p>Scribe system retain all council cash books</p> <p>File copies of all invoices and receipts are kept on OneDrive. Additionally, two hard drives with backup copies of all documents saved on OneDrive are updated twice per year and kept in separate locations.</p> <p>Documents are retained for 12 years</p>	
	VAT  The Scribe system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	VAT returns are lodged on a quarterly basis in line with accepted procedures	
	Payroll  Beardmore Accountants provide payroll services and carry out payroll function	<p>The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis. The Chair of Staffing Committee authorises any Clerk's overtime, mileage or special duty payments.</p> <p>Backups are made to the server. File copies are kept on OneDrive. Additionally, two hard drives with backup copies of all documents saved on OneDrive are updated twice per year and kept in separate locations.</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment.</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies</p>	
Banking Arrangements and Procedures	Co-op Bank is used Accounts	<p>One bank account used on a weekly basis</p> <p>Reviewing how much is placed into a higher rate deposit account</p>	
Banking Security/Access to Finances	Cheques	Each cheque from the main account must be signed by 3 Councillors as detailed on the bank mandates (which are amended when required to ensure	

Risk Area	Risk Identified	Mitigation	Notes
		that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk and three authorised signatories Members	
	Bank Reconciliation	<p>All accounts are reconciled using the Scribe system every month</p> <p>Any discrepancies are immediately reported to the bank for investigation</p> <p>All petty cash accounts which do not have statements are reconciled on a monthly basis against the cash held and any discrepancies are immediately reported to the Clerk</p>	
	Access to the main bank accounts	Clerk, Community Manager and authorised signatures Councillors have access to the bank account. Only the Clerk is authorised to set up payments or move money	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Payments	<p>All payments must be authorised by the RFO before any cheque is issued.</p> <p>Three authorised signatories members are required to approve all payments as per section 5.2 of Finance Regulation.</p>	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk	No petty cash system in operation
	Hire Charges	<p>Council agrees the charges, as set by Parish Council's ToRs</p> <p>All bookings must be paid for in advance</p>	
	Cash collected from community events	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income)</p> <p>At the office the cash is emptied and counted manually within one working day by at least two members of staff</p>	
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the Scribe system and all entry references are printed out and retained</p> <p>A unique pay in reference is applied to each batch of banking which is loaded</p>	

Risk Area	Risk Identified	Mitigation	Notes
		<p>onto the Scribe system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>	
Financial Administration	Records non-compliant or inadequate	<p>Internal auditor reviews record keeping annually</p> <p>Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation</p>	
	Expenditure/income coded incorrectly	Parish Clerk checks nominal ledger when Items are coded	
	<p>Standing Orders</p> <p>Standing orders are reviewed and approved by Parish Council on an annual basis at the AGM</p>	<p>The Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices</p>	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	<p>All payments reviewed</p> <p>Parish Clerk authorises three authorised signatories councillors approve the payment. Clerk set up payment on online banking, another authorised signature has to approve it</p>	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons	
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Parish Clerk also completes a mid-year review in October/November/December for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p>	

Risk Area	Risk Identified	Mitigation	Notes	
		<p>The new budget is discussed and fine-tuned through the September, October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in December and Cheshire East Council is then advised of the precept</p>		
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each Council and Committee meeting these are loaded onto Scirbe accounts system at the start of the new financial year		
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>		
	Reporting	<p>A full report of expenditures against budget is lodged with council at each Finance Committee meeting</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>		
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, annual checks of play equipment</p>	<p>Limit of cover £10,000,000</p> <p>Reviewed annually</p>	
	Employers Liability	Insurance cover	<p>Limit cover £10,000,000</p> <p>Reviewed annually</p>	
	Property	Cover for buildings and contents All risks cover for selected items		
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £1,000,000	
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000	
	Loss of Records	Loss of documentation	<p>Deeds and other legal documents relating to real estate stored in the office or online on OneDrive.</p> <p>Additionally, two hard drives with backup copies of all documents saved on</p>	



Risk Area	Risk Identified	Mitigation	Notes
		OneDrive are updated twice per year and kept in separate locations.	
Asset List	Purchased	<p>An asset list is maintained by the Parish Council on Scribe</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and might attend the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk/RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk/RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 365 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	
Supplier fraud	Fraud, safety of information/risk of data loss, theft of fund, reputational damage	Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.	

Risk Area	Risk Identified	Mitigation	Notes
		<p>Bank details and personal information should be included together with any new contract signed.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <p>Checking address and financial health details with Companies House</p> <p>Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account</p>	
Supplier dispute	Reputational damage, loss of money	<p>Contracts should be signed for all services over £2,000.</p> <p>Services below £2,000 or emergency works should have at least a written brief shared and agreed with the supplier outlining deliverables of the service</p>	

Reviews will take place yearly unless clearly stated differently within each section.



## Report Statement

Meeting: Finance & Strategy Committee

Report Purpose: To provide the updated Council's direct debit list.

Version Control: v1

Author: Clerk

### 1. Report Summary

To provide councillors with the updated Council's direct debit list.

### 2. Background

Section 6.5 of the Shavington-cum-Gresty Parish Council Financial Regulations requires the council to approve, by resolution, the use of variable direct debit every two years.

### 3. Position

Below is a list of the Council's direct debits updated on 22.02.2024:

- Scottish Power
- Adobe
- Water Plus
- British Gas
- ASH Waste Service
- BT
- ICO

Councillors are asked to note the updated list and to recommend to the Full Council to approve, by resolution, the use of a variable direct debit system.

### 4. Sustainability Impact

Positive environmental impact: all direct debit payments are made online, and invoices are issued via email.

### 5. Community Impact

Positive: Direct debit payments are reported at the next Parish Council meeting (or relevant Committee meeting) to ensure transparency and accessibility.

### 6. Governance



## Shavington-cum-Gresty Parish Council Financial Regulation

### **7. Financial Impact**

Within budget

### **8. Resource Impact**

Clerk's time

### **9. Conclusions**

Councillors are asked to note the report and to consider:

- a. To approve the updated version of the Council's direct debit list and make a recommendation to the Full Council to approve the use of a variable direct debit system as per section 6.5 of the Council's Financial Regulations.
- b. To approve the updated version of the Council's direct debit list, subject to amendments being considered, and to make a recommendation to the Full Council to approve the use of a variable direct debit system as per section 6.5 of the Council's Financial Regulations.
- c. To approve the updated version of the Council's direct debit list, subject to amendments being considered, and not to make a recommendation to the Full Council to approve the use of a variable direct debit system as per section 6.5 of the Council's Financial Regulations.

### **10. Consideration Sought**

That the updated version of the Council's direct debit list be approved, and that a recommendation be made to the full council to approve the use of a variable direct debit system as per section 6.5 of the Council's financial regulations.



## Report Statement

Meeting:	Finance and Strategy Committee
Report Purpose:	To provide Members with a set of Policies to consider or review
Version Control:	v1
Author:	Clerk

### 1. Report Summary

The report aims to provide Councillors with a set of policies to consider or review

### 2. Background

As per Financial RA, the Parish Council is required to review their policies and governance regularly to ensure its internal arrangements are fit for purpose and within law.

### 3. Position

Members are asked to consider the following policies:

- a. Shavington-cum-Gresty Parish Council Councillor-Officer protocol
- b. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff
- c. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide
- d. Shavington-cum-Gresty Parish Council Pensions Discretions Policy

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations  
Shavington-cum-Gresty Parish Council Standing Orders

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve all policies and recommend those for approval by the full Parish Council.



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**GRESTY**

b. Approve all policies with some amendments and recommend those for approval by the full Parish Council.

c. Not approve policies.

**8. Consideration Sought**

That all policies are approved and recommended to Parish Council



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

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

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL COUNCILLOR-OFFICER PROTOCOL

DRAFT



**SHAVINGTON**  
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**GRESTY**

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

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DRAFT





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**GRESTY**

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

## INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officers;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

## BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

## ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.



## SHAVINGTON CUM GRESTY

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

### Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly



## SHAVINGTON CUM GRETTY

- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

### **Chairs and vice-chairs of council and committees**

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

### **Officers**

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's complaints policy
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.



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- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging their responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

### **The Relationship: General**

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive



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- ensure that any criticism is made in private
- take up the concern with the chair.

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

### Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor or group of councillors;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.



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## **Some general principles**

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line- management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

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## **COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS**

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

## **CORRESPONDENCE**

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances





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(e.g. representations to a Government Minister) for a letter or email to appear in the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

### **PRESS AND MEDIA**

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council’s Social Media Protocol where there is one in place .





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## **IF THINGS GO WRONG**

### **Procedure for officers:**

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained.

The principal authority's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal authority's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

### **Procedure for councillors:**

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

**SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
PUBLICATION SCHEME INFORMATION GUIDE**

**Information to be published**

**How the information can be  
obtained**

<p><b>Class 1 – Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
<p>Who's Who on the Council and its Committees</p>	<p>Hard copy and Website</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)</p>	<p>Hard copy and Website</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy and Website</p>
<p>Staffing structure</p>	<p>Hard copy and Website</p>

<b>Class 2 – What we spend and how we spend it</b>	
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Current and previous financial year as a minimum	Hard copy and Website
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy and Website
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

<b>Class 3 – What our priorities are and how we are doing</b>	
(Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy and Website
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and Website
Quality status	Hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>Class 4 – How we make decisions</b>	
(Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and Website
Bye-laws	Hard copy
<b>Class 5 – Our policies and procedures</b>	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	Hard copy and Website

Committee and sub-committee terms of reference	Hard copy
Delegated authority in respect of officers	Hard copy
Code of Conduct	Hard copy and Website
Policy statements	Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy and Website
Health and Safety policy	Hard copy and Website
Recruitment policies (including current vacancies)	Hard copy and Website
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Website
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Hard copy and Website
Data protection policies	Hard copy and Website
Schedule of charges (for the publication of information)	Hard copy and Website
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset Register	Hard copy and Website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	Hard copy

Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Allotments	Hard copy and Website





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Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard copy and Website
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

## Contact details:

Parish Clerk: Ms Simona Garnerò

Tel: 01270 421125

Email: [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

Website: [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

## SCHEDULE OF CHARGES



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One copy of any available document will be supplied free of charge to any resident within the Parish of Shavington-cum-Gresty

Multiple copies of any available document will be supplied to any resident within the Parish of Shavington-cum-Gresty on payment of the actual cost of copying and postage.

Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Wonderland or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.



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**SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
LGPS DISCRETIONS POLICY  
LGPS 2014 SCHEME, PENSION FUND**

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	<b>Discretion and Regulation</b>	<b>Policy on Individual Discretions</b>
1	<b>Reg 31: Whether to grant additional pension to a member (up to £6500pa).</b>	<p>Shavington-cum-Gresty Parish Council will only exercise this discretion in exceptional circumstances.</p> <p>This discretion will only be exercised with the express permission of Full Parish Council after consideration of the costs that would apply.</p>
2	<p><b>Reg 16(2)e and Reg 16(4)d: Whether to make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this).</b></p> <p>(Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay – in the latter scenario, employers must fund it if necessary.)</p>	<p>Shavington-cum-Gresty Parish Council will only exercise this discretion in exceptional circumstances.</p> <p>This discretion will only be exercised with the express permission of Full Parish Council after consideration of the costs that would apply.</p>
3	<b>Reg 30(6) Whether all or some pension benefits can be paid if a member aged 55 or over reduces their hours/grade and continues to work ('flexible retirement').</b>	<p>Shavington-cum-Gresty Parish Council will consider employee requests to take flexible retirement on a case by case basis after taking into account factors such as service delivery.</p> <p>The Full Parish Council, following recommendation from the Staffing Committee, will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.</p>
4	<b>Reg 30(8) Waiving actuarial reduction on flexible retirement.</b>	Shavington-cum-Gresty Parish Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from Full Parish Council.
5	<b>Reg 30(8) Waiving actuarial reduction on early retirement</b>	Shavington-cum-Gresty Parish Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the express



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	<b>(age 55+) for both active and deferred members.</b>	recommendation of the Staffing Committee after considering the costs that would apply.
6	<b>Regs 22(8 and 9) Whether to extend 12-month period to separate previous LG service.</b>	Shavington-cum-Gresty Parish Council will not allow an option to combine previous LG service.
7	<b>Reg 9(3) Determine rate of employees' contributions.</b>	Shavington-cum-Gresty Parish Council will review all employees' contribution bands when there has been contractual change to a member's salary or hours at some point during the year.  A member's contribution rate will not be reviewed as the result of one-off additional payments (such as honoraria).
8	<b>Reg 100(6) Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.</b>	Shavington-cum-Gresty Parish Council will not allow an option to combine previous non-LG service.

Note: These regulations are from the Local Government Pension Scheme Regulations 2013, in force from 1 April 2024



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**SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
TRAINING AND DEVELOPMENT POLICY  
FOR COUNCILLORS AND STAFF**

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## Introduction

Shavington-cum-Gresty Parish Council recognises that its most important resources are its members and officers and it is committed to keeping them apprised of current issues and to developing them to their potential. Some training is necessary to ensure compliance with legal and statutory requirements.

Training can be defined as “a planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation” (Chartered Institute of Personnel and Development)

The objectives of this Policy are to:

- Encourage Members and staff to undertake appropriate training and development
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value.
- Ensure that the Parish Council has the necessary skills to plan and deliver high quality services.

## Commitment to Training

Shavington-cum-Gresty Parish Council is committed to the training and development of all councillors and staff to enable them to make the most effective contribution to the Council's aims and objectives and to providing the highest quality representation and services to the Parish.

There are a number of benefits to training, it:

- Improves the quality of the services and facilities provided by the Council.
- Enables the organisation to achieve its corporate aims & objectives.
- Demonstrates commitment to employees and acts as a motivator, attractor and retention aid.
- Enables members to undertake their duties to the best of their ability.
- Improves the skill base of both councillors and employees and aids team working.

## Councillors

Members bring a diverse range of skills and experience to the Council. However, both local government and the world around it, are fast changing and it is an essential investment to develop





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councillors to their full potential. In addition, the Council is likely to have a number of new functions over the coming years and it will be important for councillors fully appreciate the implications of the decisions they make.

The Council will establish a comprehensive Development Programme for members, based on the following approach:

- Skills development for individual members or groups of members.
- Seminars, Briefings & Workshops to raise general awareness of topical issues.
- Briefings and awareness raising prior to making a key decision or policy

A rolling programme will be established immediately following the adoption of this Policy and following normal elections and updated annually.

Certain training is identified as essential for all councillors including:

- Induction for new Councillors;
- General Power of Competence;
- Code of Conduct and Ethical Framework
- Equality responsibilities.
- Understanding the Planning System (for members of Planning Committee).

Some councillors may have undertaken relevant training at principal council level or in some cases as part of their employment.

Training needs are prioritised by the Staffing Committee following advice from the Parish Clerk and completion of a questionnaire by councillors.

## Employees

Training needs are determined by the appraisal process and are set as targets for individual staff members by the Parish Clerk on a yearly basis. Training needs are also identified during the appointment process and by informal discussion. Although sometimes training does need to be prioritised, the Council will try to accommodate requests from staff which are reasonable and appropriate.

Certain staff may be required to hold valid First Aider qualifications or be trained as fire wardens.

Training is prioritised on the following grounds (not in priority order):

- Legislative requirements e.g. health and safety
- Changes in relevant legislation
- Changes in systems, new working methods or equipment
- New or revised qualifications available
- The delivery of devolved or new services



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- Specialist need.
- Unexpected need e.g. following a service failure or accident
- Identified competence issue

Corporate training is necessary for subjects including corporate objectives or working practices, equality, health and safety.

Other considerations include:

- Implications of employee release for training courses upon the operational need and capacity of the Parish Council
- Economic and effective means of training the employee
- Provision and availability of the training budget
- Continued professional development in line with requisite professional bodies.

All new staff will receive induction training.

### Resourcing training

Sufficient funds are allocated in the budget for Staff and Members for training purposes with a forecast of anticipated expenditure presented to Members for consideration each year as part of the Budget setting process. Separate budget headings are allocated for Members and Staff.

### Qualifications

Employees may apply to take qualification training. These will be considered on an individual basis and will be dependent upon the need or priorities of the Parish Council

- National Vocational Qualifications (NVQs)-The Parish Council view these as accrediting existing knowledge and is greatly encouraged.
- Career Personal Development (CPD)-The Parish Council supports the Career Personal Development of all its employees.
- Employees will be required to attend training courses, workshops or seminars where necessary relating to legal responsibilities and corporate standards

### Delivery

Members' training, learning and development opportunities will be arranged predominately by Cheshire Association of Local Councils (ChALC) or SLCC. This will be supplemented as appropriate by in-house provision, the use of local training organisations and by inviting "guest speakers" to Council or committee meetings.



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Most staff training needs are catered for by ChALC, Society of Local Council Clerks (SLCC), or local colleges, again supplemented by specialist providers.

Some joint training for both members and officers is not only cost effective but often gives added value through a cross fertilisation of ideas.

Staff and Members attending courses are encouraged to pass on what they have learned to colleagues where appropriate.

## **Financial assistance**

The cost of training for Members will be paid for by the Council and reasonable associated costs such as travel and subsistence, reimbursed.

The Parish Council will pay and/ or assist with expenses incurred to cover the cost of tuition and examination fees for employees provided that the training is approved by the Parish Clerk.

Costs for travel to tuition, courses or examination will generally be paid. This will include such expenses as:

- Course fees
- Examination fees
- Associated membership fees
- The purchase of resources to complete a course or examination

Where training is provided for a qualification or exceeds the general costs of training, then employees will be expected to sign an appropriate agreement to manage the risks associated with the Council's investment in the training. If an employee fails to sit an examination within a reasonable period of time, fails to satisfyingly progress or discontinues the course, the Parish Council may withdraw its support and may request reimbursement of the financial assistance the employee has received to that date.

Should any absence from attending any training or courses occur, it must be reported to the Parish Clerk immediately. Failure to do so may result in disciplinary action being taken.

## **Study leave**

Employees who are given approval to undertake external qualifications will be granted

- Time to attend day release courses
- Time to sit examinations
- Study time (to be discussed and agreed with the Parish Clerk in advance)



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- Paid leave for courses, studying and examinations

## **Training evaluation**

Records of all employee training will be kept on individual personnel files and all Member training will be recorded.

All courses and seminars are evaluated by requesting staff and councillors for feedback.

## **Policy Review**

The Annual Training and Development Plan for Members and staff, will be reviewed and updated every two years.

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