



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

Main Road,  
Shavington, Crewe  
CW2 5DP

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

26th August 2021

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

Dear Councillor,

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

***Please note: any members of the public that wish to attend, please register with the clerk by emailing [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by 3pm on Wednesday, 1<sup>st</sup> September 2021.***

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 Shavington-cum-Gresty Council Meetings hold on July 7 <sup>th</sup> 2021 ( <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>
5	To receive a report from the Village Beat Manager ( <b>attached</b> )

6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) ( <b>attached</b> )
7	<p>To receive updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 7<sup>th</sup> July 2021:</p> <p><u>Committee:</u> Village Hall Committee (<b>Minutes attached</b>)  <u>Chair:</u> Councillor McIntyre  <u>Meeting held</u> 14<sup>th</sup> July 2021  <u>Items for consideration:</u> None</p> <p><u>Committee:</u> Staffing Committee (<b>Minutes attached</b>)  <u>Chair:</u> Councillor Buchanan  <u>Meeting held</u> 21<sup>st</sup> July 2021  <u>Items for consideration:</u></p> <p>i. that the DRAFT staffing budget 2022/23 is recommended to Full Council as described in the budget setting process, with the following amendments:</p> <p style="padding-left: 40px;">a. Pension contribution to be reviewed later  b. Staff training cost budget increased to £2,500</p> <p>That any new project (such 140, Main road) undertaken by the Council will trigger a resources assessment check, in order to gather information about staffing resources available (staff, time and £) and consider any support needed to deliver the project (whether internal or external). In the understanding that the budget might need to be reviewed accordingly.</p>
8	To note an update with regards to the Neighbourhood Plan from Mr Atteridge ( <b>attached</b> )
9	To consider to approve the list of regular payments as per point 5.6 of the adopted Finance Regulations ( <b>attached</b> )
10	To note and approve payments since the previous meeting ( <b>attached</b> )
11	To review the year-to-date financial position of the Parish Council ( <b>attached</b> )
12	To consider an update with regards to 140, Main Road
13	To consider making a response to the Cheshire East Council Asset Transfer Policy consultation ( <b>attached</b> )
14	<p>To consider and approve the adoption of the following policies (<b>attached</b>):</p> <p>a. Employee Handbook  b. Equal opportunities and diversity Policy  c. Training and Developing Policy</p>

	<ul style="list-style-type: none"> <li>d. Health and Safety Policy</li> <li>e. Volunteers Policy</li> <li>f. Digital and ICT Policy and Digital and Social Media Policy</li> <li>g. Officer Code of Conduct</li> <li>h. Councillor Code of Conduct</li> <li>i. Complaint Procedure</li> </ul>
15	To consider a report from the Parish Clerk with regards to Christmas Lights for the Village Hall ( <b>attached</b> )
16	To consider making a response to the Cheshire East Council Bus Service Improvement Plan ( <b>attached</b> )
17	<p>To receive an update with regards the Parish Council Commemorative Trail, and to consider (<b>attached</b>):</p> <ul style="list-style-type: none"> <li>a. The revised position of the bench donated by Cllr Jones Family</li> <li>b. To consider new proposal for commemorative benches</li> </ul>
18	To consider making a response to the following planning applications:
	<p><b>a. Application 20/1045N</b>  <b>Proposal:</b> Provision of separate vehicular egress and alteration &amp; widening of existing listed stone gate piers to allow agricultural vehicle access  <b>Location:</b> Land North of WESTON LANE, SHAVINGTON</p> <p><b>b. Application 20/1046N</b>  <b>Proposal:</b> Listed Building Consent for provision of separate vehicular egress and alteration &amp; widening of existing listed stone gate piers to allow agricultural vehicle access.  <b>Location:</b> Land North of WESTON LANE, SHAVINGTON</p> <p><b>c. Application 21/3669N</b>  <b>Proposal:</b> PROPOSED SINGLE STOREY REAR EXTENSION (sunroom) (existing conservatory to be removed)  <b>Location:</b> 71, PARK ESTATE, SHAVINGTON, CHESHIRE, CW2 5AW  <b>National Grid Ref:</b> 370745.6809 352271.6282</p> <p><b>d. Application 21/3917N</b>  <b>Proposal:</b> Two storey side extension and front porch extension  <b>Location:</b> 3, CHESTNUT AVENUE, SHAVINGTON, CHESHIRE, CW2 5BJ  <b>National Grid Ref:</b> 370377.9596 352256.1455</p> <p><b>e. Application 21/3959N</b>  <b>Proposal:</b> Proposed extension to form attached garage (re-submission of 18/2604N)</p>

**Location:** 16, Broadleigh Way, Crewe, CW2 6TT

**National Grid Ref:** 370123.4484 353611.4243

**f. Application 21/4037N**

**Proposal:** A side extension to the existing house to achieve a lounge area on the ground floor with master suite and en suite on the 1st floor. Covered patio to the rear of the proposed lounge with a balcony to the 1st floor.

**Location:** 24, WOODNOTH DRIVE, SHAVINGTON, CW2 5BN

**National Grid Ref:** 370177 352152

**g. Application 21/4093N**

**Proposal:** Advertisement consent for 2no. illuminated and 2no. non-illuminated fascia signs

**Location:** Unit 1 and 2, Jack Mills Way, Shavington, Crewe, CW2 5XF

**National Grid Ref:** 371188.4416 353354.3086

**h. Application 21/4136N**

**Proposal:** Hybrid planning application comprising (i) A full planning application for residential dwellings (Use Class C3) with access, public open space and associated infrastructure; and (ii) An outline planning application (with all matters reserved except for means of access) for up to 700sqm of commercial development (Use Classes E and Sui Generis)

**Location:** LAND SOUTH OF, NEWCASTLE ROAD & STOCK LANE  
SHAVINGTON

**National Grid Ref:** 369982.5985 351269.6338

**i. Application 21/4473N**

**Proposal:** Works are to widen the existing dropped kerb vehicular access to accommodate a wider driveway frontage, widening to the existing opening is 3.6m or 4 PCC road kerbs. Works to full renew the footpath are to meet Cheshire East Highways specification.

**Location:** 94, CREWE ROAD, SHAVINGTON, CHESHIRE, CW2 5DW

**National Grid Ref:** 370300.6586 351967.7596

**j. Application 21/4253N**

**Proposal:** Demolition of garage and single storey rear, construction of new two storey extension

**Location:** 23, WESTON LANE, SHAVINGTON, CW2 5AN

**National Grid Ref:** 370738.176 352202.8086

**19**

To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

<b>20</b>	To consider recommendations for the budget setting 2022/23 from the following Committees:  a. Staffing Committee ( <b>attached</b> )
<b>21</b>	To consider and approve a list of training courses for the staff ( <b>attached</b> )
<b>22</b>	To receive and consider an update about the Shavington and Wybunbury Triangle Phase 2 ( <b>attached</b> )
<b>23</b>	To receive an update with regards to the Ground Maintenance Service call for proposal and to consider next steps ( <b>attached</b> )
<b>24</b>	To consider nominations to membership to existing Committees ( <b>attached</b> )
<b>25</b>	To consider a quote from Came & Company for the Parish Council Insurance 2021/22 ( <b>attached</b> )
<b>26</b>	To note the date of the next Council Meeting – October, 6 <sup>th</sup> 2021

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



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**MINUTES of the meeting held on**  
**Wednesday 7<sup>th</sup> July 2021**

In attendance: Cllr Adams, B Gibbs, K Gibbs, Hackett, Hancock, Jones, McIntyre

<b>ScG/21/6/1</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received and considered from Cllr Buchanan, Ferguson, Moore.
<b>ScG/21/6/2</b>	<b>To note declarations of Members' interests</b>
	No declaration was raised.
<b>ScG/21/6/3</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on June, 9th 2021</b>
	<b>RESOLVED:</b> That the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG/21/6/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	Members of the public shared their concerns about drainage and flooding issues in Main Road (close to the Forget me Not area)  Members <b>NOTED</b> the comments.
<b>ScG/21/6/5</b>	<b>To receive a report from the Village Beat Manager</b>
	Members <b>NOTED</b> the update.
<b>ScG/21/6/6</b>	<b>To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)</b>
	Members <b>NOTED</b> the report.
<b>ScG/21/6/7</b>	<b>To receive updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 9<sup>th</sup> June 2021:</b>
	<u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs <u>Meeting held</u> 23 <sup>rd</sup> June 2021 <u>Items for consideration:</u>

	<p>i. That it is recommended to the Parish Council to consider a proposal to support and sponsor the Pumpkin Heroes event organised by St Mark's Church</p> <p>ii. That the Clerk will investigate costs for a Christmas tree and Christmas lights outside the Village Hall and will provide a report to the Parish Council for consideration</p> <p><u>Committee:</u> Engagement and Recreation Committee <u>Chair:</u> Councillor Ferguson <u>Meeting held</u> 30<sup>th</sup> June 2021 <u>Items for consideration:</u></p> <p>iii. That it is recommended to the Parish Council to adopt the draft Allotment Policy and Allotment Tenancy agreement</p>
	<p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b></p> <p>i. That the Pumpkin Hero's event is sponsored by the Parish Council (cost code: Events, cost centre Event n.2) up to £1,500</p>
<p><b>ScG/21/6/8</b></p>	<p><b>To consider to approve the Annual Governance Statement by resolution (page 4 of the Annual Governance and Accountability Statement [AGAR] )</b></p>
	<p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that statements of the Annual Governance Statement are completed as follow: Statement 1) yes; Statement 2) yes; Statement 3) yes; Statement 4) yes; Statement 5) yes; Statement 6) yes; Statement 7) yes; Statement 8) yes. Statement 9) not applicable.</p> <p><b>RESOLVED:</b> that the Chair and the Clerk are authorised to sign the Annual Governance Statement on behalf of the Council.</p>
<p><b>ScG/21/6/9</b></p>	<p><b>To review and consider the Internal Auditor report</b></p>
	<p>Members <b>NOTED</b> the report together with the former Clerk notes</p> <p><b>RESOLVED:</b> that all outstanding issues raised in the Internal Auditor Report will be addressed by this Parish Council throughout the year.</p>
<p><b>ScG/21/6/10</b></p>	<p><b>To consider to approve Section 2 – Accounting Statemen 2020-21 for submission to PKF Littlejohn LLP, external auditor</b></p>
	<p>Members <b>NOTED</b> the report showed by the Clerk (dated 07.07.2021)</p> <p><b>RESOLVED:</b> that the Account Statements 2020/21 as shown by the Clerk is approved and signed by the Chairman on behalf of the Parish Council.</p>
<p><b>ScG/21/6/11</b></p>	<p><b>To review the year-to-date financial position of the Parish Council</b></p>
	<p>Members <b>NOTED</b> the year-to-date financial position of the Parish Council.</p>
<p><b>ScG/21/6/12</b></p>	<p><b>To consider co-opting n.2 Councillors for Shavington-cum-Gresty Parish Council</b></p>

	<p>Candidates introduced themselves.</p> <p>Members <b>NOTED</b> the presentations.</p> <p><b>RESOLVED:</b> That the members of public and representative of the press are excluded during the consideration of merits of candidates under Section 1 of the Public Bodies (Admission to Meeting) Act 1960 on the ground that the matter contain sensitive information and by reason of confidential nature of the business to be transacted</p> <p>The public was readmitted for the vote.</p> <p><b>RESOLVED:</b> that Mr Jon Bebbington and Mr Steven Edgar are co-opted as Councillors of Shavington-cum-Gresty Parish Council with an absolute majority.</p> <p>It was <b>NOTED</b> that Cllr Bebbington and Edgar signed the Declaration of Acceptance of Office<sup>1</sup>.</p>
<b>ScG/21/6/13</b>	<b>To an update with regards to the Neighbourhood Plan from Mr Atteridge</b>
	Members <b>NOTED</b> the update.
<b>ScG/21/6/14</b>	<b>To consider the adoption of the following policies and documents:</b>
	<ul style="list-style-type: none"> <li>i. Shavington-cum-Gresty Parish Council Allotment Policy</li> <li>ii. Shavinton-cum-Gresty Parish Council Tenancy Agreement</li> </ul>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that Shavington-cum-Gresty Parish Council Allotment Policy and the Shavington-cum-Gresty Parish Council Tenancy Agreement are adopted by the Council</p>
<b>ScG/21/6/15</b>	<b>To note and consider a report from the Parish Clerk with regards to the provision of Christmas lights and tree in the Village Hall and the delivery of a Christmas Lights Switch On Event</b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the item will be considered on the next Parish Council meeting, when more details is available</p>
<b>ScG/21/6/16</b>	<b>To consider a report from the Parish Clerk with regards to 140, Main Road</b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Community Asset Transfer of 140, Main Road is approved in principle, but that the final decision is subject to the following:</p> <ul style="list-style-type: none"> <li>a. That Cheshire East Council fund or source external funding to cover the building repair costs; and</li> <li>b. That a community consultation and involvement program is undertaken to gather evidence of community support and inform the business case</li> </ul>
<b>ScG/21/6/17</b>	<b>To note and approve payments since the previous meeting</b>
	Members <b>NOTED</b> the report from the Clerk.

<sup>1</sup> Cllr Bebbington Edgar joined the meeting at 20:28hrs  
Cllr Hackett left the meeting at 20:28hrs

	<p><b>RESOLVED:</b> that payments are approved.</p>
<b>ScG/21/6/18</b>	<p><b>To consider making a response to the following planning applications</b></p> <p>a. <b>Application n. 21/3034N</b> <b>Proposal:</b> Widening of existed listed gateway to provide access to agricultural land and renovation works to reinstate to an improved condition. <b>Location:</b> Land North of Weston Lane, existing gateway to SHAVINGTON HALL, WESTON LANE, SHAVINGTON, CREWE, CW2 5AT <b>National Grid Ref:</b> 370872.0565 352222.9955 <b>Deadline:</b> 14th July</p> <p><b>RESOLVED:</b> that these pillars and walls are historic monuments within the parish and are strongly of the view that they should be retained and protected, and not tampered with in any way. Any adjustments would they feel spoil the aspect and amenity of the Lane</p> <p>b. <b>Application 21/3035N</b> <b>Proposal:</b> Listed building consent widening of existed listed gateway to provide access to agricultural land and renovation works to reinstate to an improved condition. <b>Location:</b> Land North of Weston Lane, existing gateway to SHAVINGTON HALL, WESTON LANE, SHAVINGTON, CREWE, CW2 5AT <b>National Grid Ref:</b> 370872.0565 352222.9955 <b>Deadline:</b> 14th July</p> <p><b>RESOLVED:</b> that these pillars and walls are historic monuments within the parish and are strongly of the view that they should be retained and protected, and not tampered with in any way. Any adjustments would they feel spoil the aspect and amenity of the Lane</p> <p>c. <b>Application 21/1843N</b> <b>Proposal:</b> Replacement of existing garage roof and alteration to pitch <b>Location:</b> 5, MAIN ROAD, SHAVINGTON, CW2 5DY <b>National Grid Ref:</b> 369353.26 351324.14 <b>Deadline:</b> 7th July</p> <p><b>RESOLVED:</b> No comments</p> <p>d. <b>Application 18/1049N</b> <b>Proposal:</b> Approval of reserved matters (appearance, landscaping, layout and scale), pursuant to 14/0378N <b>Location:</b> Basford West Development Site, Crewe Road, SAVINGTON-CUM-GRESTY, CREWE, CHESHIRE <b>Deadline:</b> 28th July</p>

	<b>RESOLVED:</b> No comments
<b>ScG/21/6/19</b>	<b>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</b>
	Members <b>NOTED</b> that none planning application was received.
<b>ScG/21/6/20</b>	<b>To consider a report from the Parish Clerk with regards to the provision of defibrillator in the Village</b>
	Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that the project is postponed to the next financial year. And that the budget setting 2022/23 will include a dedicated cost code to cover the purchase and installation costs.
<b>ScG/21/6/21</b>	<b>To consider and note the budget setting schedule for the 2021/22 budget</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the budget setting schedule for 2021/22 is approved.
<b>ScG/21/6/22</b>	<b>To approve the annual subscription to SLCC for the Clerk</b>
	Members <b>NOTED</b> the report from the Clerk attached in the agenda pack.  <b>RESOLVED:</b> that the annual subscription to SLCC for the Clerk is approved.
<b>ScG/21/6/23</b>	<b>To consider an update from the Boundary Working Group</b>
	Members <b>NOTED</b> the update.
<b>ScG/21/6/24</b>	<b>To receive and consider an update from the Listed Status Working Group</b>
	Members <b>NOTED</b> the update.
<b>ScG/21/6/25</b>	<b>To receive and consider an update about the Shavington and Wybunbury Triangle Phase 2</b>
	Members <b>NOTED</b> the update.
<b>ScG/21/6/26</b>	<b>To consider granting a waiver of the six-month attendance rule provided within Section 85(1) of the Local Government Act for Councillor Moore due to illness</b>
	<b>RESOLVED:</b> that a six-month waiver from the attendance rule provided within Section 85(1) of the Local Government Act is granted to Cllr Moore.
<b>ScG/21/6/27</b>	<b>To receive and consider a proposal from JDH Business Ltd for the provision of a Data Protection Compliance Service</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that a budget of £900+VAT is allocated from reserve to appoint the consultant and that the Clerk is authorised to sign the contract and proceed with any implementation to comply with GDPR and DPA.
<b>ScG/21/6/28</b>	<b>To consider a proposal for a Commemorative Trail in the Village</b>
	Members <b>NOTED</b> the report.

	<b>RESOLVED:</b> That the project is approved in principle and that the Environment and Recreation Committee has delegated responsibility to oversee and manage the project.
<b>ScG/21/6/29</b>	<b>To consider making a response to the proposal for the expansion of Shavington Academy</b>
	Members <b>NOTED</b> the proposal.
<b>ScG/21/6/30</b>	<b>To note the date of the next Council Meeting – September, 1st 2021</b>
	Members <b>NOTED</b> the date of the next Council Meeting

Meeting Closed at 2154hrs  
Chair: B Gibbs  
Clerk: S Garnero

DRAFT

**Report Statement**

Meeting: Parish Council, 07.07.2021

Report Purpose: Beat Manager report

Version Control: v1

Author: PCSO Peter Corbett



BEAT MANAGERS REPORT	
<b>Month</b>	July 2021
<b>Completing officers</b>	P.C.S.O 20674 P.Corbett.
<b>Ward</b>	Shavington.
<b>Community Engagement undertaken:</b>	<p>Friday afternoons, Crewe Alex Soccer Centre, Police sponsored training sessions.</p> <p>Local shops visited. Closed premises checked, including building sites.</p> <p>Patrols of pharmacies, garages and pet food shops</p> <p>Continued welfare checks on identified vulnerable residents.</p> <p>New Spedwatch volunteer trained.</p> <p>Community Café visited, St. Marks.</p>
<b>Traffic activity/enforcement</b>	<p><u>Tru-Cam.</u></p> <p>01/07/2021 Crewe Road.</p> <p>02/07/2021 Gresty Lane.</p> <p>14/07/2021 Newcastle Road.</p> <p>18/07/2021 Jack Mills Way.</p> <p>22/07/2021 Gresty Lane.</p> <p>23/07/2021 Newcastle Road.</p> <p>24/07/2021 Rope Lane.</p>



	<p>29/07/2021 Rope Lane.</p> <p><u>Speed watch (PSCO and Volunteer).</u></p> <p>31/07/2021 Rope Lane.</p>
<b>Surgeries</b>	2 <sup>nd</sup> , 7 <sup>th</sup> , 17 <sup>th</sup> and 28 <sup>th</sup> .
<b>Schools</b>	Parking patrols prior to schools closing
<b>Priority/problems raised and activity carried out to combat</b>	<p>Speeding, parking, (Tru cam + Extra parking patrols.)</p> <p>Increased presence around alleyway's and play areas as well as areas highlighted by residents.</p>
<b>Feedback</b> (how have you made the community aware of what you have done?)	<p>Numerous posts onto Shavington face book and twitter accounts highlighting activity.</p> <p><b>**Drug work not posted**</b></p> <p>Cheshire Alert.</p> <p>Local letter drops.</p>
Notable contact with partner agencies.	<p>Aspire Housing.</p> <p>Care providers.</p> <p>Cheshire east highways and community action team.</p> <p>Action Fraud.</p>



Any wider community issues which have been addressed?

\*\* The below is not exhaustive, but reflects what was being dealt with on the date mentioned\*\*

01/07/2021 Neighbour Dispute, Burlea Drive. Ongoing.

01/07/2021 Road Rage Incident, Rope Lane. Dealt with.

02/07/2021 Theft From (Unlocked) Vehicle, Crewe Road. Dealt with.

03/07/2021 Theft other (Customer refusing to pay taxi) Gresty Lane. Ongoing.

03/07/2021 Malicious Communications, William Stockton Close, Dealt with.

05/07/2021 Drug Use, Rotary Way, Ongoing.

09/07/2021 Suspicious Activity (Males looking into houses), Weston Lane, Ongoing.

09/07/2021 Malicious Communications, Weston Lane. Dealt with.

10/07/2021 Suspicious Activity (Males looking at business premises) Gresty Lane. Ongoing.

10/07/2021 Assault with injury, Newcastle Road. Ongoing.



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	<p>11/07/2021 Firearms incident (bb gun!) Ashcroft avenue. Dealt with.</p> <p>12/07/2021 Highway obstruction, Newcastle Road. Dealt with.</p> <p>14/07/2021 Fraud / Bogus Traders. (Tree surgeons overcharging residents) Ashcroft Avenue. Dealt with.</p> <p>14/07/2021 Burglary (Car keys taken), Farm Close. Ongoing.</p> <p>16/07/2021 Drug Driving, Crewe Road. Dealt with.</p> <p>17/07/2021 Shoplifting from store on Jack Mills Way. Dealt with.</p> <p>22/07/2021 Neighbour dispute, Earls Road. Ongoing.</p> <p>23/07/2021 Dog Bite. (Not serious) Gresty Lane. Dealt with.</p> <p>24/07/2021 Theft of personal items from vehicle on Newcastle Road. Dealt with.</p> <p>29/07/2021 Neighbour Dispute, Humphry Place. Ongoing.</p> <p>22 Counts of Domestic incidents or Vulnerable people dealt with in July.</p> <p>4 Minor road traffic collisions (No injury).</p>
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	1 Missing person. (Found).
Abstractions.	03/07/2021 – 19/07/2021 inclusive, Holiday.
Other information / Incidents of note.	Meeting held with Sgt Caldwell ref: Issue of shavington pcso transport after rejection of funded vehicle.  Sgt States there is no possibility of a funded vehicle; I have asked him to investigate other solutions.



Traffic Report For Crewe Road Shavington.  
 July 2021.  
 Traffic Overview from Thu Jul 1 2021 to Sat Jul 31 2021  
 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	4	12	76	183	119	29	4	0	0	0	0	0	428	37.4
01:00	0	1	12	44	84	73	13	3	0	0	0	0	0	230	37.1
02:00	0	1	5	24	82	62	28	6	2	0	0	0	0	210	<b>39.4</b>
03:00	0	10	5	30	61	39	4	4	2	0	0	0	0	155	37.1
04:00	0	3	6	50	87	51	7	9	1	<b>1</b>	0	0	0	215	36.4
05:00	0	2	8	99	192	82	24	7	<b>3</b>	0	0	0	0	417	36.8
06:00	1	8	10	234	544	336	<b>91</b>	<b>17</b>	3	0	0	0	0	1244	37.2
07:00	0	5	18	601	1612	533	90	8	1	0	0	0	0	2868	35.2
08:00	0	13	95	1375	<b>3008</b>	<b>689</b>	63	14	2	1	0	0	0	<b>5260</b>	33.9
09:00	<b>2</b>	16	<b>249</b>	<b>2165</b>	2343	420	35	1	2	0	0	0	<b>1</b>	5234	32.7
10:00	0	22	185	1670	1977	312	33	1	1	0	<b>1</b>	0	0	4202	32.9
11:00	1	<b>27</b>	196	1915	1989	328	26	4	0	0	0	0	0	4486	32.6
12:00	2	19	276	2024	2049	317	34	7	0	1	0	0	0	4729	32.5
13:00	<b>9</b>	49	284	1888	2178	335	26	3	0	0	0	0	0	4772	32.6
14:00	7	38	276	1904	2264	387	41	4	0	0	0	0	<b>1</b>	4922	32.7
15:00	3	52	295	2137	2223	337	38	6	1	0	0	<b>1</b>	0	5093	32.6
16:00	4	<b>55</b>	<b>335</b>	<b>2198</b>	2457	445	47	7	1	0	0	0	0	5549	32.7
17:00	2	25	220	2012	<b>2765</b>	491	50	9	<b>5</b>	0	0	0	0	<b>5579</b>	33.1
18:00	1	26	182	1617	2639	578	72	7	1	0	0	0	0	5123	33.7
19:00	2	23	163	1479	2301	<b>581</b>	<b>74</b>	9	4	1	0	0	0	4637	33.9
20:00	0	21	106	1054	1668	419	72	<b>17</b>	0	0	0	0	0	3357	34.0
21:00	8	11	55	677	1046	342	53	17	1	1	0	1	1	2213	34.9
22:00	0	6	31	358	649	220	53	13	4	<b>2</b>	0	0	0	1336	35.5
23:00	0	1	13	209	398	136	35	10	4	0	0	0	1	807	<b>35.7</b>
AM Total	5	112	801	8283	<b>12162</b>	3044	443	78	17	2	1	0	1		
PM Total	38	326	2236	17557	<b>22637</b>	4588	595	109	21	5	0	2	3		
Total	43	438	3037	25840	<b>34799</b>	7632	1038	187	38	7	1	2	4		
Percent	0.06%	0.60%	4.16%	35.37%	<b>47.63%</b>	10.45%	1.42%	0.26%	0.05%	0.01%	0.00%	0.00%	0.01%		

Total Vehicles : 73066  
 30th Percentile : 28.2 MPH  
 50th Percentile : 29.8 MPH  
 85th Percentile : 33.5 MPH  
 95th Percentile : 36.3 MPH  
 Average Speed : 30.5 MPH  
 Highest Speed : 3529.7 MPH  
 Total Over Speed Limit : 59.8 % (43708 / 73066)



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## Report Statement

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

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### **NHS App gives more control to Cheshire East residents**

A localised enhancement to the NHS App means that residents in Cheshire East now have greater control, more convenience and more confidence in how their patient records are used. Approximately 80,000 people across the borough have already downloaded the NHS App to enable them to book GP appointments, view and share their NHS COVID Pass, and access their GP care history and records.

Nearly 10,000 residents have also given their consent in the App to link their NHS login to MyCareView; a secure online system which enables anyone registered with a GP in Cheshire East to access their hospital information. This could include letters and appointments, adding their own measurements and sharing their information with family or anyone involved in their care.

In Cheshire East – with the support of a secure online system called MyCareView – any resident registered with a GP in the borough can also now access their hospital information, such as letters, appointments, add their own measurements and share it with family and anyone involved in their care.

Residents can do all of this with the convenience of a secure, easy-to-use smartphone app, which can also be accessed via the NHS login on a tablet or computer.

The project is part of a collaboration between Cheshire East Council, the Cheshire Clinical Commissioning Group (NHS) and the Cheshire East Partnership. The primary objective is to put patients at the centre of their care and provide the tools to help them take control of their own health and wellbeing.

Dr Matt Tyrer, director of public health at Cheshire East Council, said: “This collaboration is all about giving control to patients, empowering them to make the right decisions and to interact with health and care services in ways that work for them.

“It is giving Cheshire East residents a choice. I also believe that this can ultimately take away a lot of the stress experienced by some people when sharing personal information and could allow families to support each other better.”

Dr Ian Hulme, a GP at Meadowside Medical Centre in Congleton, said: “Many of my patients already use the NHS App; and it makes it so much easier for them to do the simple things like reordering a repeat prescription, or booking an appointment to see me or one of my colleagues.



“With the MyCareView functionality built in, patients can also see hospital appointments and letters, track their symptoms or add measurements such as blood pressure to their record. It will make life so much easier for patients and for those of us who care for them.”

The two main hospitals in the borough – Leighton Hospital in Crewe and Macclesfield District General Hospital – are also using MyCareView to share health information, which means that patients can have confidence that their details are secure, accurate and up-to-date.

Dr Mark Nicol, an emergency consultant at East Cheshire NHS Trust, which runs Macclesfield District General Hospital, said: “Having your GP record and hospital letters securely available on your smartphone is brilliant and so convenient. It’s also changing the way we provide care to our patients.”

Getting started with the NHS App with MyCareView is simple. Just download the NHS App for either iOS or Android and follow the on-screen instructions to get started.

More information on MyCareView is available at [www.cheshireeast.gov.uk/nhsapp](http://www.cheshireeast.gov.uk/nhsapp)

There is a film on the Cheshire East Council YouTube channel: Dr Matt Tyrer explains the benefits of MyCareView – YouTube

### **Covid Survey**

Healthwatch Cheshire have designed a survey to hear about experiences of 18-30 year olds who have had the Covid vaccine. Survey link below:

<https://www.surveymonkey.co.uk/r/RTLCWQZ>

### **CHESHIRE EAST COUNCIL**

#### **Minutes of a meeting of the Environment and Communities Committee**

held on Wednesday, 7th July, 2021 at The Ballroom, Sandbach Town Hall, High Street, Sandbach, CW11 1AX

Agenda item 4

#### **WASTE AND RECYCLING SERVICES- IMPLICATIONS OF THE ENVIRONMENT ACT**

The report provided an overview of the potential changes to waste and recycling services within the borough, as a result of the Environmental Bill currently progressing through Parliament. Based on proposals included within a consultation undertaken by Government, there could be mandatory changes for all Local Authorities from 2023. If these changes were mandated there could be a significant cost to the Council, although, Government have advised that any new burdens would be funded centrally.

There was some debate by the Committee that included:

- Many Local Authorities had strongly objected to the changes given the already incurred expense in setting up current waste and recycling services;
- Waste management companies had objected to the proposals and fed into the consultation;
- The question of Extended Producer Responsibility fund being able to cover the cost of the changes;



- Single use rubbish;
- The possibility of skip days, particularly in rural areas, or for those who were vulnerable or did not drive; and
- The current battery life for electric vehicles was insufficient

Paul Bayley advised community recycling would be an idea for consideration as part of the waste and recycling changes. It was noted the Government Consultation was scheduled from April-July 2021, the question was raised as to when this would become available.

**RESOLVED:**

That:

- a) authority be delegated to the Head of Environmental Services to consult on potential service changes, if required by requirements of the final form of Environment bill once it passes into legislation; and
- b) the results of the Government Consultation be shared with this Committee when available

Agenda 5

**CONTAMINATED LAND STRATEGY**

Cheshire East Council had adopted the current Contaminated Land Strategy in 2015, and following a full review and consultation exercise, this was an updated Strategy for approval. The strategy had involved reviewing 4,550 sites.

**RESOLVED:** That the Environment and Communities Committee approve the Contaminated Land Strategy.

Agenda item 6

**SUSTAINABLE DRAINAGE (SUDS) SPD**

Concerns were raised about the amount of new developments being built across the borough and the increased incidents of flooding.

Tom Evans addressed some of the points raised by the Committee, he advised that the document was produced in collaboration with experts on flooding and design in the Environmental Policy Team and the Lead Local Flood Authority (LLFA). The document was a development tool with lots of guidance about specific measures and a set of criteria.

The impacts of Climate Change meant that the environment was getting hotter and wetter with more intense weather. Sustainable Urban Drainage Systems (SuDS) slowed down water to hold it on land for longer, and released it more slowly into the wider drainage network.

There were two opportunities for consultation over a minimum of four weeks. The Council were keen to hear feedback from developers as key stakeholders alongside residents. The second draft of the Strategic Planning Document would be presented to the Strategic Planning Board in their consultation and advisory role on proposed planning policy.

**RESOLVED:**

That:



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- a) the draft SUDS Supplementary Planning Document (Appendix A) for four weeks of public consultation be approved;
- b) the associated Strategic Environmental Assessment and Habitats Regulations Assessment Screening Report ("SEA") (Appendix B be published; and
- c) the associated Equalities Impact Assessment Screening Report ("EQIA") (Appendix C) be published

#### Agenda item 7

### **ENFORCEMENT POLICY- ANTI SOCIAL BEHAVIOUR AND WASTE MANAGEMENT**

The Committee raised three points addressed below:

1) Dog fouling- this was an issue across the borough, any issues now had to be reported by email or phone and there was concern other Members and Town and Parish Councils were not aware of that. Answer: Currently patrols did visit the areas of the borough with the biggest dog fouling issues and advertising was being rolled out to promote how to report, this could be extended to include Ward Members to get direct messages to wards. All signage had the website details in relation to public space protection orders.

2) The retention time of the footage from body-worn cameras was 31 days, was this long enough if a person who was filmed wanted to access that data? Answer: The 31 days retention time was the basic compliance time for data protection if no further action was needed. There was an expectation that complaints would be received within the 31 days and from the point of complaint that footage would be isolated. There could be a review of this retention period if complaints were being made outside of 31 days.

3) Was there a definition of Anti-Social Behaviour? Answer: There was no firm definition, broadly it was any type of harassment, alarm or distress or having a detrimental impact on the community, although the policy includes a non-exhaustive list.

**RESOLVED:** That the proposed policies for Community Enforcement, Anti-Social Behaviour Enforcement, and Body Worn Camera as set out in appendices 1-3 be approved.

#### Agenda item 8

### **DELEGATION OF NEIGHBOURHOOD PLANNING DECISION**

Committee advised that under the previous governance arrangements, this function would have been within the responsibilities of the Portfolio Holder. Following the transition to the Committee System of decision-making, it is recommended this is delegated for the reasons set out in the report. The Committee accepted the recommendations as per the officer's report.

**RESOLVED:** That the following decisions, related to the neighbourhood plan process, be delegated to the Head of Planning in consultation with the Chair of the Environment and Communities Committee:

- 1) Decisions to designate a neighbourhood area
- 2) Decisions to designate a neighbourhood forum
- 3) Decisions to consider whether plan proposals meet the requirements of Schedule 4B, paragraph 6(2) of the Town and Country Planning Act 1990.



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- 4) Decisions on Examiners Recommendations (including in regard to modification proposals)
- 5) Decisions on plan proposals (including in regard to modification plan proposals)
- 6) Decisions on proposals to correct errors or make minor non material amendments to made neighbourhood plans.

Agenda item 9

## **DELEGATION OF STREET NAMING AND NUMBERING**

As with the previous agenda item, under the previous governance arrangements, this function would have been within the responsibilities of the Portfolio Holder. Given the new Committee System of decision-making, it was recommended that these decisions be delegated for the reasons set out in the report.

The Committee raised one concern that the input of the Ward Member could be diluted with the proposed approach especially if they were not present at the decision making. The Committee noted it was important that names and events of the area were taken into account. The Head of Planning and Chair of this Committee might have no local knowledge.

Paul Bayley gave reassurances to the Committee that under the previous governance arrangements, proposals would be consulted with both the Ward Member and the Town and Parish Council, via correspondence, then through to the portfolio holder this part of the process would not change.

### **RESOLVED:**

That decisions for street naming and numbering be delegated to the Head of Planning in consultation with the Chair of the Environment Communities Committee and relevant Ward Councillors.

## **CHESHIRE EAST COUNCIL**

### **Minutes of a meeting of the Corporate Policy Committee**

held on Tuesday, 6th July, 2021 at Council Chamber, Municipal Buildings, Earle Street, Crewe CW1 2BJ

The minutes for Corporate Policy Committee, Tuesday, 6th July, 2021, 10.30 am have just been published.

To see the publicly available information, follow the link:

<http://modern.gov.cheshireeast.gov.uk/.../ieListDocuments...&>

The following items are included in the minutes:

No. Item

11 Declarations of Interest

12 Public Speaking/Open Session

13 Minutes of Previous Meeting

14 Medium Term Financial Strategy - Corporate Services Budgets 2021/22

15 Apprenticeship Levy Procurement Framework

16 Organisational Culture Change Programme

17 Consultation on Council Tax Support Scheme 2022/23

- 18 Customer Experience Progress Report
- 19 Shared Services Review Update Report
- 20 2023 Review of Parliamentary Constituencies
- 21 Work Programme

Agenda item 17

### **CONSULTATION ON COUNCIL TAX SUPPORT SCHEME 2022/23**

The Committee considered a report on proposals to consult on the Council Tax Support Scheme for 2022/23. The Scheme provided reductions in Council Tax to give financial assistance to people on low incomes. The Committee would receive feedback from the consultation process prior to making recommendations to Council on any potential amendments to the scheme.

The Council Tax Support Scheme grant referred to in paragraph 7.2.4 of the report was a one-off grant and it would be necessary to ensure that the scheme remained financially sustainable in the future.

#### **RESOLVED**

That the Committee:

1. approves a formal consultation on the Council Tax Support Scheme for 2022/23; and
2. delegates the final design of the consultation material to the Director of Finance and Customer Services in consultation with the Chair and Vice-Chair of the Committee.

Agenda item 20

### **2023 REVIEW OF PARLIAMENTARY CONSTITUENCIES**

The Committee considered a report which outlined the proposals recently published by the Boundary Commission for England for revised Parliamentary Constituency boundaries and which made provision for a sub-committee to be established, with powers to produce a Council submission to the Commission's current and future consultation exercise.

It was noted that town and parish councils, as well as members of the public, were able to submit representations on the review to the Boundary Commission. It was also noted that there would be a second round of consultation and that, in the event that Cheshire East Council did not submit representations in the first round, it would still have the option to submit representations in the second.

#### **RESOLVED**

That the report be received and no further action be taken at the present time.

### **Cheshire East Council launches consultation on £3.37m boost to council tax support**

Cheshire East Council has today (19 July) launched a consultation over its plans to boost its council tax support scheme offer by £3.37m over the next three years for those on low incomes. The consultation, which aims to increase council tax support levels, was part of a commitment made during the council's corporate policy committee on 6 July. It also seeks to manage the additional volume of claims and implement a scheme that is sustainable for both customers and the council.



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Proposals being consulted on include:

- Increasing the support for all those in a council tax band C or higher;
- Increasing the support for those on the lowest income;
- Deducting childcare costs from earnings from those working and receiving universal credit;
- Disregarding industrial injuries disablement benefit and industrial death benefit when calculating the level of support;
- Increasing the support for those receiving certain benefits;
- Adjusting the margins for income bands;
- Increasing fixed non dependant deductions by £1 a week;
- Reducing the earnings disregarded for those without children.

Everyone is invited to have their say in this consultation. While this is potentially good news for many people who receive council tax support, as they will see an increase in their entitlement, for some, it could impact them negatively and it is important all views are represented.

Additional information on the proposals and the link to the consultation can be found at [www.cheshireeast.gov.uk/consultations](http://www.cheshireeast.gov.uk/consultations) until 19 September 2021.

Direct link to the consultation can be found at <https://surveys.cheshireeast.gov.uk/s/CouncilTaxSupport22/>

### **Planning Service update**

The Planning Service continues to have unprecedented workloads which have now been compounded by a 30% increase in applications since the start of the year alongside increased numbers of enforcement complaints which is causing unavoidable delays for determination of applications and also reductions in customer service. This position is reflected across many other Local Authorities.

The current arrangements for delaying allocation of applications to a named officer continues but this has now unfortunately increased to 12 weeks from 8 weeks with the determination of new applications taking 3-6 months. Publicity and public consultations on newly submitted planning applications will continue to take place when they are received so any enquiries on these applications should be forwarded via the general Cheshire East Planning address CEPlanning@cheshireeast.gov.uk. These queries will be picked up by the planning officer when the planning application has been assigned.

Applications are being allocated where possible in date order but there are some exceptions depending on the nature and complexity of the application but it is recognised that all applications are important to the neighbours/individuals/companies involved. The Council is working to deal with all cases as efficiently as possible whilst complying with relevant legislation and upholding its duties to other interested parties in the process.

A number of measures have already been introduced to enable focus on applications in the system. Additional resource capacity is being sought in the form of both permanent officers for vacancies but also agency staff. A procurement exercise is concluding for external consultancy support to further assist in getting on top of the volume of work.



Unfortunately, in all instances there is no quick fix due to the national shortage of skilled resources and it will take time for any incoming resources to have any noticeable impact.

Normal Service will be resumed but it will take a little while.

### **Cheshire East planning policy document consultation**

The council has published a planning policy document for consultation:

Draft Sustainable urban Drainage Systems Supplementary Planning Document (SuDS SPD)

The draft SuDS SPD has been published for consultation and provides further guidance on the how applicants can integrate sustainable urban drainage systems in their proposals.

This is the first stage of consultation on the SPD which, once adopted, will be a material consideration in decision-taking.

The consultation will run from 8am on Monday the 9th August 2021 to 12am on Monday the 20th September 2021. Further information is available on the council's SuDS SPD consultation webpage below:

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

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

### **Hydrogen bin refueller arrival**

CEC's hydrogen refuelling station – the first of its kind in the North West of England, has arrived at the Environmental Hub in Middlewich.

Initially, this will be used to power two of ANSA's refuse vehicles with clean, green hydrogen fuel – bringing carbon and air quality benefits to the borough, and is all part of the Council's plan to become carbon neutral by 2025.

### **Crowd funding opportunity.**

Working with Spacehive, the UK's leading civic crowdfunding platform, the Cheshire East Crowd will give residents, who have ideas to improve their community, the opportunity to gain funding via the crowdfunding platform.

Cheshire East has allocated a total of £100,000 to the programme, with up to £10,000 (or 50 per cent of total project costs) available per idea to boost projects towards their funding target. The deadline to put ideas forward is Wednesday, 15 September 2021.

Have a look at: [TO-SHARE-Cheshire-East-Crowd-Launch-Event-6th-July-21.pdf \(spacehive.com\)](#)

And in similar vein:

Anwyl Homes have opened a Communities fund for small grants:

<https://www.anwylhomes.co.uk/love-from-anwyl-crewe/...>

### **Road repairs programme moves up a gear**



Cheshire East Council's road repairs are moving up a gear this summer with a programme of resurfacing works now under way and continuing over the coming weeks.

The council's road improvement programme, which includes carriageway patching, surface treatment and full resurfacing, began on 16 July and was planned for the summer, when the temperatures are higher and the weather is normally drier.

The Council's overarching approach to maintenance is to focus on roads which see the greatest use and risk, to enable the money to be used in the most effective way. For example, this year the Council has received funding that equates to just 0.24 per cent of the replacement cost of the network, but by maximising efficiencies it would argue that it has improved this to 1.00 per cent of the network.

Works will be done at various locations across the borough and, where possible, will be coordinated to reduce the impact on road users. The investment in the network will see 26km (16 miles) of roads resurfaced or treated this year. To put this in context, Cheshire East Highways is responsible for 1,677 miles of road across the borough.

The programme of works is prioritised in line with a defined scoring criteria, which can be found at: <http://www.cheshireeast.gov.uk/.../road-repair-and...>

Councillor Craig Browne, chair of Cheshire East Council's highways and transport committee, said: "Persistent underfunding by the government over many years, coupled with a 23 per cent cut this year, inevitably means that despite our best efforts, the condition of our road network has continued to deteriorate.

The council's online roadworks tracker can be found at: Latest roadworks

<https://www.cheshireeast.gov.uk/.../latest-roadworks.aspx>

Last year, the council's highways teams dealt with 15,331 potholes, while patching repairs have covered more than 78,800 square metres. Approximately 10km (six miles) of road were resurfaced or treated last year.

For more information, visit: <http://www.cheshireeast.gov.uk/.../road-condition-and...>

To view the latest programme of repairs visit:

<https://www.cheshireeast.gov.uk/.../road-repair-and...>

### **Volunteering platform**

The Council has recently launched a new online system for volunteers across the area – "We are Cheshire East". There is lots of information on the website including the opportunity to register as a volunteer, a place to advertise different roles, and information from local groups. Visit the website below to find out more.

<https://cheshireeastvolunteers.co.uk/>

### **Sensory Impairment Strategy**

Cheshire East Council and Cheshire CCG have drafted a Sensory Impairment Strategy which sets out how they will work in partnership to provide the right services at the right time for children, young people and adults living with sensory impairments.



Visit the link below to read the draft strategy and provide feedback, or call our Customer Service team if you require a different format: 0300 123 55 00

<https://surveys.cheshireeast.gov.uk/s/wy0yx>

### **Council welcomes £647k grant to implement new Domestic Abuse Act**

Cheshire East Council and its partners have welcomed a grant of £647,000 to support the new Domestic Abuse Act which was signed into law at the end of April this year.

The new act places a duty on all councils to ensure victims and their children can access life-saving support in safe accommodation.

The money will be spent supporting victims and their children into safe accommodation using a 'Whole Housing Approach', meaning that services are strengthened to spot the signs of abuse and support families earlier.

It also means that survivors are helped to remain safely in their homes where it is their choice to do so, or to keep their tenancy status if they relocate. The grant will help to reduce the number of people becoming homeless due to domestic abuse.

Ged Rowney, Interim Director of Children's Services at Cheshire East Council said: "Domestic abuse impacts the lives of many of our residents, families and communities. Last year 1,750 referrals were made to our services, an increase of 14 percent on the previous year.

"We know that true change can only be achieved when all the relevant agencies work together, and this money will help victims via the Cheshire East Domestic Abuse Partnership to provide support for them and their children in safe accommodation.

"For many victims the fear of homelessness keeps them and their families in dangerous situations and often forces them to return to the person causing harm. We know that leaving home and seeking refuge can be literally lifesaving for many who are fleeing. Equally other options such as additional security in the home and specialist safety advice can help families secure longer term, stable housing and have the support of the community where they live.

"Our approach is rooted in giving families, friends and colleagues the information and skills they need to support people when they are concerned about them, know where they can get specialist help if needed and feel supported to prevent harm."

If you, or someone you know is in a relationship that doesn't quite feel right, speak to someone about it. You can get help and advice and access self-support services at: [openthedoorcheshire.org.uk](http://openthedoorcheshire.org.uk) or call 0300 123 5101. In an emergency, always ring 999.

### **Community Governance Review**

As you know, Cheshire East Council is conducting a review of their community governance arrangements across the Cheshire East Borough.

Cheshire East Borough has 135 town and parish councils, comprising 186 wards. Under legislation, Cheshire East Council is responsible for town and parish council electoral and governance arrangements within its Borough, including but not exclusively:

- town and parish boundaries
- numbers of town and parish councillors
- arrangements for town and parish council wards and the grouping of parish councils.



It is good practice to review community governance arrangements every 10-15 years. Cheshire East Council was created in 2009 and it is therefore timely for it to conduct a full review of town and parish council governance matters.

As part of the review, Cheshire East Council conducted a pre-consultation survey which took place between 28 October 2019 and 31 January 2020. The survey was an opportunity for initial views to be expressed, which assisted the Council in concluding its arrangements for a formal consultation process. I think there were just 4 responses from residents of Shavington cum Gresty.

Much work was done by the Council's Project Team, following the pre-consultation survey, and the product of this was considered by the Council's Community Governance Review Sub-Committee, and Constitution Committee, earlier this year. At the June meeting of Full Council, a decision was made to proceed with consultation proposals. This means concerned residents need to keep an eye on the Council's website and respond.

**The consultation is expected to commence in September 2021!!!!**

### **The Council is developing its digital strategy**

Over the last few weeks, a digital project has been set up. The project board has been tasked with producing a draft digital strategy for Cheshire East ready for the Corporate Policy Committee to consider in November. This will need watching to ensure that those who don't possess modern technology do not lose out!

Page 8 of the Council's corporate plan refers to a 'digital revolution' – where new and emerging technologies are bringing opportunities to rethink how services can be provided. It is conceded that the Council will want to improve connectivity for all our communities and help residents and business to benefit from the convenience and flexibility it can bring.

A digital strategy will outline how CEC will achieve this.

### **Council launches consultation on new flood management guide**

Cheshire East Council has launched a consultation so residents, developers, and town and parish councils can comment on a proposed guide for managing flood risk on new developments.

The document will help property developers apply best practice so that flood risk on any new development is minimised.

To do this, the council is producing a detailed document, setting out how sustainable urban drainage systems (SUDS) can improve the environment and help developers better manage water and drainage on their completed sites.

With increasing episodes of heavy rainfall and flooding, the guide provides design and engineering solutions for managing rainwater. It suggests ways of slowing the amount of water reaching rivers, streams and water courses and reducing the risk of immediate localised flooding affecting property.



Examples of options contained in the guide include small-scale landscape and design-led solutions, such as rain gardens, green roofs and more green space, which can also improve the local environment. The first draft of the supplementary planning document provides guidance on the council's preferred approach and sets out ways developers can better manage site water and drainage.

The supplementary document is not part of the council's statutory development plan but can provide an important tool, steering developers towards designs that can have multiple benefits such as minimising flood risk, increasing biodiversity, and enhancing the landscape character and quality of place – coupled with higher quality development infrastructure.

The consultation is open for comments until 20 September. To view all the relevant documents, visit: <https://cheshireeast-consult.objective.co.uk/.../pla.../spd/>  
Feedback can also be sent to: Strategic Planning (Westfields), C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ

### **Cheshire East Council announces projects to support Crewe's ongoing regeneration**

Cheshire East Council has announced a package of projects that will see the regeneration of Crewe taking another major leap forward.

The council submitted a bid to the government's Future High Streets Fund last summer and received a successful award in June this year. And now that the formal grant offer letter from government for £14.1m has been received, work on a variety of transformative projects can now progress.

It is further positive news for Crewe, which recently secured a 'Town Deal' and separate funding from government of £22.9m. This funding is allocated to deliver an additional set of projects to support the ongoing regeneration of the town.

Peter Skates, Cheshire East Council's director of growth and enterprise, said: "Our successful bid to the Future High Streets Fund shows there is confidence in our vision for the town and surrounding area and means that we can begin to deliver on our plans – ensuring that residents and businesses continue to see real progress and that Crewe is a place where people want to live, work, socialise and do business."

The Future High Streets Fund projects – which will now be subject to further discussions and, in some cases, planning permission – include plans to create a sustainable residential area in the heart of the town centre.

It would provide more than 90 affordable and quality homes for young people, families, and the elderly, which would give residents easy access to services – reducing their carbon footprint.

Nearby, there are plans to develop new high-quality public space for cultural and civic activities, and for a technology and digital innovation campus, which would help to attract more economic activity back into the town centre.

This would include the conversion of Christ Church into a new technology and digital focused co-working space.

Also now able to move ahead are plans for a sustainable energy network – powered by an air source heat pump at a new energy centre attached to the Lifestyle Centre.



Initially covering buildings in the civic and cultural quarter, this could expand to reduce the environmental impact of development across the town centre.

Four of the other projects focus on making the town centre more accessible and encouraging people to stay for longer.

A new off-road pedestrian link/cycle path would link Oak Street and Forge Street, via High Street.

While improving access into the town centre and to key facilities, including the Lifestyle Centre, it would also create a more attractive route for pedestrians and cyclists and encourage active travel.

The long-planned 'Flag Lane link' would improve access for vehicles travelling between the east and west of the town centre, connecting Dunwoody Way to Delamere Street, via Flag Lane.

Residents will be invited to attend a public exhibition on this project in the autumn.

Meanwhile, some of the funding is earmarked for the installation of state-of-the-art junction controls in the Wistaston Road, Edleston Road and Nantwich Road areas.

This project, which supports the council's carbon agenda and sustainable and active travel programmes, also includes improvements to the junction of Nantwich Road and South Street.

Finally, funding has been earmarked to begin scheme development options to address congestion and improve cycling facilities between Memorial Square and Grand Junction Retail Park.

Mr Skates added: "We believe that these projects will tackle key challenges in the town and will be a catalyst for further growth and regeneration. We look forward to continuing work with our partners to develop opportunities as they arise."

All projects are expected to be delivered by the end of 2024 and more details will be shared as they progress.

## **The Annual Canvass and Canvass Reform**

In accordance with legislation, each year the Electoral Registration Officer (ERO) must conduct the annual electoral registration canvass.

The purpose of the canvass is to identify everyone who should be on the electoral register. This means identifying citizens and inviting those who should be registered, but who are currently not, to join the register, as well as identifying electors who are no longer resident at a property and should therefore be removed from the register.

A revised version of the electoral register must be published by 1 December each year, following the annual canvass.

### **When will the canvass take place in Cheshire East?**

The first part of the canvass is the national data-matching step for Cheshire East data, which is the transfer of our Cheshire East registered elector data with Government systems, and the



matching of our records against DWP data. This took place on 15 July 2021, and the process has been followed- up with a local data matching exercise.

The initial canvass form delivery will commence around 11 August and will be completed by 6 September. I had my form 23<sup>rd</sup> August. Reminder forms, to those who require them (See Route 2 below), will be delivered during October. Non-responders may also receive a follow-up personal visit from an Electoral Registration Canvasser.

The data matching step determines which type of communication each property will receive during the annual canvass.

### **Route 1 Properties**

Where the data-matching step shows all electors in a property with a green RAG status, i.e. all electors have matched against DWP records, or other Council records, those properties will receive a Canvass Communication A (CCA). This is an A4 form that is pre-printed with the details of all electors who are currently registered on the Electoral Register. A response is only required, to a CCA, where there are changes to be made. The wording of the form is prescribed and includes details of how the householder can notify us of the changes that need to be made. If changes do need to be made, this can be done via an automated on-line service, using a unique security code printed on the form, by telephoning our Customer Centre, or by emailing our Electoral Services team.

Reminders are not sent to a CCA as a response is not required unless there is a change to be made to the details on the form.

### **Route 2 Properties**

Where the data-matching step shows that some electors at a property do not match DWP or other Council records, those properties will receive a Canvass Form. This is an A3 form pre-printed with registered elector details, and the wording is prescribed. A response MUST be received from the household, to confirm that the information pre-printed on the form is correct, or whether there are changes to be made. A response can be made using the automated on-line service, using the unique security code, or by posting the form back to us in the pre-paid envelope enclosed.

If a response is not received to the initial Canvass Form, it will be followed up with a reminder and potentially a visit from an Electoral Registration Canvasser.

### **Statistics**

This year there are 190,627 properties that will receive a form during the annual canvass. 98 of those are nursing homes that will be contacted separately, by the Electoral Services Team, to check the details of residents eligible to register to vote. Following the national data matching step and local data matching, 146,614 of the properties will receive a CCA, with no response being required unless there are changes to be made, and the remaining 43,915 will receive a Canvass Form and will be required to respond.

### **Emergency Decision made 20<sup>th</sup> August**

To approve Cheshire East Council's participation in the Afghan LES Resettlement scheme by resettling 5 families into the Borough.

### **Resident Issues**



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**road drainage grids** on the swill brook bridge by the nurseries on Gresty lane unblocked at last

**Newcastle Road** towards the Vagrants. Cheshire Highways confirm that they will ensure that the **hedge and undergrowth** that restricts pedestrians will be cut back.

**Cherry Tree Park** : The start time on Cherry Tree Park is conditioned as 08.00 but that has been ignored for a long time and certainly since the lifting of the Covid lockdown with start time being anything between 07.00 and 07.30. As the new build has crept closer and closer to established housing I have been raising this issue very frequently with Planning Enforcement and have not been overly impressed with their response. The main concern is the deliveries of cement and use of the diggers and excavators because they are noisy.

Increased pressure on enforcement has eventually paid off and the builders appear to be sticking to the conditioned start time.

#### **Abandoned Vehicle on Queens Street carpark YG57VSX**

This vehicle was anonymously reported to Cheshire East Council as abandoned on Queens Street car park. I took up this issue as ward member and spoke to the lead officer at the end of July. I was told that within a few days Cheshire East Council will issue a warning notice to remove the vehicle giving 5 days notice or they will remove it themselves. That will lead to a cost application. The vehicle was due to be removed 19<sup>th</sup> August but was removed 2 or 3 days before it was due to be lifted. I phoned the officer to prevent the removal vehicle attending and so save on fees.

#### **Overgrown land near the school**

The land had been forgotten by Cheshire East. They are now giving it the attention it should have. Education department at fault.

#### **Complaints about an overgrown hedge**

The resident has been made to cut the hedge back to 1) enable the street light to illuminate the pavement and 2) make pedestrian access easier. There are a number of complaints about its untidiness and height but Cheshire East will only investigate this aspect on payment of a fee by the complainant who I've advised not to pay it as Cheshire East will take a view not shared by the complainant.

#### **Shavington Public Footpath no. 7**

I have had the Council's lawyers look at land ownership and CEC do not own the land on which the footpath runs but do have a duty to ensure that pedestrians are not impeded. I have advised the adjoining neighbour to ensure the hedge is cut and doesn't impede pedestrians otherwise enforcement action will be taken by CEC.

#### **High Kerbs installed by Wain Homes on the junction with Chestnut Avenue.**

These were causing difficulty for a resident and Wain Homes have responded and changed them to the delight of the resident.

#### **Blocked Ditch behind Northfield Place.**



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This matter is the subject of an ongoing enforcement investigation ref. 20/00583E and still ongoing.

**Rope Lane, Shavington - S106 Toucan Crossing**

I have been working on preventing this being built in the wrong location and it is currently stalled.

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



## **MINUTES of the meeting held on Wednesday 14<sup>th</sup> July 2021**

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

ScG VH/21/1/1	<b><i>To receive and consider apologies for absence</i></b>
	No
ScG VH/21/1/2	<b><i>To elect the Chair and Deputy Chair</i></b>
	Cllr McIntyre and Cllr Adams were elected Chair and Deputy Chair of the Committee respectively
ScG VH/21/1/3	<b><i>To note declarations of Members' interests</i></b>
	No declaration was made
ScG VH/21/1/4	<b><i>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</i></b>
	<b>RESOLVED:</b> that the item is postponed to the next Committee Meeting
ScG VH/21/1/5	<b><i>Public Participation</i></b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made
ScG VH/21/1/6	<b><i>To consider a proposal for the Village Hall booking system and to review the booking fee</i></b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Village Hall booking form is approved and that booking fees are approved without any change
ScG	<b><i>To consider marketing opportunity to promote the Village Hall</i></b>

VH/21/1/7	<p><b>RESOLVED:</b> that the Clerk, with the support of the Communication Manager, is instructed to progress the following actions within budget (Cost centre Village Hall, Cost code Marketing):</p> <ol style="list-style-type: none"> <li>a. Update the website with all relevant information</li> <li>b. Update and animate the Village Hall FB page</li> <li>c. Promotional video/photo gallery</li> <li>d. Install a promo sign "Hire the Hall", outside the building</li> </ol>
ScG VH/21/1/8	<p><b>To consider the following operational matters:</b></p> <ol style="list-style-type: none"> <li>a. <b>Key holders list</b></li> <li>b. <b>Volunteers list for opening the Village</b></li> <li>c. <b>Inventory of cleaning equipment and kitchen utensils and tables, chairs</b></li> <li>d. <b>Storage agreements</b></li> <li>e. <b>Blinds</b></li> <li>f. <b>Cleaning</b></li> </ol>
	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>a. <u>Key holders list:</u> that Cllr K Gibbs is appointed to draft the list</li> <li>b. <u>Volunteers list for opening the Village:</u> that Cllr K Gibbs, Adamas and McIntyre are added on the volunteer list</li> <li>c. <u>Inventory of cleaning equipment and kitchen utensils and tables, chairs:</u> that the inventory is done on Wednesday 21<sup>st</sup> July</li> <li>d. <u>Storage agreement:</u> that a disclaimer of no liabilities for the Council is added on the Village Hall booking form</li> <li>e. <u>Blinds:</u> that the provision of blinds is deferred to the next financial year</li> <li>f. <u>Cleaning:</u> that all cleaning products are supplied by the cleaner company</li> </ol>
ScG VH/21/1/9	<p><b>To consider strategic projects to revamp the Village Hall</b></p>
	<p><b>RESOLVED:</b> that the 10 large historical information banners will be removed from the main hall.</p> <p><b>RESOLVED:</b> that the following projects will be considered in 2022/23:</p> <ul style="list-style-type: none"> <li>• Refurbishment of the Village Hall kitchen</li> <li>• Main hall setting up: display of local history pictures</li> <li>• Provision of IT facilities for Main Hall: such video projector, PA system</li> </ul>
ScG VH/21/1/10	<p><b>To note the date of the next Village Hall Committee Meeting – October, 13th 2021 6pm</b></p>
	<p>Members <b>NOTED</b> the date of the next Village Hall Committee Meeting is October, 13<sup>th</sup> 6pm</p>

Meeting Closed at 20:26hrs

Chair: Cllr McIntyre

Clerk: S Garnero

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



**MINUTES of the meeting held on  
Wednesday 21<sup>st</sup> July 2021**

In attendance: Cllr B Gibbs, Buchanan, McIntyre

<b>ScG St/21/1/1</b>	<b><i>To receive apologies for absence</i></b>
	Apologies were received and accepted from Cllr Jones
<b>ScG St/21/1/2</b>	<b><i>To elect the Chair and Deputy Chair</i></b>
	Cllr Buchanan and Cllr McIntyre were elected Chair and Deputy Chair respectively
<b>ScG St/21/1/3</b>	<b><i>To note declarations of Members' interests</i></b>
	No declaration was made
<b>ScG St/21/1/4</b>	<b><i>Public Participation</i></b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made
<b>ScG St/21/1/5</b>	<b><i>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 item 6 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</i></b>
	<b><i>RESOLVED:</i></b> under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, members of the public and representatives of the press are excluded from the meeting during the consideration of item 6 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
<b>ScG St/21/1/6</b>	<b><i>To receive an update with regard to the Communication Manager selection process and to consider appointing the successful candidate</i></b>

	<p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the post is offered to the candidate recommended by the Interview Panel with the following:</p> <ul style="list-style-type: none"> <li>a. That the salary offered will be within the agreed salary range</li> <li>b. Flexible work schedule (spend time in lieu every 4months)</li> <li>c. That an appraisal is done after 12 months to review performances and wages</li> <li>d. That the job title is changed as “Community Manager”</li> <li>e. That the Clerk is instructed to offer the post to the second choice recommended by the Interview panel if the first candidate declines the offer</li> </ul>
<b>ScG St/21/1/7</b>	<b><i>To consider and inform the budget setting process for 2022/23 financial year</i></b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the DRAFT staffing budget 2022/23 is recommended to Full Council as described in the budget setting process, with the following amendments:</p> <ul style="list-style-type: none"> <li>a. Pension contribution to be reviewed later</li> <li>b. Staff training cost budget increased to £2,500</li> </ul> <p>That any new project (such 140, Main road) undertaken by the Council will trigger a resources assessment check, in order to gather information about staffing resources available (staff, time and £) and consider any support needed to deliver the project (whether internal or external). In the understanding that the budget might need to be reviewed accordingly.</p> <p>It was <b>NOTED</b> that Members would like to consider some incentive for employees</p>
<b>ScG St/21/1/8</b>	<b><i>To note the date of the next Staffing Committee Meeting – February, 16th 2022</i></b>
	Members <b>NOTED</b> the date of the next Staffing Committee Meeting

Meeting Closed at 2019 hrs

Chair: Buchanan

Clerk: S Garnero



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## Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide a report from Mr Atteridge with regard to the Neighbourhood Plan

Version Control: v0

Author: Bill Atteridge

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### REPORT TO PARISH COUNCIL MEETING, 1st September 2021

The Shavington-cum-Gresty Neighbourhood Plan, as voted YES at the Referendum of 6 May 2021, was made by Cheshire East and we were notified with the email message:

"We are pleased to inform you that on the 28th July 2021, the Shavington Neighbourhood Development Plan was formally made and now forms part of the statutory development plan for Cheshire East".

A copy of the official notice was provided.

This administrative procedure by Cheshire East concludes the work and activities to put a neighbourhood plan in place.

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# DECISION NOTICE

Notice is given that the following decision has been taken under the Provisions set out in the Council's Constitution

- Decision maker:** The Head of Planning, in consultation with the Chair for the Environment and Communities
- Decision in the matter of:** Making the Shavington cum Gresty Neighbourhood Plan
- Decision:** To make the Shavington cum Gresty Neighbourhood Plan and confirm its status as part of the Development Plan for Cheshire East.
- Background:** Neighbourhood plans allow local communities to write planning policy that applies to a defined local area.

Shavington cum Gresty Parish Council have prepared a neighbourhood plan, which has been subject to consultation, independent examination, and referendum.

On the 6 May 2021 the Shavington cum Gresty Neighbourhood Plan was subject to a local referendum which returned a vote in favour of using the Shavington cum Gresty Neighbourhood Development Plan to decide planning applications within the Shavington cum Gresty Neighbourhood Area.

The neighbourhood plan became part of the Development Plan for Cheshire East at declaration of a referendum result supporting the plan. This decision to make the neighbourhood plan confirms that status.

**Background Documents:** [Report to Head of Planning and the Environment and Communities Committee 20 July 2021](#)

**Approved:** David Malcolm  
Head of Planning

**Date:** 28 July 2021

**Executive Director:** Frank Jordan  
Executive Director Place



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## **Report Statement**

Meeting: Parish Council Meeting, 01.09.2021

Report Purpose: To provide a list of regular payments to be approved under section 5.6 of Finance Regulations

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report provides a list of regular payments to be approved under section 5.6 of Finance Regulations.

### **2. Background**

Each financial year, the RFO should provide the Council with a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, and regular maintenance contracts and the like for which Council or a duly authorised committee, may authorise payment for the year provided that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

A record of regular payments made under 5.6 above shall be drawn up and be signed by three members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and/or made.

### **3. Position**

Below the list of due payments which arise on a regular basis and can fall under section 5.6:

- a. Adobe
- b. Ash Waste Service
- c. Beardmore Accountants
- d. Brave Little Tank – Ten & Bourne Ltd
- e. British Gas
- f. Crystal Clean
- g. Cymphony
- h. Dame Hygiene Services
- i. Gradwell Communications
- j. KCOM (Village Hall wifi)
- k. Meller Speakman
- l. Microsoft
- m. Nortwich Town Council
- n. P30 – HMRC



- o. Scottish Power
- p. Scribe
- q. Solo Press
- r. Staff Pension contribution – NEST
- s. Staff salary
- t. Strategy 365
- u. The Leaflet Team
- v. Water Plus
- w. Zoom Video Communication Inc

#### **4. Conclusions**

Members are asked to consider the list above and:

- a. Approve the list
- b. Amend and then approve the list
- c. Not approve the list

#### **5. Consideration Sought**

That the list of regular payments is approved.



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## **Report Statement**

Meeting: Parish Council Meeting

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

Version Control: v0

Author: Clerk

### **1. Report Summary**

The report provides Members an update with regards to payments made by the Clerk since the previous meeting, and an overview of the outstanding payment for member to approve

### **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 July 7<sup>th</sup> 2021 to September 1<sup>st</sup> 2021 listed in Annex 1.

### **4. Conclusions**

Members are asked to consider the following:

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

### **5. Consideration Sought**

That the payments are noted and approved.

## **ANNEX 1**

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

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Electric at Village Hall	Scottish Power	L	101.00	5.05	106.05
84	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	75.00	15.00	90.00
93	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Banners	Inprint Colour	S	210.00	42.00	252.00
96	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	264.00	52.80	316.80
97	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
102	08/07/2021		Parish Council Main A <sub>y</sub>		Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
103	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Merchandising Village Festival	Design Office UK Ltd	S	89.00	17.80	106.80
105	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branci	S	3.79	0.76	4.55
106	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branci	S	61.65	12.33	73.98
107	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branci	S	0.00	0.00	0.00
108	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Merchandising Village Festival	Amazon Services Europe S.a.	S	24.96	4.98	29.94
26	08/07/2021		Parish Council Main A <sub>y</sub>		Refund staff	C Jones	Z	640.77	0.00	640.77
104	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Delivery of newsletter	The Leaflet Team	Z	289.00	0.00	289.00
109	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Remora Electrical Ltd	S	3.00	0.60	3.60
110	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon Services Europe S.a.	S	15.82	3.17	18.99
111	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Merchandising Village Festival	Amazon Services Europe S.a.	S	29.98	6.00	35.98
112	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Village Hall booking service	Cymphony	S	56.00	11.20	67.20
113	12/07/2021		Parish Council Main A <sub>y</sub>	BACS	Adobe	Adobe	S	8.32	1.66	9.98
137	14/07/2021		Parish Council Main A <sub>y</sub>	BACS	Locker	Amazon EU S.a r.l. UK Branci	S	17.46	3.49	20.95
123	15/07/2021		Parish Council Main A <sub>y</sub>	BACS	Custom charges	Parcelforce Worldwide	X	154.50	0.00	154.50
130	16/07/2021		Parish Council Main A <sub>y</sub>	BACS	VOIP	Morrison	Z	10.99	0.00	10.99
127	19/07/2021		Parish Council Main A <sub>y</sub>	BACS	Pension	NEST	X	160.67	0.00	160.67
133	22/07/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Microsoft Azure	S	0.00	0.00	0.00
119	23/07/2021		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
121	26/07/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
128	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Photo and editing	Nicola Cooper Photography	E	480.00	0.00	480.00
131	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Gas	British Gas	L	74.42	3.72	78.14
94	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
114	28/07/2021	ChAI	Parish Council Main A <sub>y</sub>	BACS	Audit	JDH Business Services	S	457.80	91.56	549.36
116	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Grounds Maintenance	Northwich Town Council	S	2,862.25	572.45	3,434.70
117	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	360.00	72.00	432.00
118	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Benches	Glasdon UK Limited	S	604.54	120.91	725.45
120	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	VOIP	Gradwell Communications	S	12.52	2.51	15.03
124	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	32.50	6.50	39.00
115	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Councillor refund	Matt Ferguson	X	5.00	0.00	5.00
122	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	HMRC	HMRC	X	407.40	0.00	407.40

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
125 Staff Salary	28/07/2021		Parish Council Main A <sub>J</sub>	BACS	Salary	S Garnero	X	2,127.78	0.00	2,127.78
126 Staff Salary	28/07/2021		Parish Council Main A <sub>J</sub>	BACS	HMRC	HMRC	X	882.37	0.00	882.37
129 Staff Training	28/07/2021		Parish Council Main A <sub>J</sub>	BACS	Professional affiliation	SLCC	Z	221.00	0.00	221.00
132 Water Plus	28/07/2021		Parish Council Main A <sub>J</sub>	BACS	Water	Water Plus	Z	501.76	0.00	501.76
135 Zoom - for holding remote C	30/07/2021		Parish Council Main A <sub>J</sub>	BACS	Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
95 Event 1 - Village Festival	31/07/2021		Parish Council Main A <sub>J</sub>	BACS	Design and marketing	Brave Little Tank	S	636.00	127.20	763.20
134 Office 365 package	02/08/2021		Parish Council Main A <sub>J</sub>	BACS	Microsoft	Microsoft Azure	S	8.50	1.70	10.20
138 Office 365 package	02/08/2021		Parish Council Main A <sub>J</sub>	BACS	Microsoft	Microsoft Azure	S	10.25	2.04	12.29
141 Call-minding service(KBVO/C	11/08/2021		Parish Council Main A <sub>J</sub>	BACS	Village Hall booking service	Cymphony	S	56.24	11.24	67.48
143 VOIP phone line/costs	24/08/2021		Parish Council Main A <sub>J</sub>	BACS	VOIP	Gradwell Communications	S	14.66	2.93	17.59
144 Wi-Fi Service	24/08/2021		Parish Council Main A <sub>J</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
150 Office 365 package	24/08/2021		Parish Council Main A <sub>J</sub>	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
153 Website	24/08/2021		Parish Council Main A <sub>J</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
148 Staff Salary	24/08/2021		Parish Council Main A <sub>J</sub>	BACS	Pension	NEST	X	160.67	0.00	160.67
154 Gas Supply	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Gas	British Gas	L	48.99	2.44	51.43
139 Payroll Service	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Payroll Service	Beardmore Accountants	S	32.50	6.50	39.00
142 Cleaning of Hall	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	270.00	54.00	324.00
145 Grounds Maintenance	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Grounds Maintenance	Northwich Town Council	S	796.25	159.25	955.50
149 Accountancy software	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Accountancy software	Scribe	S	584.00	116.80	700.80
146 Staff Salary	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	HMRC	HMRC	X	882.17	0.00	882.17
147 Staff Salary	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Salary	S Garnero	X	2,127.98	0.00	2,127.98
152 Supplies	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Councillor refund	K Gibbs	X	75.99	0.00	75.99
151 Newsletter: design, print and	28/08/2021		Parish Council Main A <sub>J</sub>	BACS	Newsletter delivery	Leaflet Team	Z	289.00	0.00	289.00
136 Website	31/08/2021		Parish Council Main A <sub>J</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
140 General Parish Council design	31/08/2021		Parish Council Main A <sub>J</sub>	BACS	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
<b>Total</b>								<b>19,054.65</b>	<b>1,893.83</b>	<b>20,948.48</b>

## Shavington-cum-Gresty Parish Council

### Net Position by Cost Centre and Code

**Cost Centre Name**

<b>Admin / Staff</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
6	Staff Salary	0.00	0.00	0.00	63,354.00	21,260.38	42,093.62
7	Overtime	0.00	0.00	0.00	0.00	0.00	0.00
8	Tax & NI	0.00	0.00	0.00	0.00	0.00	0.00
9	Payroll Service	0.00	0.00	0.00	500.00	370.00	130.00
11	Clerk's Expenses	0.00	0.00	0.00	0.00	0.00	0.00
12	Clerk's Stationery	0.00	0.00	0.00	0.00	0.00	0.00
13	Laptop Purchase (for Clerk)	0.00	0.00	0.00	0.00	0.00	0.00
14	Software Training	0.00	0.00	0.00	0.00	0.00	0.00
70	Staff Expenses	0.00	0.00	0.00	1,250.00	548.67	701.33
71	Accountancy software	0.00	0.00	0.00	650.00	584.00	66.00
72	ICT equipment	0.00	0.00	0.00	2,000.00	756.60	1,243.40
73	Staff Training	0.00	0.00	0.00	500.00	221.00	279.00
74	General Parish Council design anc	0.00	0.00	0.00	2,500.00	2,995.19	-495.19
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>70,754.00</b>	<b>£26,735.84</b>	<b>44,018.16</b>

<b>Amenities General</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
15	Purchase of two Benches (Newc. I	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>

<b>Communications</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
17	Brave Little Tank	0.00	0.00	0.00	0.00	0.00	0.00
18	Solopress - Printing	0.00	0.00	0.00	0.00	0.00	0.00
19	Website	0.00	0.00	0.00	2,100.00	1,050.00	1,050.00
20	Newsletter: design, print and deliv	0.00	0.00	0.00	10,400.00	4,612.83	5,787.17
21	Emails / Dedicated Phone Line	0.00	0.00	0.00	0.00	0.00	0.00
22	Photography Contract	0.00	0.00	0.00	0.00	0.00	0.00
23	Communications - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
75	Office 365 package	0.00	0.00	0.00	1,500.00	389.75	1,110.25
76	VOIP phone line/costs	0.00	0.00	0.00	400.00	93.78	306.22
77	Adobe Creative Cloud	0.00	0.00	0.00	600.00	33.28	566.72
78	Zoom - for holding remote Council	0.00	0.00	0.00	450.00	128.00	322.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>15,450.00</b>	<b>£6,307.64</b>	<b>9,142.36</b>

<b>Environment and Recreation</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
16	General Amenities	0.00	0.00	0.00	1,800.00	1,215.08	584.92
31	Grounds Maintenance	0.00	0.00	0.00	12,000.00	5,439.25	6,560.75
84	Recreational Land research cost	0.00	0.00	0.00	6,200.00	1,003.00	5,197.00
85	Vine Tree Play Area - Maintenance	0.00	0.00	0.00	1,000.00	0.00	1,000.00
86	Lengthsman for maintenance	0.00	0.00	0.00	4,000.00	0.00	4,000.00
87	Vine Tree Play Area - quarterly ins	0.00	0.00	0.00	400.00	0.00	400.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>25,400.00</b>	<b>£7,657.33</b>	<b>17,742.67</b>

<b>Events</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
24	Carols at Christmas	0.00	0.00	0.00	0.00	0.00	0.00
25	Remembrance Day	0.00	0.00	0.00	0.00	0.00	0.00
26	VE Commemoration (May 2020)	0.00	0.00	0.00	0.00	0.00	0.00
79	Event 1 - Village Festival	0.00	0.00	0.00	1,700.00	1,561.94	138.06
80	Event 2	0.00	0.00	0.00	1,500.00	0.00	1,500.00
81	Event 3	0.00	0.00	0.00	1,500.00	0.00	1,500.00
82	Event 4 - Christmas/Winter	0.00	0.00	0.00	1,600.00	0.00	1,600.00
83	Event 5 - Remembrance Sunday	0.00	0.00	0.00	4,500.00	0.00	4,500.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>10,800.00</b>	<b>£1,561.94</b>	<b>9,238.06</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Shavington-cum-Gresty Parish Council

### Net Position by Cost Centre and Code

**Cost Centre Name**

<b>Grants</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
27	Small Grants Scheme	0.00	0.00	0.00	1,100.00	0.00	1,100.00
28	Env Award to Shavington Academ	0.00	0.00	0.00	0.00	0.00	0.00
29	Youth Club	0.00	0.00	0.00	0.00	0.00	0.00
30	S.137 Grants - car park	0.00	0.00	0.00	5,500.00	0.00	5,500.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>6,600.00</b>	<b>£0.00</b>	<b>6,600.00</b>

<b>Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
1	Precept	0.00	142,540.00	71,270.00	0.00	0.00	-71,270.00
2	Allotment Fees	0.00	0.00	550.00	0.00	0.00	550.00
3	CIL	0.00	0.00	0.00	0.00	0.00	0.00
4	Other Income	0.00	0.00	45.36	0.00	0.00	45.36
5	VAT Reclaim	0.00	0.00	0.00	0.00	0.00	0.00
65	Hall Hire	0.00	0.00	2,000.00	0.00	0.00	2,000.00
		<b>£0.00</b>	<b>142,540.00</b>	<b>£73,865.36</b>	<b>0.00</b>	<b>£0.00</b>	<b>-68,674.64</b>

<b>Insurance/Audit/Subscriptions</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
32	External Audit	0.00	0.00	0.00	0.00	0.00	0.00
33	Internal Audit	0.00	0.00	0.00	0.00	0.00	0.00
34	Internal, external audit ChALC fee	0.00	0.00	0.00	4,800.00	1,837.80	2,962.20
35	CALC	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>4,800.00</b>	<b>£1,837.80</b>	<b>2,962.20</b>

<b>Members</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
36	Member Training	0.00	0.00	0.00	500.00	0.00	500.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>500.00</b>	<b>£0.00</b>	<b>500.00</b>

<b>Miscellaneous</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
88	Union flag	0.00	0.00	0.00	150.00	0.00	150.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>150.00</b>	<b>£0.00</b>	<b>150.00</b>

<b>Neighbourhood Planning</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
37	Consultant's Support from CCA	0.00	0.00	0.00	0.00	0.00	0.00
38	CCA Membership	0.00	0.00	0.00	0.00	0.00	0.00
89	Neighbourhood Plan	0.00	0.00	0.00	500.00	670.00	-170.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>500.00</b>	<b>£670.00</b>	<b>-170.00</b>

<b>Police</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
39	PCSO	0.00	0.00	0.00	33,300.00	0.00	33,300.00
90	Police Car PCSO use	0.00	0.00	0.00	1,800.00	0.00	1,800.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>35,100.00</b>	<b>£0.00</b>	<b>35,100.00</b>

<b>Projects</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Shavington-cum-Gresty Parish Council

### Net Position by Cost Centre and Code

**Cost Centre Name**

40 Purchase of Land	0.00	0.00	0.00	0.00	0.00	0.00
41 Maintain/Upgrade Kitchen Bar Are	0.00	0.00	0.00	0.00	0.00	0.00
42 Window Blinds in Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>

**Unallocated Reserves**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
47	Unallocated Reserves	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>

**Village Hall**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
48	Hygiene Equipment	0.00	0.00	0.00	0.00	0.00	0.00
49	Supplies	0.00	0.00	0.00	300.00	233.97	66.03
50	Cleaning of Hall	0.00	0.00	0.00	6,000.00	1,470.00	4,530.00
51	Window Cleaning	0.00	0.00	0.00	0.00	0.00	0.00
52	British Gas Careplan	0.00	0.00	0.00	0.00	0.00	0.00
53	Gas Supply	0.00	0.00	0.00	1,600.00	656.04	943.96
54	Scottish Power	0.00	0.00	0.00	800.00	147.47	652.53
55	Water Services	0.00	0.00	0.00	0.00	0.00	0.00
56	Waste Collection	0.00	0.00	0.00	0.00	0.00	0.00
57	Fire Equipment	0.00	0.00	0.00	250.00	0.00	250.00
58	Music Licence	0.00	0.00	0.00	0.00	0.00	0.00
59	Wi-Fi Service	0.00	0.00	0.00	800.00	282.50	517.50
60	Call-minding Service	0.00	0.00	0.00	0.00	0.00	0.00
61	Keys for Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
62	On-line Booking Service	0.00	0.00	0.00	240.00	0.00	240.00
63	General Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
64	Other	0.00	0.00	0.00	0.00	0.00	0.00
91	Dame Hygiene	0.00	0.00	0.00	700.00	481.87	218.13
92	Water Plus	0.00	0.00	0.00	1,500.00	1,113.03	386.97
93	ASH Waste collection	0.00	0.00	0.00	800.00	351.89	448.11
94	PPS/PRS	0.00	0.00	0.00	250.00	0.00	250.00
95	Call-minding service(KBVO/Cympl	0.00	0.00	0.00	800.00	280.24	519.76
96	Marketing	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>16,040.00</b>	<b>£5,017.01</b>	<b>11,022.99</b>

**Vine Tree Play Area**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43	Play Equipment Inspections/Maint	0.00	0.00	0.00	0.00	0.00	0.00
44	Play Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
45	Quarterly Inspections	0.00	0.00	0.00	0.00	0.00	0.00
46	Replace covered Litter Bins	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>

**NET TOTAL**

<b>£0.00</b>	<b>142,540.00</b>	<b>£73,865.36</b>	<b>186,094.00</b>	<b>£49,787.56</b>	<b>67,631.80</b>
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**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: Parish Council Meeting, 01.09.2021

Report Purpose: To provide Members an update with regard to Cheshire East Council Asset Transfer Policy consultation

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides Members an update with regards to the Cheshire East Council Asset Transfer Policy consultation.

### 2. Background

Cheshire East Council first adopted a community asset transfer policy in 2011.

This policy has been reviewed, updated and engaged on, and is now being consulted on, before it is adopted by the council.

The updated asset transfer policy being consulted on can be downloaded on this link:

[https://files.smartsurvey.io/2/0/BQ0U5PKY/Cheshire\\_East\\_Council\\_Draft\\_Asset\\_Transfer\\_Policy\\_0821.pdf](https://files.smartsurvey.io/2/0/BQ0U5PKY/Cheshire_East_Council_Draft_Asset_Transfer_Policy_0821.pdf)

### 3. Position

At a recent Town and Parish Council conference Peter Skates presented the councils refreshed policy on community asset transfers. This policy was approved by Economy and Growth Committee on the 15th July. Committee asked that further engagement was conducted with the T&P Councils before the policy is implemented.

The consultation the closing date for responses is **19th September 2021**

### 4. Conclusions

Members are asked to consider the following:

- a. Agree to comment the reviewed policy as a whole Parish Council
- b. Agree not to comment the reviewed policy



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

# EMPLOYEE HANDBOOK

## 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 compliments 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 Town Clerk should be read as Chairman of Personnel Committee when the employee concerned is the Town 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 Personnel 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 Town 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 Town Council suspects you have committed any such offences whilst on Town Council premises, whilst within a Town Council vehicle or whilst engaged elsewhere on Town 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 Town 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 Town 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.

## **E M P L O Y E E ' S P R O P E R T Y**

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.

## **E M P L O Y E R S ' L I A B I L I T Y / P R O F E S S**

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 whistleblowing). 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](http://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 Town 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 than 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 than 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 NEST Pension Scheme 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 Town Clerk so that suitable arrangements can be made.

## **RANDOM AND SPECIFIC CHECKS**

The Town 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 Town 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. Staff may travel 1st class at the discretion of the Parish Clerk where substantial amounts of work are to be undertaken during the journey.

### **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.

## APPENDIX 1

# O F F I C E R S ' C O D E O F

### 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:

1. Selflessness – Acting solely in terms of the public interest
2. 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.
3. Objectivity – Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability – Be accountable to the public for your decisions and actions and submit yourself to scrutiny necessary to ensure this.

5. 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.
6. Honesty – Act with honesty, and be truthful.
7. 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.

## WHO IS THE CODE AIMED AT?

The Code is intended to cover all employees under a contract of employment with the Council and casual or contract staff. Reference to “manager” is intended to mean Chairman of Staffing Committee when the Code is applied to the Parish Clerk.

## STANDARDS

The Council’s 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 & 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’s 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

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. 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 relatively 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**

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.

## **PERSONAL INTERESTS**

An employee shall not in his/her official or personal capacity, allow personal interests to conflict with the Council's 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. Free Masons.

## **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

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 in 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:

- i* the name of the employee concerned;
- ii* the name of the contractor or the supplier or other party making the invitation;
- iii* the nature of the hospitality received or offered but not accepted; and
- iv* 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 paragraph 12.1 of the Code of Conduct for Officers, or when they are clearly required for the conduct of Council.

These rules also, of course, apply to offers by firms to members of staff of discounts.

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 Section 4 of the Code.

- 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.

## **CONTACT WITH THE PUBLIC, PRESS & MEDIA**

Employees should refer to the Protocol on Communications in the Information and Data Protection 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 Town 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.

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.

- The policy on dignity at work should be observed.
- 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.



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## APPENDIX 2

# 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.

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.

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.

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

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

## 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



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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.



- 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.



## 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.



## TRAINING AND DEVELOPMENT POLICY FOR COUNCILLORS AND OFFICERS

### Introduction

Shavington-cum-Gresty Parish Council recognises that its most important resources are its Councillors 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 all 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 Councillors and Officers 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 Town 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 Officers to enable them to make the most effective contribution to the Council’s aims and objectives in providing the highest quality representation and services to the Town.

There are a number of benefits to training:

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

### Councillors

Councillors bring a vast 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 Councillors to their full potential. In addition, the Council is likely to have several new functions over



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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 Councillors, based on the following approach:

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

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

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

An annual training and development plan will also be established by the Parish Clerk and approved by Staffing Committee for employees and volunteers. It will however be flexible to accommodate new Officers or newly identified needs.

Training needs are determined by the appraisal process and are set as targets for individual Officers 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 Officers which are reasonable and appropriate.

Certain Officers are 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 Officers will receive induction training.

## Resourcing training

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

## 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.

Qualifications may include:

- 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

Councillors training, learning and development opportunities will be arranged predominately by Cheshire Association of Local Councils (ChALC). 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 Officers 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 Councillors and Officers is not only cost effective but often gives added value through a cross fertilisation of ideas.

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

## Financial assistance

The cost of training for Councillors 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 Councillorship 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 satisfactorily 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 Officers and Councillors for feedback.

## **Policy Review**

The Policy will be reviewed 2 years after adoption to ensure it remains current and relevant.

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# HEALTH AND SAFETY POLICY

## Introduction

The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities

The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.

Reference to employees also applies to volunteers working on behalf of the Council.

## Objectives

The Council shall:

- Provide an organisational structure that defines the responsibilities for health and safety
- Provide adequate resources to control the health and safety risks arising from our activities
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Maintain premises and provide and maintain safe plant and equipment
- Provide information, instruction and supervision for employees
- Provide adequate training and ensure that all employees are competent to do their tasks
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Only engage contractors who are able to demonstrate due regard to health and safety matters
- Review this policy at least annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.



## Organisation Structure for Health & Safety

The Full Council has ultimate responsibility for the health and safety of Shavington-cum-Gresty Parish Council but discharges this responsibility through the Parish Clerk to individual managers, supervisors and employees.

The Council shall ensure that

- They provide the lead in developing a positive health and safety culture through the organisation
- All its decisions reflect its health and safety intentions
- Adequate resources are made available for the implementation of health and safety
- They will promote the active participation of workers in improving health and safety performance.

The Parish Clerk is the designated person with overall responsibility for ensuring compliance with Health and Safety legislation.

The Parish Clerk shall ensure that

- This policy is implemented, monitored, developed and communicated effectively
- Adequate insurance cover is provided at all times
- There is regular communication and consultation with staff on health and safety matters
- Safe working practices are developed, implemented and maintained
- Accidents, ill health and 'near miss' incidents are recorded, investigated and reported
- Ensure that all employees receive adequate training, information and supervision to maintain safe standards.

All Council employees are required to:

- Make themselves familiar with and conform to this policy
- Observe safety rules at all times
- Where required, wear protective clothing and use appropriate safety devices provided
- Report to their line manager all accidents, injuries to persons and damage to vehicles/plant/equipment
- Know the location of First Aid facilities
- Report all safety hazards as a matter of urgency to their immediate line manager
- Know what to do in the case of fire, or other emergency and the location of fire fighting equipment
- Maintain good housekeeping at all times
- Observe safe standards of behaviour and dress

## Fire Safety

All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.



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Fire risk assessments will be conducted annually for all Council premises.

Emergency plans, including evacuation plans, will be established for the Council Offices and any other location routinely used for Council business.

The Parish Clerk is responsible for ensuring all fire safety tests and drills are logged in a records book.

## **Contractors and Visitors**

The Council shall ensure that where contractors or sub-contractors are engaged by the Parish Council, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the *Health & Safety at Work Act 1974*

The Council shall ensure that those not in employment of the Council, including the general public are not exposed to risks to their safety or health when on Council premises or at events organised by or on the behalf of the Parish Council.

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## VOLUNTEER POLICY

### Introduction

Shavington-cum-Gresty Parish Council recognises the valuable contribution that volunteers make to Shavington-cum-Gresty and its community. They can bring a richness of skills and experience and can often provide a vital bridge to the community.

The Parish Council recognises that a volunteer is someone who chooses to commit their time and energy are motivated because it is their choice to volunteer and give their time freely

### Status of Volunteers

A volunteer is not an employee and will not have a contract of employment. The role will be discussed by a Parish Council Officer with the volunteer and there will be an expectation that the volunteer will meet the roles requirements as well as the time commitment, frequency and availability required.

Volunteers are encouraged to inform Shavington-cum-Gresty Parish Council as soon as possible if they are unavailable or wish to withdraw from their voluntary role.

### Principles

Shavington-cum-Gresty Parish Council:

- Recognises that voluntary work brings benefits to volunteers themselves and others;
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute positively to the organisation
- Will not introduce volunteers to replace paid staff
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work where appropriate
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively
- Will endeavour to identify and cover the costs of involving volunteers
- Recognises that the management of volunteers requires designated responsibilities within specific posts
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible



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## **Recruitment**

We will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and making contact with local volunteering organisations

We will also endeavour to help any volunteer overcome barriers that they may make it difficult for them to volunteer at Shavington-cum-Gresty Parish Council.

The Shavington-cum-Gresty Council Equal Opportunities Policy will be adhered to at all times in relation to the recruitment and support of volunteers.

All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of Shavington-cum-Gresty Parish Council it sets out what the volunteers and what the project can expect from each other.

DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially where regular contact with children and vulnerable people is necessary. This requirement would be discussed with relevant volunteers. A volunteer will be informed if we intend to apply for DBS checks. DBS checks are not a reflection on the individual, but a legal requirement in certain circumstances

## **Health and Safety**

Shavington-cum-Gresty Parish Council has responsibility for the health and safety of volunteers. Volunteers should at all times follow the Health and Safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area of work. Volunteers should report all accidents to the appropriate person and should be recorded in the accident book

We will provide volunteers with appropriate guidance on any health and safety issues that arise.

## **Safeguarding**

Shavington-cum-Gresty Parish Council takes their role in the safeguarding of volunteers, staff and other members of the public seriously and as such have a Safeguarding Policy to be followed at all times.

## **Insurance**

Shavington-cum-Gresty Parish Council will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Parish Council will ensure that volunteers are provided with professional and public liability. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

## **Induction and Training**



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All volunteers will receive an induction to familiarise them with the work of Shavington-cum-Gresty Parish Council in general and their own particular area of work. Training will be offered where it helps to fulfil the role.

## **Support and Supervision**

All volunteers will have a named person as their main contact at Shavington-cum-Gresty Parish Council. They will be given regular feedback and provided with an opportunity to discuss how things are going and air any problems.

Networking meetings between volunteers will be developed to encourage peer support and share experiences.

## **Expenses**

Volunteers will be reimbursed for out of pocket expenses incurred on behalf of Shavington-cum-Gresty Parish Council as long as this has been approved in advance. Receipts will be required.

## **Grievance**

The relationship between Shavington-cum-Gresty Parish Council and its volunteers is entirely voluntary and it does not imply any contract. However, it is important that Shavington-cum-Gresty Parish Council is able to maintain its agreed standards of service to those who visit the premises and it is also important that volunteers should enjoy making their contribution to this service. If, in their role volunteering for us, a volunteer does not meet with our standards, their case will be dealt with in the same manner as a paid member of staff.

If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with their named contact, but they are still not satisfied, any complaint may be taken to the Parish Clerk.



# Appendix 1

## Volunteer Agreement

This volunteer agreement describes the arrangement between Shavington-cum-Gresty Parish Council and you. The Parish Council wishes to assure you of our appreciation of you volunteering with us and will do the best we can to make your volunteer experience enjoyable and rewarding

Purpose of the Role: \_\_\_\_\_

Possible Tasks:

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### Part 1: The Organisation

What you can expect from Shavington-cum-Gresty Parish Council (ScG):

#### Induction and Training

ScG Parish Council will provide you with:

- An introduction to the project and your volunteering role within it
- Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills
- A named contact who will supervise your volunteering and with whom you can discuss your work
- Personal liability insurance to cover you while you are fulfilling authorised volunteer work
- Injury insurance for injuries incurred while you are fulfilling authorised volunteer work
- Reimbursement of any specific expenses incurred for ScG Parish Council which has been previously approved, with receipts

#### Supervision, Support and Flexibility

- To explain what will be required and to encourage and support you in your volunteer work



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- To provide a named person who will meet with you regularly to discuss your volunteering role, your successes and problems you may have
- To help develop your volunteering role with us

### Health and Safety

- To provide adequate training in support of our health and safety policy

### Complaints or Issues

To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us. If you run into problems when performing your duties, you should discuss any complaint or problems with your volunteering coordinator in the first instance or the managing member of ScG Parish Council staff if the issue is with your coordinator

## Part 2: The Volunteer

### What ScG Parish Council expects from you

We will discuss with you the amount of time that you are willing to commit to volunteering, the frequency of your availability and how this will fit in with your needs. If, for any reason, you will not be attending a previously agreed volunteering session, ScG Parish Council would be grateful if you could let other volunteers and the volunteer coordinator know via telephone or email so that a substitute can be found or different arrangements can be made. If ScG Parish Council has no work for you, you will be informed as soon as possible

ScG Parish Council expects you:

- To perform your volunteering role to the best of your ability
- To follow the organisations policies and procedures and standards including Health and Safety and Equality and Diversity
- To maintain the confidential information of the organisation and of its users as appropriate. In the course of your volunteering you may come across confidential information which you must respect this confidentiality and not disclose this information except where required to do so by law
- To be aware of the importance of safeguarding policies and procedures and to always discuss any safeguarding concerns with your volunteer coordinator or a member of ScG Parish Council staff
- To meet the time commitments and standards which have been mutually agreed with you and to give reasonable notice so other arrangements can be made when this is not possible

### Ideas



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You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your volunteer coordinator

## Termination

Either you or the organisation can terminate this agreement with or without notice at any time.

This agreement is binding in honour only.

It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us now or at any time in the future. It may be cancelled at any time at the discretion of either party

Name: \_\_\_\_\_  
(Volunteer)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_  
(Shavington-cum-Gresty Parish Council)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## DIGITAL AND ICT POLICY

This document defines the Council's Information and Communications Technology (ICT) Policy.

Digital and ICT is a key enabler for the Council, both in its ongoing day to day business processes and in supporting strategic change, particularly in the drive to 'digitise' services.

This Policy aims:

- to enable customers to access the Council's services on-line, and have their requirements fulfilled, where practical, through digital solutions.
- to enable the Council to make effective use and obtain the maximum benefit from the use of ICT.
- to provide a robust, reliable, effective and resilient infrastructure for the efficient delivery of ICT; this has to be allied with new business processes designed from a digital mind-set, and with the customer in mind.

Shavington-cum-Gresty Parish Council will make the most of technology to ensure its services are as efficient, economic and accessible as possible, particularly where the cost of change is outweighed by the benefits.



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## Introduction

The Council uses its computer, software packages and the internet (including emails and social media), to further the efficiency of its business and to provide the best service possible to its customers, partners and the public. Any disruption to the use of these facilities will be detrimental to the Authority and may result in actual financial loss.

This Policy sets out how the Council intends to regulate the use of these facilities.

The Council has a duty laid down in the Data Protection Act 2018 and the General Data Protection Regulations, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets and complying with this policy. For the purposes of this document the following definitions apply:

**“Computer”** (or “computer system”) means any device for automatic storing and processing of data and includes mainframe computer, minicomputer, microcomputer, personal computer (whether hand-held laptop, portable, tablet, standalone, network or attached to a mainframe computer), workstation, word processing system, desk top publishing system, office automation system, messaging system or any other similar device;

**“Computer data”** means any information stored and processed by computer and includes programs, text, geographic, pictures, video and sound.

## General Operation

All hardware, software, data and associated documentation produced in connection with the work of the Council, are the legal property of the Council.

The Council will maintain external support contracts for the hardware, major items of software and provision of internet facilities as necessary.

The Council will not knowingly breach copyright of another person.

The Council will include an assessment of risks from its use of IT in its Business Risk Assessment.

The Council will routinely back up its essential data off site.

The Council will make a detailed inventory of its ICT equipment on its Asset Register and also maintain a section on digital assets.

The Council will consider the location of equipment and provide documentation to ensure optimum physical security.

The Council will maintain a record of relevant training for each individual user.

The disposal of any ICT equipment, software, waste or data must be authorised, undertaken safely and securely and be properly documented.



The Council will standardise where possible on Microsoft standard software.

Maintain a Recovery Plan in case of loss, corruption or damage to ICT equipment, software or data.

## Compliance with Legislation

Under the Computer Misuse Act 1990 (as amended by Part 5 of the Police and Justice Act 2006 and Part 2 of the Serious Crime Act 2015), the following are criminal offences, if undertaken intentionally:

- unauthorised access to a computer system or data;
- unauthorised access preparatory to another criminal action;
- unauthorised modification of a computer system or data;
- making, supplying or obtaining any articles for use in a malicious act using a computer;
- unauthorised acts causing serious damage.

All users should be made aware that deliberate unauthorised use, alteration, or interference with a computer system or its software or data, whether proprietary or written “in-house”, will be regarded as a breach of the Council policy and may be treated as gross misconduct. In some circumstances such a breach may also be a criminal offence.

It is an offence under the Copyright, Design and Patent Act 1988 to copy licensed software without the consent of the copyright owner. All copying is forbidden by the Act, unless it is in accordance with the terms and conditions of the respective licence or contract.

## Security

IT security, is the protection of information systems from theft, damage interference or unauthorised use of the hardware, the software, and to the information on them, as well as from disruption or misdirection of the services they provide. It is the process of preventing and detecting unauthorised use of the computer system.

The Council will ensure controls that are put in place to provide confidentiality, integrity, and availability for all components of computer systems. These will include:

- Ensuring the secure location of equipment and documentation to help safeguard the Council’s ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission
- Only persons authorised by the Parish Clerk may use Council computer systems. The authority given to use a system will be sufficient but not excessive and users will be notified that the authority given to them must not be exceeded. Secure areas will be password protected.
- Developing operating procedures to control use of ICT equipment. Access to the Computers is subject to passwords. Levels of encryption will be maintained according to risk.
- Installing and keeping updated, reliable and reputable anti-virus software.
- Maintaining activated firewalls to act security guards between the internet and the computer network.



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- Staying up-to-date with the latest software.
- Ensuring staff avoid clicking on email attachments unless they know the source.
- Changing passwords regularly, using a unique combination of numbers, letters and case types.
- Ensuring staff use the internet with caution and ignore pop-ups, drive-by downloads while surfing.
- Taking the time to research the basic aspects of computer security and educate ourselves on evolving cyber-threats.
- Performing daily full system scans and creating a periodic system backup schedule to ensure data is retrievable should something happen to a computer.
- Being satisfied that partner organisations or contractors who use their own systems have adequate security arrangements in place.

Further development of appropriate secure data storage, off site back up of data, and recovery plans will be a priority for review.

### **Virus Controls**

Viruses are undesirable pieces of computer code that can corrupt systems, equipment and data. They are a serious, increasing threat to the computer systems of the Council.

All computers and servers will have loaded and operate the Council's standard virus detection software for scanning discs, memory sticks and fixed drives. Discs and memory sticks of unknown origin should not be used in the Council's computers.

No software should be loaded onto the Council's equipment without the permission of the Parish Clerk.

If a virus is suspected, the equipment should be switched off and isolated until the virus can be eliminated.

### **Use of Computer Equipment**

Only authorised persons have use of computer equipment.

The use of new software must first be checked and authorised by the Parish Clerk or other nominated person before general use is permitted.

Only software authorised for business applications may be used.

Unauthorised copying or removal of computer equipment/software is not allowed.

### **Misuse**



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This Policy applies to the activities which constitute unacceptable use of the network operated by the Council. The policy applies equally to employees, councillors, clients, visitors and others who may be allowed to use the facilities on a permanent or temporary basis.

All misuse of the facilities is prohibited including specifically but not exclusively the following:

- The creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
- The creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- The creation or transmission of defamatory material.
- The transmission of material in any way that infringes the copyright of another person.
- The transmission of unsolicited commercial advertising material to networks belonging to other organisations.
- Deliberate actions or activities with any of the following characteristics:
  - Wasting staff effort or networked resources
  - Corrupting or destroying another user's data
  - Violating the privacy of other users
  - Disrupting the work of other users
  - Other misuse of networked resources by the deliberate introduction of viruses
  - Playing games during working hours
  - Private use of the facilities without specific consent
  - Altering the set up or operating parameters of any computer equipment without authority

## Internet

The internet is established as an important communications and information facility.

At the Council these facilities are provided for use of staff and occasionally councillors to achieve Council objectives.

Authorised persons are encouraged to make use of the Internet as part of their official and professional activities. Any use for unauthorised purposes outside of those permitted in this policy will be regarded as gross misconduct. If you are unsure whether use would be authorised, you must seek advice from the Parish Clerk in advance.

Visitors such as volunteers or contractors working with the Council may also be specifically authorised to use the Council's access to the internet, for the work they are doing for the Council.

You should not download files, including application and games that are not connected with your work for Shavington-cum-Gresty Parish Council. Any sites which require registration or payment for services must not be accessed without due authority. [*See Digital and Social Media Policy below*]

## Use of Email

The use of email is encouraged as its appropriate use facilitates efficiency.



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The email system is available for communication directly concerned with the legitimate business of the Council.

An exchange of email correspondence requires the same professional standards as other forms of communication. You should not send or forward mail, which is defamatory or offensive for whatever reason, or is known to be factually incorrect or misleading.

To protect the Council from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise- simply delete. Email addresses should be treated as confidential, and care taken that private email addresses are not wrongly circulated. Email to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc). [See *Digital and Social Media Policy below*]

## Social Media

Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests. The term “social media” covers sites and applications including but not restricted to Facebook, Twitter, Flickr, LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments on online newspaper articles.

Social media can be a positive media, but it can lead to high emotions and online arguments. The additional risks to personal safety will be considered in safety risk assessments. (see *Health and Safety below*).

The Council has a Digital & Social Media Policy which is included in this document as Appendix 1. For both councillors and officers, it is to be considered in conjunction with their respective codes of conduct and associated protocols. It relates to all use of social media, whether inside or outside of official capacities. [See *Digital and Social Media Policy below*]

## Health and Safety

Computers are now a part of everyday life. If they are not used correctly, they can present hazards. Computers may be called Display Screen Equipment (DSE), Visual Display Units (VDU's) and the immediate environment where they are used i.e. desk/chair etc. is referred to as a workstation.

The Display Screen Equipment Regulations, 1992 regulate the use of computers at work and refer to the persons affected as “users”.

“**Users**” are persons who “habitually use VDU's as a significant part of their normal work and regularly work on display screens for two/three hours each day or continuously for more than one-hour spells”. The Regulations also apply to employees working at home. The Council will ensure that a correct assessment of all workstations is undertaken to highlight any problems. In addition, there are risks which arise from possible arguments and harassment arising through social media.



# Protocol for the use of Shavington-cum-Gresty Council's Website

## Background

The Parish Council website was developed and is hosted by an external provider. The website is the main media for the purpose of communicating information about the Parish Council.

The website and indeed email communications media may be used to:

- Post minutes and dates of meetings
- Advertise events and activities
- Publicise good news stories linked website or press page
- Vacancies
- Post and communicate information from partners i.e. Police, Shavington Festival Committee.
- Announcing new information.
- Promulgate information required under the Transparency Code
- Give information on the Council, its policies and governance
- Refer resident queries to the Parish Clerk, other staff or councillors.

The Council will regularly review the contents of the website to ensure that it continuously improves the range and quality of current and historical data available.

## Editorial Control

The Parish Clerk has been given editing rights for the Parish Council site. The Parish Clerk can add, delete and amend specified areas of information on the Parish Council site.

Editorial Content Information needs to be accurate and in accordance with Parish Council Policy. The Code of Recommended Practice on Local Authority Publicity 2015 must be taken into account when matters of publicity are concerned. Basically, we are allowed to publicise the contact details of individual councillors, positions they hold and can publicise individual proposals, decisions and recommendations but must keep information objective and not use Council funds to mount campaigns intended to persuade members of the public to hold a particular view on a question of policy or party politics.

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 require public sector websites to meet accessibility standards. They also apply to downloadable documents, mobile apps, intranets and extranets.

The Council will publish an accessibility statement on its website and the Parish Clerk will ensure compliance.

## Updating the Site

The site will be updated at regularly. It is important that the site remains fresh, relevant and current.



## Web Links

We will place important links on our website to make it as easy as possible for visitors to find out information about the Parish and its organisations. We will also approach other bodies for them to have links to our site [see *Web links policy below*].

## Web Links Policy

The website may include links to various outside bodies, including:

- Links to the websites of business who sponsor any Council event or facility,
- Links to external organisations providing a public service – e.g. Cheshire East Council,
- Links to community partners

## Criteria for outside link to Shavington-cum-Gresty Parish Council

From the adoption of this Policy, the following criteria will be used to decide what websites may be linked to the Shavington-cum-Gresty Parish Council website:

- Other Council websites such as Cheshire East Council, or other local councils nearby.
- Public service websites that provide information to the public, such as Police, Fire & Rescue Service, Safer Community Partnerships.
- Tourism websites that provide information to people wishing to visit the local area
- Specific business websites providing public information, at the discretion of the Council.
- Contact for local churches
- Links to websites of businesses who sponsor Council events or facilities.
- Local History and Museum websites.
- No individual businesses to be linked to the website, unless they are sponsors (as above)
- Links to websites of community groups or clubs which serve the Parish.
- The Council to have the final decision as to whether a website meets the criteria set out in this Policy document.
- The following Disclaimer to be used: *“Our website contains links to these other sites to provide information and for the convenience of the public. Shavington-cum-Gresty Parish Council does not control these sites and so cannot guarantee that the information is up to date or correct. Shavington-cum-Gresty Parish Council does not endorse any of the content of any businesses linked to the website nor any advertising linked to these websites”*.

## Sharing Technology

We will work and share technology with the principal council and other local bodies where appropriate, providing it takes forward the objectives of this policy.

## Sharing information with and between Councillors

As much information as possible will be provided electronically to councillors. The Local Government (Electronic Communications) England Order 2015 has amended the Local Government Act 1972,



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Schedule 12 to allow the distribution of summonses, agendas and minutes by electronic means providing each councillor agrees.

Councillors historically print as necessary themselves, however it is at times necessary for councillors to print large documents and this facility is offered. Council specific email addresses and advice on the security of confidential information are made available to councillors. The Council will in the future need to review these arrangements, along with the possibility of more useable technology provision.

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# APPENDIX 1

## Shavington-cum-Gresty Parish Council Digital and Social Media Policy

### Introduction

The aim of this Policy is to set out a policy and code of practice to provide guidance to staff and Parish councillors in the use of online communications, collectively referred to as digital and social media. It is intended to supplement the main Digital and ICT Policy.

Digital and social media is a collective term used to describe methods of publishing on the internet. The policy covers all forms of digital media and social networking sites which include (but are not limited to):

- a. Digital Media:
  - a. Parish Council emails
  - b. Parish Council website
- b. Social Media. Social Media applications include, but are not limited to:
  - a. Social networking sites such as Facebook and LinkedIn
  - b. Microblogging applications, for example Twitter
  - c. Image and video sharing sites, such as YouTube and Flickr
  - d. Blogs, for example Blogger
  - e. Video streaming services, such as Twitch
  - f. Discussion forums, such as Reddit
  - g. Instant Messaging services, such as Messenger, WhatsApp and Skype
  - h. Reference sources such as Wikipedia

### Who does it apply to?

The principles of the Policy apply to Parish Councillors, all Council Staff and any volunteers or contractors working with the Council. It is also intended for guidance for others communicating with the Parish Council.

The scope of the policy:

- All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- Breach of this policy by employees may be dealt with under the Council's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- Breach of this policy by elected members may be a breach of the Councillor Code of Conduct.



## **Responsibility for implementation of the policy**

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

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

All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Parish Clerk or Chairman of Staffing Committee.

## **Email and Telephones**

This part of the policy sets out the restrictive use of the Parish Council's electronic equipment, namely, computers and telephones.

Emails will be used to distribute information of council business.

Communications via email internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- Potential defamation
- Spreading of viruses, including Trojans which can steal data
- Breach of confidentiality
- Accepting files from sources in online chat rooms which could bypass firewalls or email filters
- Breach of contract
- Breach of copyright
- Breach of data protection legislation
- Breach of privacy and unlawful discrimination

The Council provides telephones, email and internet access solely for the purposes required for the performance and fulfilment of job responsibilities. Occasional and reasonable personal use of the Council's telephone, internet and email service is permitted, provided that it does not interfere with work performance or security.

## **Monitoring and Privacy Issues**

The Parish Council reserves the right to monitor telephone, email and internet usage in accordance with the law, in particular the latest Data Protection Act 2018, General Data Protection Regulations and the Human Rights Act 1998.

Internet and email usage may be monitored from time to time in order to identify potential breaches of this Policy. This may lead to formal disciplinary action. Employees should note that serious breaches may result in dismissal for gross misconduct. However, the Parish Council is subject to Article 8 of the Human Rights Act, and this means that the Council will respect employees' private and family life.



## Email etiquette

All employees must follow the procedure outlined below when sending and receiving emails on behalf of the Parish Council:

- Only agreed email signatures may be used
- All messages must use appropriate business language
- A waiver clause will be included at the end of each email message
- The circulating of offensive, indecent or obscene material or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- Confidential material should not be disclosed unless it needs to be forwarded to a particular person and is authorised.
- Only attachments from a trusted source may be downloaded
- Ensure that the address of the recipient is correct before sending emails
- Ensure that a 'reply to all' is appropriate
- Ensure that essential files are saved before deleting the message in which they were received.

Individual Parish councillors must use their Parish council email address for their role as a councillor and not their private email. Councillors are personally responsible for any online activity conducted via their council e-mail address. They must adhere to the Members' Code of Conduct, and any related protocols.

## Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- Answer all calls by stating the name of the Parish Council and their own name
- Be polite at all times
- Do not be rude or abrupt to callers, even if they are.
- Do not use offensive language
- Do not swear
- Check the telephone frequently for messages from callers and respond in a timely manner

Employees may make and receive personal calls as long as they are brief and infrequent. This applies to calls on the Council's land line or employees' personal mobile phones.

## Unacceptable behaviour on the internet

Below are examples of what the Parish Council deems to be unacceptable use or behaviour by employees:

- Allowing non-authorised users to access the internet using employees log in or while logged on.
- Visiting internet sites that contain obscene, hateful, pornographic or other illegal or unsavoury material.
- Passing on such material to colleagues or external people.



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- Using the computer to perpetrate any form of fraud or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about the Council, its employees, members, colleagues and/or customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the corporate network.
- Gambling on-line.
- Disclosure of any confidential corporate information without express consent.
- Any other area that the Council reasonably believes may cause problems.
- Publishing personal opinion which is contrary to Council policy, or which is about matters which would not be considered part of the employee's remit.

## Website

The use of digital and social media does not replace existing forms of communication. The main media for the purpose of communicating information about the Parish Council is the website. The website and other forms of social media will be used to enhance communication. Therefore, existing means of communication should continue with social media being an additional option, but one of growing importance.

## Social Media

This section of the policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn.

It outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media will be monitored and the action that will be taken in respect of breaches of this policy.

## Use of Digital and Social Media channels owned by Shavington-cum-Gresty Parish Council

The Council have appointed the Parish Clerk as moderator for Council-owned digital and social channels. He/she will be responsible for overseeing and monitoring of the content, ensuring it complies with the Council Policies.

The Parish Clerk will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, offensive or libellous in nature. Such posts will also be reported to the Hosts (i.e. Facebook).



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Social media channels, such as Facebook, will be used to share the website information above with links referring to the Parish Council website. All social media sites in use should be checked and updated on a regular basis and ensure that the security settings are in place.

Councillors may discuss items which they believe should be included on the Council's social media channels with the Parish Clerk. They will have no direct responsibility for such postings.

Not all communication requires a response. There will not be immediate responses to communications that may be discussed by the Council or a committee. Communications should be acknowledged.

- The Parish Clerk will be responsible for all final published responses.
- If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again, the poster shall be informed via the page or direct message that this is the case.

### **Basics on communicating with residents, colleagues and officers**

- Confidential information should generally not be disclosed
- Bear in mind obligations under data protections rules
- Consider carefully forwarding or sharing third party communication, in case it could be affected by copyright rules, could be considered defamatory material or may be inaccurate.

### **Personal Guidance for Councillors using Digital channels and Social Media**

The Council's social media channels do not currently have pages for individual councillors and therefore councillors generally post through their own social media accounts. Councillors may respond to a post on the Council's social media channels, but are perhaps better to allow officers to respond to third party postings.

Social media can be very useful in getting feedback on proposals and communicating information about councillors' activities. Social media is always on, so consider setting personal limits and establishing your own routine.

Councillors are subject to the council's code of conduct when using social media.

Some councillors choose to have separate social media profiles for personal and council use. It is important to keep in mind, however, that even the strictest privacy settings are no guarantee for posts or actions to remain private. As a rule of thumb, never post anything online you would not be comfortable saying or sharing in a public meeting.

It is important that councillors set out clearly in their communications whether it is sent in their councillor role or in a private capacity. Councillors are personally responsible for the content they publish on any form of social media. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur a defamation action for which you will be personally liable. The same applies if you pass on any similar untrue statements you receive.



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Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed. Consider your personal safety and security and incorporate it into planning any public duties or interaction, in association with the Parish Clerk. Much personal safety is common sense, but it is useful to remind yourself of the advice.

When participating in any online communication;

- Be responsible and respectful; be direct, informative, brief and transparent.
- Always disclose your identity and affiliation to the Parish Council. Never make false or misleading statements.
- Be mindful of the information you post and do not present yourself in a way that might cause embarrassment.
- Personal opinions must not be published as being representative of the Council, bring the Council into disrepute or act contrary to the Council's Code of Conduct, associated protocols or any other Policies. Where Councillors identify themselves as such on social media channels, it is recommended that, in the personal biography information on Twitter and similar channels, Councillors state "*Opinions I express here are my personal views and not those of Shavington-cum-Gresty Council*"
- Keep the tone of your comments factual and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
- Keep arguments off line.
- Don't write in haste. Avoid writing when you are angry, upset, or tired.
- Avoid personal attacks, online fights and hostile communications.
- Never use an individual's name unless you have written permission to do so.
- Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded. It is advised that if you wish to distribute an image or video from an external source, that this is done by sharing or linking to the external source's original post, image or video.
- Respect the privacy of other councillors and residents.
- Do not post any information or conduct any online activity that may violate laws or regulations.
- Be careful. Some people say things via social media that they probably would not say in person, and they can post false information, insults or messages that you would not want to be associated with you. These can multiply and be shared quite rapidly. Councillors, and in particular female councillors, are unfortunately increasingly the subject of online abuse, bullying and harassment on social media.
- Sometimes, it is better to try to switch ongoing dialogue to another media such as email.
- If you feel unable to answer a post for example of a contentious nature this shall be referred to the Parish clerk. The poster will be informed by way of response to this fact and also be invited to correspond with the Parish Clerk directly.
- Some communication from residents and other third parties may be required to be discussed at a Parish Council meeting. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.



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The Council will support councillors in their use of social media. If you need advice or if things go wrong, please contact the Parish Clerk.

## **Guidance to members of staff**

Whilst an officer's postings on the Council's social media sites will be controlled, they are expected to take account of the views of the public, respond to requests for a service and deal with complaints in the normal manner.

Staff may also have personal social media accounts, the contents of which are their own affair. They are however, expected not to comment on the business of the Council or on matters in the Parish which the Council are involved in, or respond to third part posts on such matters. Any member of staff making detrimental comments about Shavington-cum-Gresty Parish Council or its Councillors, will immediately be subject too disciplinary action. The guidance given to councillors, largely applies to employees.

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# OFFICER CODE OF CONDUCT

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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 Councils 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.



## 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.



## 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.



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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

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.



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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.



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.

# COUNCILLOR CODE OF CONDUCT

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## Introduction

All Councils are required to have a local Councillor Code of Conduct.

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for Councils to adopt in whole and/or with local amendments.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

In December 2020, the LGA produced a new revised Model Code of Conduct.

## Definitions

For the purposes of this Code of Conduct, a “Councillor” means a Member or co-opted Member of a local authority or a directly elected Mayor. A “co-opted Member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a Member of the authority but who:

- is a Member of any Committee or Sub-Committee of the authority, or;
- is a Member of, and represents the authority on, any joint Committee or joint Sub-Committee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee”.

For the purposes of this Code of Conduct, “local authority” includes county Councils, District Councils, London Borough Councils, Parish Councils, Town Councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority Officers and the reputation of local government.

It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code.

The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

## General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority Officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

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

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.



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Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

# Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

## General Conduct

### 1. Respect

As a Councillor:

- I treat other Councillors and Members of the public with respect
- I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If Members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Member – Officer Protocol.

### 2. Bullying, harassment and discrimination

As a Councillor:

- I do not bully any person.
- I do not harass any person.
- I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated

attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of Officers of the Council**

As a Councillor:

- I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question Officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

As a Councillor:

- 1) I do not disclose information:
  - a) given to me in confidence by anyone;
  - b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:
    - i) I have received the consent of a person authorised to give it;
    - ii) I am required by law to do so;
    - iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
    - iv) the disclosure is:
      - (1) reasonable and in the public interest; and
      - (2) made in good faith and in compliance with the reasonable requirements of the local authority; and
      - (3) I have consulted the Monitoring Officer prior to its release.
- 2) I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family Members, my employer or my business interests.
- 3) I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local

authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## 5. Disrepute as a Councillor

As a Councillor:

- I do not bring my role or local authority into disrepute

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary Members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

## 6. Use of position

As a Councillor:

- I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## 7. Use of local authority resources and facilities

As a Councillor:

- I do not misuse Council resources.

I will, when using the resources of the local or authorising their use by others:

- act in accordance with the local authority's requirements; and
- ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support

- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## 8. Complying with the Code of Conduct

As a Councillor:

- I undertake Code of Conduct training provided by my local authority.
- I cooperate with any Code of Conduct investigation and/or determination.
- I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

## 9. Interests

As a Councillor:

- I register and disclose my interests.

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

You need to register your interests so that the public, local authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

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

## 10. Gifts and hospitality

As a Councillor:

- I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact the Monitoring Officer for guidance.

## The Monitoring Officer

Contact details for the Monitoring Officer can be found by visiting the Cheshire East Council website or by calling 0300 123 5500



# Appendix A

## The Seven Principles of Public Life

The principles are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs



## Appendix B

### Registering interests

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

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

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

You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

A **'sensitive interest'** is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

### Disclosure of Other Registerable Interests

Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if Members of the public are also allowed to speak at the meeting but otherwise must not take part in any



discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## **Disclosure of Non-Registerable Interests**

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if Members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects:

- your own financial interest or well-being;
- a financial interest or well-being of a relative, close associate; or
- a body included in those you need to disclose under Other Registrable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter affects your financial interest or well-being:

- to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- a reasonable Member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if Members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.



## Table 1

### Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the Council) made to the Councillor during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses.  This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council  (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the Council.  'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer



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<b>Corporate tenancies</b>	Any tenancy where (to the Councillor's knowledge)  (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where  (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the Council; and (b) either – (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

'director' includes a Member of the Committee of management of an industrial and provident society.

'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



## Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- (a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- (b) any body:
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

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## Appendix C

### The Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

- **Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.
- **Best practice 2:** Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.
- **Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.
- **Best practice 4:** An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a Council's website and available in Council premises.
- **Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.
- **Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.
- **Best practice 7:** Local authorities should have access to at least two Independent Persons.
- **Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.



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- **Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.
- **Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.
- **Best practice 11:** Formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the chair or by the Parish Council, rather than the clerk in all but exceptional circumstances.
- **Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.
- **Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.
- **Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.
- **Best practice 15:** Senior Officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



## COMPLAINTS PROCEDURE

### Introduction

Shavington-cum-Gresty Parish Council strive to offer a good standard of service, but from time to time the public or our service users have complaints about the administration or procedures of the Council. Sometimes the Council may be in the wrong but on occasions complaints may not be justified. The Council recognises that it is not currently subject to the jurisdiction of the Local Government Ombudsman but has adopted this Policy to ensure that complainants can feel satisfied that, at the very least their grievance has been properly and fully considered.

Where a complainant has made a complaint to an outside regulator such as the Monitoring Officer at Cheshire East Council, External Auditor, Police or Information Commissioner, it will not normally be appropriate for the Council to respond through this Complaints Policy, but to fully cooperate with that regulator.

There may be rare instances where a complainant unnecessarily takes up a large amount of resources. This can have a detrimental effect on the Council's ability to provide its services to others.

At the end of this Procedure, the Council sets out what is considered to be acceptable levels of contact with it and how instances of unreasonably persistent or vexatious contact will be handled.

Contact Details:

- Telephone: 01270 262 636
- Email: [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

### Informal Complaint

When a complaint is received, the complainant usually wants a quick fix and an apology if the Council is at fault. Examples are the late payment of an invoice or not responding to a letter in a timely manner. The Council will put things right as quickly as possible and admit fault if that is the case. If it is unable to help or disagrees with the complaint, it will state clearly why it takes that view.

### Formal Complaint

- If a complainant is not satisfied, or the complaint is too serious for a "quick fix", the complaint will be recorded as a Formal Complaint. The complainant will be asked to confirm the complaint in writing (email is acceptable) to the Parish Clerk, (or if the complaint is about an action of the Parish Clerk, it can be forwarded directly to the Chairman)
- The Parish Clerk (or Chairman) will acknowledge receipt of the complaint and advise the complainant when the complaint will be considered and by whom



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- The Parish Clerk (or Chairman) will (except where the complaint is about his/her own actions) try to settle the complaint directly with the complainant, but will not do so in a case about the Parish Clerk or a Councillor, without first giving that person an opportunity to comment on the matter and the manner in which it is intended to settle the complaint. Where the Parish Clerk (or Chairman) receives a written complaint about his/her own actions, he/she will forthwith refer the complaint to the Council
- The Parish Clerk (or Chairman) will report to the next meeting of the Council, any written formal complaint disposed of by direct action with the complainant. The Parish Clerk (or Chairman) may, after consultation with the (Deputy) Chairman and another committee chairman, ask an independent person to investigate the complaint
- The Parish Clerk (or Chairman) will bring any written formal complaint which cannot be settled to the next or a special meeting of an Appeals Committee and the Parish Clerk (or Chairman) will notify the complainant of the date of the meeting and invite them to attend with a representative if they so wish
- Seven clear days prior to the meeting, the complainant will provide the Committee with copies of any documentation or other evidence which they wish to refer to the meeting. The Committee will similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting
- The Appeals Committee will consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint will be announced at the meeting in public
- The Complainant may opt not to attend or to attend but not present a verbal case
- The Chairman will introduce everyone present and will explain the procedure
- The complainant or representative will outline the grounds for complaint
- Members will ask any questions of the Complainant
- If relevant the Parish Clerk or Chairman will explain the Council's position. Members may ask any questions of them
- The Parish Clerk (or Chairman) and complainant will be offered the opportunity of having a last word (in that order)
- The Parish Clerk (or Chairman) and complainant will leave the room (along with any member who's actions are part of the complaint) while members decide whether or not the grounds for the complaint have been made. If a point of clarification is required, both parties will be invited back into the room
- The parties will be invited back to hear the decision
- As soon as possible after the decision has been made, it and the nature of any action to be taken, will be communicated in writing to the complainant.



Allegations that a councillor has breached the Code of Conduct should be forwarded to the Monitoring Officer of Cheshire East Council in writing via their online form. If the Parish Council receives such a complaint directly, it will advise the complainant to refer it directly to the Monitoring Officer.

## Unreasonably Persistent or Vexatious Complaints

The procedure will not be used to impede the ability of anyone to have reasonable access to services provided, nor will it be assumed that because a customer/complainant has submitted a large number of enquiries they are vexatious or unreasonably persistent. In some cases, their persistence may be necessary to receive sufficient response from the Council.

Unreasonably persistent and vexatious complainants are those individuals who, because of the nature or frequency of their contacts with the Council hinder our ability to effectively deliver services to our customers. Some examples of behaviour and actions taken by these individuals are listed below, however this is not an exhaustive list.

These are some of the actions and behaviours which can prove problematic. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonably persistent behaviour that is time consuming to manage and interferes with proper handling of the issues being raised.

These behaviours can be:

- Refusing to specify the grounds of the service request, despite offers of assistance
- Refusing to co-operate with the process for handling service requests
- Refusing to accept that certain issues are not within the scope of the Council
- Insisting on the request being dealt with in ways which are incompatible with adopted procedure(s) or with good practice
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced
- Changing the basis of the service request as the issue proceeds
- Denying or changing statements made at an earlier stage
- Introducing trivial or irrelevant new information at a later stage
- Raising numerous, detailed but unimportant questions and insisting they are all answered
- Covertly recording meetings and conversations, otherwise than allowed by law at a public meeting
- Submitting falsified documents from themselves or others
- Adopting a 'scatter gun' approach: inappropriately pursuing parallel service requests on the same issue with a variety of organisations or with a variety of individuals within the Council
- Making excessive demands on the time and resources of staff with lengthy phone calls or e-mails to numerous council staff or detailed letters every few days and expecting immediate responses
- Submitting repeat requests with minor additions/variations that the service user insists make these 'new' issues
- Refusing to accept the decision or outcome; repeatedly arguing points with no new evidence



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- Making numerous, repetitious and unreasonable contact because an individual is unable or unwilling to accept or agree with a policy decision or approach which has been adopted by the Council or individual services and functions
- Adopting a violent or aggressive demeanour towards staff.

Any of the above behaviours will trigger the beginning of this process. The Parish Clerk will normally write to the individual. The letter will clearly explain the actions the Council may take if their behaviour does not change.

Very rarely, in extreme or rapidly escalating cases, it may be necessary to immediately impose restrictions to ensure the safety of staff members. This is a decision which will be taken by the Parish Clerk with the utmost consideration for circumstances surrounding the incident(s).

Any restrictions imposed will be appropriate and proportionate, and examples of some options most likely to be considered are:

- Requesting contact in a particular format e.g. letters only
- Requiring contact to take place with a single named person only
- Restricting telephone calls to specified days and times; and/or a particular member of staff
- Restricting the amount of times a customer may be in contact over a certain time period

The decision to restrict or stop a person's access to the Councils offices and officers can only be taken by the Council.

A letter will then be sent to the complainant outlining the decision. All letters will include:

- Why the decision has been taken;
- What action will be taken;
- The duration of that action;
- The date of review for the action; if required

Where the behaviour is so extreme that it threatens the immediate safety and welfare of the Councils staff, other options will be considered; for example, reporting the matter to the Police or taking legal action.

The Parish Clerk will keep a record of all individuals who have had this procedure applied to them. Decisions taken under this procedure are subject to the Data Protection principles and the Human Rights Act. The position will be reviewed after 6 months if requested by the complainant.



## Report Statement

Meeting: Parish Council Meeting, 01.09.2021

Report Purpose: To provide Member a cost overview for Christmas lights and tree

Version Control: v1

Author: Clerk

### 1. Report Summary

This report provides Members an overview of costs to hire Christmas lights decorations and a Christmas tree to be displayed at the Village Hall in 2021.

### 2. Background

On June, 23rd the Community and Engagement Committee requested the Clerk to indagate the possible costs to hire and install Christmas lights on the Village Hall façade and to hire and install a Christmas tree to be displayed outside the Village Hall.

On July, 7<sup>th</sup> the Full Council discussed the item and requested the Clerk to give a more in-depth view of the Village Hall booking income figure in order to review the matter on the September meeting.

### 3. Position

Attached in Annex 1, the receipt list of all income from the Village Hall updated to the 9<sup>th</sup> July. The breakdown shows an income of £2,045.36

Since then, more bookings have been signed, for a total of £600 ca<sup>1</sup>, bringing the total over £2,500.

As stated on the previous report, rough figure to cover the cost of a tree (artificial) and lights outside the building needed would be between £2,500-£3,000. It is worth to stress that this is just an approximative figure, detailed quote and costs might change depending on requirement.

Currently there is no budget to progress with the project. Members might wish to consider is using the income from the Village Hall hiring, but a resolution would be needed (virement).

If Members agree to proceed with the project, the Clerk will have to ask for three quotes for the job before appointing the supplier.

### 4. Sustainability Impact

Environment: neutral. Considerations will be made on the most environment neutral solution

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<sup>1</sup> Please note that those transactions still need to be uploaded on the account system.



Financial: a break-even solution would be much more sustainable and advisable

**5. Community Impact**

Christmas decoration could generate a positive community impact, enhancing the sense of pride and belonging to the village.

**6. Governance**

Shavington-cum-Gresty Parish Council budget 2021-22  
Financial regulation

**7. Financial Impact**

Up to £2,500 but budget source needs to be identified

**8. Resource Impact**

Clerk time and project management, Communication officer time

**9. Conclusions**

Members are asked to consider the following:

- a. Note the report, resolve to allocate a budget for the project (from reserves or from break-even model), and instruct the Clerk to proceed with it
- b. Note the report, and resolve not to allocate a budget for the project.

**10. Consideration Sought**

That a decision is taken.



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## Report Statement

Meeting: Parish Council Meeting, 01.09.2021

Report Purpose: To provide Members an update with regard to the Cheshire East Council Bus Service Improvement Plan

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides Members an update with regards to the with regard to the Cheshire East Council Bus Service Improvement Plan Town and Council Engagement

### 2. Background

In response to the National Bus Strategy for England (NBSfE) “Bus Back Better”, Cheshire East Council is developing a Bus Service Improvement Plan (BSIP) for the whole borough.

The relevant Department for Transport (DfT) guidance states the need to consider current bus service provision, in particular the level of satisfaction with the local bus network, any issues with services or infrastructure, and to identify any opportunities to improve connectivity and stabilise the bus network as we recover from the pandemic.

The Highways and Transportation Committee received a report on 19th July 2021 outlining the requirement to develop a BSIP (please find attached), which provides further information on the National Bus Strategy and Cheshire East’s emerging response.

Cheshire East Council is interested to receive any input and evidence from Town and Parish Councils on matters that are within scope for the BSIP, including:

- Regarding the existing bus network, what is good and any issues/concerns about the current network such as the level of services and locations served by bus.
- What are the barriers preventing local people using the bus network
- Any opportunities to improve connectivity by bus in the future.
- Locations where congestion is impacting the reliability of journeys by bus.
- Locations for bus stop improvements would improve quality-of-service for passengers.

### 3. Position

Members are asked to consider the opportunity to submit a comment.

The consultation the closing date for responses is **17th September 2021**

### 4. Conclusions

Members are asked to consider the following:

- a. Agree to establish a working group with the delegated authority to write a comment on behalf of the council
- b. Agree not to comment





## Report Statement

Meeting: Parish Council, 01.09.2021

Report Purpose: To consider an update with regards to the Commemorative Trail in the Village

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides an update with regard to a Commemorative Trail.

### 2. Background

On May, 5th 2021 the Parish Council agreed to arrange the purchase of a commemorative bench for former Councillor Jones, in the agreement that the Councillor family will sponsor it.

On July 7th, The Parish Council agreed to support a Commemorative Trail project in the Village and delegated the Environment and Recreational committee to manage it.

### 3. Position

In July the commemorative bench for former Cllr Jones was purchased by the Parish Council and installed in the Village Hall Garden. The original position of the bench had to be changed due to H&S issues, and the bench was positioned against the village hall by the defibrillator the area.

Once Members confirm that the temporary location is fine, the Clerk will issue an invoice to the former Cllr Jones family as per agreement.

In the meantime, another resident approached the Council to join the scheme. Former Cllr Andrews asked to sponsor a bench in memory of Roy and Audrey Andrews. Due to their strong connection with the Village Hall, it is advice of the Clerk and the Chair that the bench should be positioned in suitable space close to the Village Hall. Council delegated the full management of the project to the Environment and Recreational committee however, as the next meeting of the committee is scheduled on October, 20<sup>th</sup> the Clerk would like to advise members to discuss the matter to cut the waiting time.

### 4. Community Impact

Positive: the project will strengthen the sense of pride of the community

### 5. Sustainability Impact

Environment: the environment impact will be kept as neutral as possible

Financial: break even on the short term. Medium-long term financial implication will need to be considered.



**6. Governance**

Parish Council financial regulation

**7. Financial Impact**

Break even on the short term. Medium-long term financial implication will need to be considered.

**8. Resource Impact**

Clerk time

**9. Conclusion**

Members are asked to consider the temporary position of the former Cllr Jones bench and to:

- a. Approve it
- b. Not approve it

Member are asked to consider the request for a commemorative bench sponsored by former Cllr Andrews and to:

- a. Authorise the bench to be installed in the Village Hall Garden (location to be identified) at no cost for the Parish Council
- b. Not to authorise the bench to be installed in the Village Hall Garden, suggest another location for the bench at no cost for the Parish Council
- c. Not to authorise the bench to be sponsored



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## **Report Statement**

Meeting: Parish Council, 01.09.2021

Report Purpose: To inform the budget 2022/23 process

Version Control: v1

Author: Clerk

### **1. Report Summary**

The purpose of this report is to give Members an update with regards to the budget setting process.

### **2. Background**

- Members approved the Budget Setting Schedule for the setting of the Council's 2022/23 Budget at the Full Parish Council meeting on July, 7th 2020
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2022/23 Staffing Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2022/23 Staffing Budget has been developed in line with the key principles of the Parish Council practices as good employer: to support the development and training of its officers.

### **3. Position**

On July 21<sup>st</sup>, the Staffing committee agreed to recommend a draft staffing budget for the financial year 2022/23.

The recommendation was subject to the followings:

- a. More information to be gathered with regards to the Cheshire West and Chester Pension scheme
- b. Staff training cost budget increased to £2,500
- c. That any new project (such 140, Main road) undertaken by the Council will trigger a resources assessment check, in order to gather information about staffing resources available (staff, time and £) and consider any support needed to deliver the project (whether internal or external). In the understanding that the budget might need to be reviewed accordingly.



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Below the Staffing DRAFT Budget 2022/23

		2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income	NET OPERATING EXPENDITURE & INCOME 2022/23	Spend to date
<b>Code</b>	<b>Title</b>						
	<b>Admin / Staff</b>						
	<b>Payroll</b>						
6	Staff Salary	£63,354.00		£50,728.00 <sup>1</sup>	£0.00	£50,728.00	£14,529.34
N	Pension contribution			£1,147.44 <sup>2</sup>	£0.00	£1,147.44	
8	Tax & NI			£4,559.52	£0.00	£4,559.52	
9	Payroll Service	£500.00		£920.00	£0.00	£920.00	£305.00
	<b>SUB TOTAL</b>	<b>£63,854.00</b>		<b>£57,354.96</b>	<b>£0.00</b>	<b>£57,354.96</b>	

With regards to point a) pension scheme more information can be gathered in Annex 1.

From a budget point of view, if the Parish Council were to make either role pensionable, the LGPS employer contribution would be 22.6% of salary (£11,465)

#### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation  
Shavington-cum-Gresty Parish Council Budget Setting Schedule

#### 5. Financial Impact

The financial implications for the Council are fully set out in the report.

#### 6. Wards Affected

Staffing Committee

#### 7. Consideration Sought

Members to note the Draft Staffing budget 2022/23 and to consider if any amendment is needed.

<sup>1</sup> 2 employees

<sup>2</sup> NEST scheme. Awaiting quotation from Cheshire Fund Scheme



Members are also asked to consider:

- a. Staff training budget
- b. Whether to join the Cheshire West and Chester pension scheme

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## **ANNEX 1**

### **Local Government Pension Scheme (LGPS)**

Town and parish councils can decide which individuals or positions are eligible for the Local Government Pension Scheme (LGPS). These are called designating bodies. They are able to use the LGPS as a pension scheme for their employees, but they don't have to do so.

Employees of a designating body can only join the LGPS if their employer nominates that member of staff or their role as eligible for membership of the scheme.

There must be a majority agreement at a meeting of the council to elect to become an employer in Cheshire Pension Fund. Following this we will require a copy of the minutes of the meeting including the name, class of employees or roles of employees designated to join.

Cheshire Pension Fund operates a pooling of town and parish councils for contribution rates. Should a resolution be passed to join, we'll provide you with details of the rate payable as a new LGPS employer. This pooled contribution rate is subject to a triennial valuation when the rate is reviewed and set for the following 3 years.

#### **How much does it cost?**

##### **Employers' Contributions**

A Parish or Town Council in the LGPS is required to pay pension contributions to the Pension Fund. The contribution will be a percentage of pensionable pay. The Cheshire Pension Fund operates a grouping of employers for contribution rates and should a Parish or Town Council decide to pass a resolution to join, the rate payable to Cheshire Pension Fund is currently 22.6%.

The Parish or Town Council must pay over both the employers and employees contributions to the Pension Fund each month and Cheshire Pension Fund will provide full details of how to do this once employers are admitted to the Fund.

##### **Employee's Contributions**

Employees in the LGPS (known as active members) pay a rate of contribution based on their salary. Contributions are also paid on non contractual overtime and additional hours. The banding rates will increase in line with the prices index each April.

<https://www.cheshirepensionfund.org/employers/prospective-employers/parish-town-councils/>



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## Report Statement

Meeting: Parish Council, 01.09.2021

Report Purpose: To consider staff training opportunity

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides an overview of training opportunity for the Clerk.

### 2. Background

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employee. It offers professional development opportunity, advice, update on council news and the benefit of accessing to a national network of Clerks.

### 3. Position

On July 7<sup>th</sup>, Members agreed to sponsor the subscription fee at SLCC for the Clerk as part of her professional development.

To take advantage of the membership and support her job at the Council, the Clerk would like to take part to the following webinars organised either by SLCC or ChALC:

- Budgeting bases: £30+VAT (SLCC)
- Steve Parkinson: Budgeting for Clerks and Finance Staff: £30+VAT (ChALC)
- Steve Parkinson: Year End Accounts and Audit: £30+VAT (ChALC)
- Steve Parkinson: Introduction to VAT for Local Councils:£30+VAT (ChALC)
- Steve Parkinson: The Role of Internal Audit: £30+VAT (ChALC)
- Steve Parkinson: Internal Controls: £30+VAT (ChALC)

Total: £180+VAT

Courses are online, so no costs for accommodation or travel will be needed.

### 4. Governance

Parish Clerk job description

### 5. Financial Impact

Up to £180+VAT within budget

### 6. Resource Impact

Clerk time



## **7. Conclusions**

Members are asked to consider the list of course:

- a. Approve it and instruct the Clerk to progress with the subscription
- b. Not approve it

## **8. Consideration Sought**

That the Clerk is authorised to attend the listed training courses, and the budget of £180+VAT is approved



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## **Report Statement**

Meeting: Parish Council, 01.09.2021

Report Purpose: To update Members with regards to Shavington and Wybunbury Triangle Phase 2

Version Control: v0

Author: Clerk

### **1. Report Summary**

The report provides Members with an update regard to Shavington and Wybunbury Triangle Phase 2.

### **2. Background**

On June 2021, Members attended a meeting with Emma Williams (Avison Young) on behalf of Anwyl to discuss Phase 2 of the so called Shavington and Wybunbury Triangle.

On the meeting, Members raised concerns about the construction of a new community facility in the site and suggested that instead efforts and money should be directed to support and fix those community facilities already present in the areas.

To support this view, Members were asked to write a support letter to be enclosed to the planning application originally to be submitted in July, but now postponed to September.

### **3. Position**

In Annex 1, Members can see the letter that was drafted by Ms Williams.

After discussion with the Chair and Deputy the letter was amended as per Annex 2. The main differences are:

1. Financial contribution to be given to Shavington-cum-Gresty Parish Council only
2. The financial contribution not to be linked to 140 Main Road only

Unfortunately, Ms Williams refused to accept option 1) saying that the contribution should be split between the two Parishes. However, she still would like to include a support letter from Shavington-cum-Gresty in the Phase 2 planning application.

### **4. Sustainability Impact**

Environment: positive.



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### **5. Community Impact**

Positive: community will benefit from refreshed community building

### **6. Resource Impact**

None if members do not support the application.

Positive if the application is supported

### **7. Conclusions**

Members are asked to consider the two draft letters attached and confirm if they are happy to delegate the Clerk to sign one on their behalf. In the understanding that the Awyl will not give the whole financial contribution (yet to be defined) to only one Parish Council

### **8. Consideration Sought**

That the Clerk is authorised to sign the first version of the letter, with the only amendment that the contribution is not bind to 140 Main road, but could be used also to support the Village Hall facility



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**ANNEX 1**

Dear Mr Taylor,

I am writing to you as Shavington Parish Council have recently held a meeting with Anwyl Homes regarding their proposals for the development of Phase 3 of the Shavington and Wybunbury Triangle which is allocated under Policy LPS9 of the Cheshire East Local Plan (Part one).

As you know, Persimmon Homes have already brought forward planning applications for Phases 1 and 2 of the triangle site, which comprised of residential development. As required by Policy LPS9, the allocation is also expected to accommodate retail development and a community hub. Anwyl have discussed their proposals for a retail scheme off Newcastle Road which will form part of their planning application proposals. We were also asked whether the Parish Council would support a new community hub on the site and if so, what form this should take.

The Parish Council are firmly of the view that a new community hub is not required on this site and that this element should therefore be excluded from Anwyls planning application. This is due to the existing facilities already available for community use within Shavington and the proposed new build church and café by St Marks Church on Shavington Road, which will act as a new community hub for the area.

In lieu of providing a community hub facility on their site, we have asked whether Anwyl would be willing to make a financial contribution towards the improvement of existing community facilities in Shavington which are in significant need of investment. This financial contribution would be split between Shavington and Wybunbury Parish Councils and our preference would be for the Shavington contribution to be spent on improvements to the Community Hall at 150 Main Road. Anwyl have agreed that a financial contribution can be made which will be secured via Section 106 Agreement.

In anticipation of this contribution being secured, we are of the view that Cheshire East Council should not require Anwyl to provide a new community hub on their site and we request that discussions to secure a financial contribution towards the improvement of existing community facilities should be progressed.

With kind regards,

Simona Garnero  
Clerk to Shavington-Cum-Gresty Parish Council



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## ANNEX 2

Dear Mr Taylor,

I am writing to you as Shavington-cum-Gresty Parish Council have recently held a meeting with Anwyl Homes regarding their proposals for the development of Phase 3 of the Shavington-cum-Gresty and Wybunbury Triangle which is allocated under Policy LPS9 of the Cheshire East Local Plan (Part one).

As you know, Persimmon Homes have already brought forward planning applications for Phases 1 and 2 of the triangle site, which comprised of residential development. As required by Policy LPS9, the allocation is also expected to accommodate retail development and a community hub. Anwyl have discussed their proposals for a retail scheme off Newcastle Road which will form part of their planning application proposals. We were also asked whether the Parish Council would support a new community hub on the site and if so, what form this should take.

**Shavington-cum-Gresty Parish Council is** firmly of the view that a new community hub is not required on this site and that this element should therefore be excluded from Anwyls planning application. This is due to the existing facilities already available for community use within **Shavington-cum-Gresty** such **the Shavington-cum-Gresty Village Hall and the Youth Club building currently owned by Cheshire East Council, which – if refurbished - could act as a new community hub for the area.**

~~new build church and café by St Marks Church on Shavington Road, which will act as a new community hub for the area.~~

In lieu of providing a community hub facility on their site, we have asked whether Anwyl would be willing to make a financial contribution towards the improvement of existing community facilities in **Shavington-cum-Gresty** which are in significant need of investment. This financial contribution would **be fully managed by Shavington-cum-Gresty Parish Council** ~~be split between Shavington and Wybunbury Parish Councils and our preference would be for the Shavington contribution,~~ to be spent on **improvements to the existing community hall facilities (such Shavington-cum-Gresty Village Hall or Youth Club building).** Anwyl have agreed that a financial contribution can be made which will be secured via Section 106 Agreement.

In anticipation of this contribution being secured, we are of the view that Cheshire East Council should not require Anwyl to provide a new community hub on their site and we request that discussions to secure a financial contribution towards the improvement of existing community facilities should be progressed.

With kind regards,

Simona Garnero  
Clerk to Shavington-Cum-Gresty Parish Council



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## Report Statement

Meeting: Parish Council, 01.09.2021

Report Purpose: To provide an update with regard to the Ground Maintenance service call for proposal

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides Members an update with regards to the outcome of the Call for Proposal for the Ground Maintenance service

### 2. Background

Northwich Town Council was appointed by the Council to provide the Ground Maintenance Service in 2020.

On June, 9th the Parish Council resolved to terminate the contract with the supplier. On the meeting the Parish Council delegate the authority to progress with the selection of the supplier for the Ground Maintenance service to the Environment and Recreation Committee. Also, a budget virement was approved from Cost centre Environment and Recreation code 86 £4,000 to Cost centre Environment and Recreation code 31

On June 30<sup>th</sup>, the Environment and Recreation Committee approved the Call for proposal (attached) and the timeline for the selection process below:

- Deadline to submit proposals: Sunday 15<sup>nd</sup> August 2021, midnight
- Proposals opened: Monday 16<sup>rd</sup> August 2021
- Interviews to be held online on 17<sup>th</sup>-18<sup>th</sup> August 2021
- Decision to be made: Wednesday, 1<sup>st</sup> September 2021
- Contract to start: 15<sup>th</sup> September 2021 (or sooner depending on availabilities)

The Call for Proposal was published on the Parish Council website, and promoted on social media. Also, n.4 possible suppliers were invited to submit a proposal.

### 3. Position

Unfortunately, no quote was submitted to the Council.

The reasons the Clerk was given are:

- The company couldn't cover the whole service but only a part of it
- Timeline to submit the quote too short



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- Job is not cost effective.

The Clerk and the Chair of the Environment and Recreation committee are going to meet on Thursday 2<sup>nd</sup> to discuss the next steps. Martin Andrews has been invited to the meeting.

Members are asked to give their comments or indications on how to proceed with the matter, such:

- Re-publish the call for proposal as it is and approach other possible suppliers
- Review the call for proposal and its requirement: split the job between more suppliers
- Discuss with the current supplier to postpone the end of the contract
- Reconsider whether to employ a Ranger instead of outsourcing the service

#### **4. Community impact**

The service will provide value to the community enhancing the public spaces in the villages

#### **5. Sustainability Impact**

Environment: positive

#### **6. Governance**

Shavington-cum-Gresty Parish Council budget 2021-22

#### **7. Financial Impact**

Within budget

#### **8. Resource Impact**

Clerk time

#### **9. Conclusions**

Members are asked to consider and discuss options and instruct the Clerk on how to progress



ANNEX 1

**Shavington-cum-Gresty Council**  
**Parish Council meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

xxJuly 2021

## **Shavington-cum-Gresty**

### **Request of Quotations for**

### **Ground Maintenance and Lenghtsman service**

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### **Background and context**

Shavington-cum-Gresty Parish Council is seeking proposals to appoint a contractor to carry out a range of duties such as tackle small scale maintenance work in the Parish Council, and maintain and renew that colour through the expertise that they shall provide in treating our gardens.

**Service specifications and expectations are attached to this document.**

#### **TIMELINE**

Quotations should be returned to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by Sunday 15<sup>th</sup> August, midnight

Proposals opened: Monday 16<sup>th</sup> August 2021

Interviews (online): 17<sup>th</sup>-18<sup>th</sup> August 2021

Decision to be made: Wednesday, 1st September 2021

Contract to start: 15th September 2021 (or sooner depending on availabilities)

#### **INTRESTING BUSINESS SHOULD SUBMIT A PROPOSAL CONTAINING**

- Key personnel and skills involved
- Example of previous experiences and references if possible



- List of tools and equipment supplied by the contractor for the delivery of the service
- Suggested monthly schedule of work – hours
- Budget
- A copy of your current public liability insurance, RAMS, company Health & Safety policies

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## **SUBMITTING YOUR QUOTE**

Quotation should be submitted to:

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

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

Acceptable proposal formats:  
MS World  
PDF  
Printed/physical

Please direct any questions to Simona Garnero by email on  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

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## **Grounds Maintenance Specification – Shavington-cum-Gresty Parish Council**

### **1. Executive Summary**

The purpose of this Specification is to set out the scope and requirements of Shavington-cum-Gresty Parish Council (the Parish Council) in respect of its Grounds Maintenance contract.

### **2. Introduction**

The Parish Council has a number of locations through the village at which a variety of gardens and planters are situated, and takes pride in the seasonal colour that provides



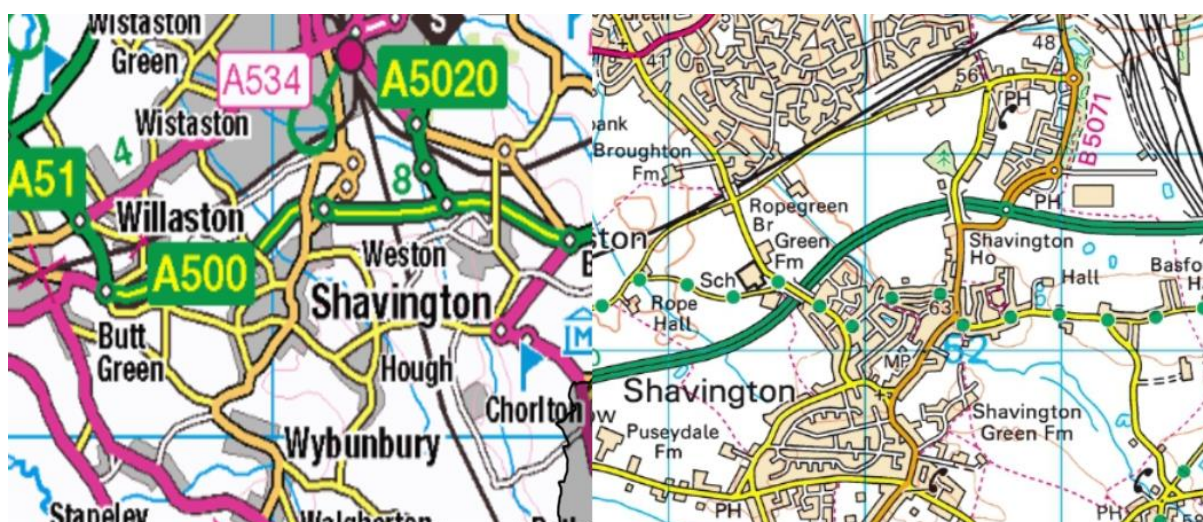
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a backdrop to our village. Our Grounds Maintenance contractor (the Contractor) is required to generate, maintain and renew that colour through the expertise that they shall provide in treating our gardens. The Parish Council requires attention to detail, care to be executed, and results to be pleasing to the eye and in line with the expectation that the gardens will look healthy, cared-for, weed-free, and attractive. The benchmark for this shall be the state of the gardens over years gone by, and the comparative planters in neighbouring Parishes.

In addition to the gardening work, the Contractor should provide a lengthsman service throughout the Parish, maintaining Vine Tree play area, reducing weed growth throughout the Parish, maintaining the Parish's benches, and repainting signs throughout the Parish.

### 3. Background

Shavington-cum-Gresty Parish is located two miles south of Crewe, four miles east of Nantwich and is a Parish within the Cheshire East municipal area.



Garden locations are spread throughout the Parish, and are a mixture of concrete tubs, wooden planters, gardens, and lawn areas. Examples are:



*'Jubilee' rose gardens, Main Road (Location D)*



*Wooden sleeper planter, corner of Greenfields Ave and Main Road  
(Location H)*



*Wooden sleeper planter, Primary School car park (Location C)*

#### 4. Garden Locations

##### Location A

##### a. Shavington Village Hall

- a. Lawns at the front and sides
- b. Boxed hedging and flower beds at the front and sides
- c. War Memorial
- d. Car Park to the rear



##### Location B

##### b. Sugar Loaf Corner, Crewe Road bus-stop (both sides of road)

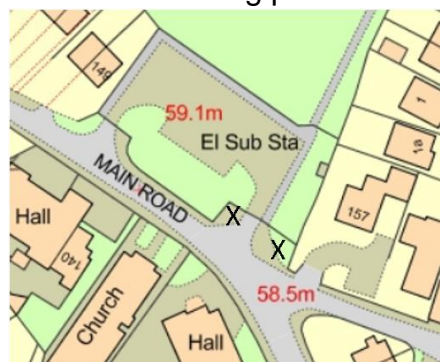
- a. 3 tubs (1m<sup>2</sup> each)
- b. 1 brick planter (2m<sup>2</sup>)



##### Location C

##### c. Primary School Car Park (opposite Village Hall)

- a. 1 circular concrete tub (1m diameter)
- b. 1 large wooden sleeper planter
- c. Lawn surrounding planter



**Location D**

**d. Junction of Barons Road/ Main Road**

- a. 2 large 'Jubilee' rose beds, c.4m diameter
- b. Lawns surrounding rose beds
- c. 1 tub (1m<sup>2</sup>)
- d. 1 large wooden sleeper planter



**Location E**

**e. Former Co-Op Store, Rope Lane**

- a. 1 tub (1m<sup>2</sup>)



**Location F**

**f. Scout Hut, Main Road**

- a. 2 circular concrete tubs (1m diameter)



**Location G**

**g. Bus Stop, Main Road**

- a. 2 small tubs either side of bench



**Location H**

**h. Junction of Main Road/ Greenfields Avenue**

- a. 2 large wooden sleeper planters



**Location I**

**i. Lords Mill Road**

- a. 1 circular concrete planter (1m diameter)



**Location J**

**j. Corner of Barons Road/ Earls Road**

- a. 1 tub (1m<sup>2</sup>)



**Location K**

**k. Corner of Barons Road/ Crewe Road**

- a. Flower bed
- b. Lawn surrounding flower bed



**Location L**

**l. Corner of Crewe Road/ Weston Lane**

- a. 1 brick planter (2m<sup>2</sup>)





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**Location M**

**m. Vine Tree footpath**

- a. Footpath between Edwards Close and Vine Tree Avenue
- b. Hedges



**Location N**

**n. Vine Tree Play Area**

- a. Lawns
- b. Hedges





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## 5. Core Requirements

### a. All locations shall:

- be continuously maintained in order to control and reduce weeds, maximise growth and colour, and produce eye-catching displays
- be fed and watered regularly
- be kept clean and tidy, with all arisings removed and disposed of
- have lawns mown and hedges cut sufficiently frequently so as to minimise length and maximise attractiveness

### b. Location-specific requirements:

- **Location A – Shavington Village Hall**
  - War Memorial shall be carefully cleaned and tidied in the week immediately prior to Remembrance Sunday, in readiness for the service. The surrounding patio area shall be jetwashed twice per annum: once in the week immediately prior to Remembrance Sunday, and once during Spring. This shall include weed removal in the gardens and moss, algae and slime removal of the paving stones
  - Two hanging baskets shall be provided each season, hung at the front of the Village Hall, and maintained regularly
  - Car Park shall be weed-sprayed twice per annum
  - The peach roses either side of the War Memorial shall be attended to throughout the year, with particular attention paid to the presentation of the carnations in the week leading to Remembrance Sunday
- **Location B – Sugar Loaf Corner**
  - The area behind the west-side bus stop shall be leaf-cleaned once in Autumn
  - The shrub adjacent to the brick planter shall be trimmed away from the planter
- **Location D – corner of Barons Road/ Main Road**
  - The area around the disused telephone box shall be kept clear of weeds
  - The 'Jubilee' roses shall be monitored and treated for leaf disease/ contamination. The contractor shall carry out seasonal pruning and winter preparedness to the roses
- **Location E – former Co-Op Store, Rope Lane**
  - The area behind the tub shall be kept clear of overhanging bramble and weeds



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- **Location N – Vine Tree footpath**
  - It shall be noted that the Parish Council owns the footpath between Edwards Close and Vine Tree Avenue, and that whilst this path is not a public right of way it is used frequently by residents
  - The hedges flanking the path shall be cut back frequently during growing season
  
- **Location O – Vine Tree play area**
  - It shall be noted that the Parish Council owns the play area and all equipment within it
  - The grass shall be cut, and border hedging controlled

## **6. Lengthsman service requirements**

Throughout the Parish, the following duties are required to be performed by a *lengthsman*:

- Weekly operational inspections of Vine Tree play area to monitor equipment fitness for use, litter, cleanliness. Visits to be reported to the Clerk
  
- Maintenance of pavements in the Parish including deweeding, cleaning, removal of road shingle from gutters, trimming back of overgrown grass
  
- Reporting of actionable issues in the Parish including presence of potholes and general road surface problems, blocked drains, overgrown hedging, poor lighting or signage
  
- Maintenance, cleaning of Parish benches at various locations
  
- Installation of new bins when required
  
- Support to the Parish Council for other such environmental tasks as and when they arise



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## **7. Operational Requirements**

- a. By the end of November each year, the Parish Council will supply any contract variations for the next year (April to March) to the Contractor. The Contractor shall take this specification as well as any variations supplied as its specification for that coming year, and supply, to the Clerk, a price for those services by the end of December. This is in order to ensure that any cost differences are agreed by the Parish Council in sufficient time to inform Cheshire East of the precept
- b. The Contractor shall note that Parish Council councillors will monitor locations in respect of these requirements and notify the Clerk of any discrepancies, for further action
- c. All correspondence and formal instructions to the Contractor, including invoicing and payments, raising of concerns or issues of formal warnings over the execution of the requirements of the contract will be made in writing through the Parish Council Clerk
- d. In respect of inadequate or poor performance by the Contractor, the Parish Council reserves the right to cancel the contract, if after two written warnings to the Contractor no improvement is apparent
- e. Either party shall give three months notice should it wish to terminate the contract
- f. The Contractor shall submit monthly invoices in arrears detailing all elements of work carried out during the previous month and the dates on which they occurred
- g. All staff working under the contract shall wear Personal Protective Equipment clearly marked with the Contractor's identifying symbol(s), and in accordance with relevant standards and legislation
- h. The Contractor shall comply with all relevant standards, legislation and public policies relevant to this specification, and shall always act in the best interests of the Parish Council when discharging these requirements.



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## **Report Statement**

Meeting: Parish Council, 01.09.2021

Report Purpose: To reviewed Committee Membership  
2021/22

Version Control: v0

Author: Clerk

### **1. Report Summary**

The report provides the Committee Membership for 2021/22 for Members to review.

### **2. Background**

On June 6<sup>th</sup>, the Parish Council approved the Committee Membership for 2021/22.

On July 7<sup>th</sup>, two new Members were co-opted to fill two vacancies.

### **3. Position**

Members are asked to review the Committee Membership for 2021/22 and to fill any vacancies.

### **4. Conclusions**

Members are asked to consider the Committee Membership and:

- a. Resolve to approve the Committee Membership as detailed in Annex 1; or
- b. Consider the Committee Membership as detailed in Annex 1, request some amendments to be made, and approve it; or
- c. Consider the Committee Membership and resolve not to adopt it.

### **5. Consideration Sought**

That the Committee Membership is approved.



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**ANNEX 1**

**Shavington-cum-Gresty Parish Council  
Committee Membership**

<p align="center"><b>Complaints Committee (3)</b></p>	<p align="center"><b>Community Engagement Committee (5)</b></p>	<p align="center"><b>Environment and Recreation Committee (5)</b></p>
<p>Cllr K Gibbs Cllr B Gibbs Cllr Hancock</p>	<p>Cllr K Gibbs Cllr McIntyre Cllr Moore Cllr Jones Cllr B Gibbs</p>	<p>Cllr Adams Cllr Buchanan Cllr Ferguson Cllr K Gibbs Cllr Hancock xxxx</p>
<p align="center"><b>Finance Committee (5)</b></p>	<p align="center"><b>Village Hall Committee (5)</b></p>	<p align="center"><b>Staffing Committee (4)</b></p>
<p>Cllr K Gibbs Cllr Hancock Cllr Ferguson Cllr Hackett xxxx</p>	<p>Cllr Adams Cllr K Gibbs Cllr Hancock Cllr McIntyre Cllr Hackett</p>	<p>Cllr Jones Cllr B Gibbs Cllr Buchanan Cllr McIntyre</p>



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## Report Statement

Meeting: Parish Council 01.09.2021  
 Report Purpose: To provide a quote for insurance  
 Version Control: v1  
 Author: Clerk

### 1. Report Summary

The report provides Members quotes for insurance

### 2. Background

The Clerk has been working with Came & Company Local Council Insurance brokers to identify an insurance that meet the Parish Council requirements and needs.

### 3. Position

The renewal quotation for Shavington-cum-Gresty Parish Council is based upon the information previously provided by the Council: Parish Asset register, use of the Village Hall, Cllr employees and volunteer's public liability,..

Based on the information we passed them, the broker recommendation is to accept the Hiscox quotation to meet the demands and needs of Shavington-cum-Gresty Parish Council.

	Insurer Premium	Administration Fee	Total Premium
<b>Annual Policy with Hiscox</b>	£2,598.25	£50.00	<b>£2,648.25</b>
<b>3 Year Long Term Agreement Option with Hiscox</b>	£2,468.34	£50.00	<b>£2,518.34</b>
<i>Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate</i>			
<b>Quote Reference</b>	2240566		
<b>Cover Period</b>	1st October 2021 to 30th September 2022		

### Long Term Agreement Option

In order to ensure rate stability, Shavington-cum-Gresty Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox, at an LTA premium



of £2,518.34. This means Shavington-cum-Gresty Parish Council will commit to keep their policy with Hiscox for the period of the LTA.

In return Hiscox agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding 40% , releases Shavington-cum-Gresty Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

#### **Renewal Comparison**

	Premium
2021 Annual Premium	£2,598.25 plus admin fee
2020 Annual Premium	£2,407.28 plus admin fee

Index linking is currently calculated at 3% for both buildings and contents.

The difference in annual premium will also be as a result of any rate changes applied by the recommended insurer and the index linking of any items insured against loss or damage.

#### **4. Governance**

Finance Regulation

#### **5. Financial Impact**

Up to £2,648.25

#### **6. Resource Impact**

Clerk time

#### **7. Conclusions**

Members are asked to consider the broker proposal and to:



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- a. Accept their recommendation, instruct the Clerk to proceed with the annual with Hiscox (£2,648.25)
- b. Accept their recommendation, and instruct the Clerk to proceed with the 3 Year Long Term Agreement with Hiscox (£2,518.34)
- c. Not to accept the broker recommendation and request to consider other options

#### **8. Consideration Sought**

That the quote is accepted and the Clerk is instructed to sign the contract with Hiscox



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## SCHEDULE

Policy Number - 1891378/2240566

The information contained on this page is confidential and should not be sent to third parties

### INSURANCE DETAILS

Period of insurance : Continuous cover from **1st October 2021** until the policy is cancelled  
Date issued to insured: 26th August 2021  
Underwritten by : Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy  
Payment method : Payment by Broker's Account

### INSURED DETAILS

Insured : Shavington-cum-Gresty Parish Council  
Address : Village Hall  
Main Road  
Shavington  
Crewe  
Cheshire  
CW2 5DP  
Additional insureds : There are no Additional Insureds on this policy  
Business : Parish Council  
General terms and conditions wording : 11604 WD-HSP-UK-PAC-GTC(4)  
The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

### PREMIUM DETAILS

Annual premium :	£2,319.87	Annual Tax :	£278.38	Total :	£2,598.25
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# SCHEDULE

## Local councils & not-for profit organisations scheme

### PROPERTY – BUILDINGS

**Section wording** 11600 WD-HSP-UK-PAC-PYB(5)  
**Insurer** Hiscox Insurance Company Limited

**Premises :** 'Village Hall' - Main Road, Shavington, &nbsp;,, Crewe, Cheshire, CW2 5DY £847,165.22  
 'Storage Shed' - £2,955.31

Item description	Excess	Amount Insured
Total Buildings	£250.00	£850,120.53
Gates and fences	£250.00	£22,894.62
Fixed outside equipment	£250.00	£0.00
Street furniture	£250.00	£69,400.98
War memorials	£250.00	£22,015.43
Playground equipment	£250.00	£28,279.06
Sports surfaces	£250.00	£0.00
Other surfaces	£250.00	£0.00
Rent receivable	£250.00	£0.00

**Excess applies to:** Each and every loss

### Special excesses

**Losses from subsidence** £1,000 each and every loss

### Additional cover (in addition to the overall limit/amount insured above)

<b>Trace and access</b>	£5,000
<b>Emergency services</b>	£5,000
<b>Loss prevention costs</b>	£25,000
<b>Additions to buildings</b>	£50,000
<b>Inadvertent omissions</b>	£500,000
<b>Trees, shrubs and plants</b>	£25,000
<b>Bequeathed buildings</b>	£50,000
<b>Discharge of oil</b>	£10,000 in total during any one period of insurance, across all Property sections combined
<b>Contract works and site materials</b>	£75,000

### Endorsements

6351.0 Floating amount insured (Buildings)

## SCHEDULE

### PROPERTY – CONTENTS

**Section wording** 11602 WD-HSP-UK-PAC-PYC(6)  
**Insurer** Hiscox Insurance Company Limited

**Premises :** 'Village Hall' - Main Road, Shavington, &nbsp; Crewe, Cheshire, CW2 5DY £847,165.22  
 'Storage Shed' - £2,955.31

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250.00	£29,373.78
Gardening equipment, plant and machinery	£250.00	£0.00
Sports equipment	£250.00	£0.00
Rent payable	£250.00	£0.00

**Excess applies to** Each and every loss  
**Geographical limits:** United Kingdom

**Additional cover** (in addition to the overall limit/amount insured above)

<b>Costs following glass breakage</b>	£10,000
<b>Additions to contents</b>	£10,000 or 10% of the amount insured for contents, whichever is the greater
<b>Money in the insured location while open for business or in a locked safe</b>	£1,000
<b>Money in transit or at the home of any councillor, trustee, employee or volunteer</b>	£1,000
<b>Money at all other times</b>	£1,000
<b>Money - non-negotiable instruments</b>	£250,000
<b>Identity fraud</b>	£5,000
<b>Personal effects</b>	£5,000
<b>Reconstitution of electronic data</b>	£5,000
<b>Reconstitution of other business documents</b>	£5,000
<b>Lock replacement</b>	£10,000
<b>Building damage by theft</b>	£10,000
<b>Personal assault - death</b>	£10,000 per person
<b>Personal assault - total loss or permanent and total loss of use of one or more limbs</b>	£10,000 per person
<b>Personal assault - total and irrecoverable loss of sight in one or both eyes</b>	£10,000 per person
<b>Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation</b>	£100 per week up to a maximum of 104 weeks
<b>Metered water and fuel</b>	£5,000
<b>Outdoor items</b>	£5,000
<b>Marquees</b>	£10,000
<b>Refrigerated stock</b>	£2,500
<b>Undamaged tenant's improvements</b>	£5,000
<b>Contents temporarily elsewhere including whilst in transit</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Exhibitions stands and equipment temporarily elsewhere</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Defibrillators</b>	£5,000
<b>Bequeathed property</b>	£5,000

## SCHEDULE

<b>Fund raising events</b>	£5,000
<b>Contents kept at home</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Fraud and dishonesty</b>	£200,000 in the aggregate per period of insurance

### Endorsements

<b>6222.0</b>	Amendment of cover (Fidelity guarantee)
<b>6349.1</b>	Floating amount insured (Contents)
<b>6226.0</b>	Addition of Cover (Travel expenses)

### PROPERTY AWAY FROM THE PREMISES

<b>Wording</b>	11602 WD-HSP-UK-PAC-PYC(6)
<b>Insurer</b>	Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
All business equipment	£250.00	£5,000

<b>Excess applies to:</b>	Each and every loss
<b>Geographical limits:</b>	European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

### Endorsements

<b>65.0</b>	Contents temporarily elsewhere
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### PROPERTY – BUSINESS INTERRUPTION

<b>Section wording</b>	11601 WD-HSP-UK-PAC-PYI(6)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Premises :</b>	'Village Hall' - Main Road, Shavington, &nbsp;., Crewe, Cheshire, CW2 5DY £847,165.22
	'Storage Shed' - £2,955.31

Item description	Amount Insured
Loss of income	£10,000
Additional increased costs of working	£10,000

<b>Indemnity period</b>	12 Months
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### Additional cover (in addition to the overall limit/amount insured above)

<b>Key person</b>	£250 per week up to a maximum of £2,500 per period of insurance
<b>Unauthorised use of public utilities</b>	£100,000 or the total amount insured for Business interruption, whichever is less

## SCHEDULE

<b>Special limits</b>	(included within and not in addition to the overall limit/amount insured above)
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<b>Denial of access</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Non-damage denial of access</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Bomb threat</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Suppliers</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Public utilities</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Public authority</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Failure of safety equipment</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Loss of attraction</b>	£100,000 or the total amount insured for Business interruption, whichever is less
<b>Alternative hire costs</b>	£5,000
<b>Equipment breakdown</b>	Not Insured

<b>Endorsements</b>
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6350.1	Floating amount insured – (Business interruption)
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<b>EQUIPMENT BREAKDOWN</b>
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<b>Section wording</b>	11609 WD-HSP-UK-PAC-EQB(3)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Amount insured</b>	£0.00
<b>Limit applies to</b>	Total amount insured across all property sections combined
<b>Excess</b>	£250.00
<b>Excess applies to</b>	Each and every loss

<b>Special Limits</b> (included within and not in addition to the overall limit/amount insured above)
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<b>Hazardous substances</b>	£5,000 total amount insured across all Property sections combined
<b>Reconstitution of electronic data</b>	£5,000
<b>Expediting expenses</b>	£5,000
<b>Computers</b>	£5,000
<b>Oil and water storage tanks</b>	£5,000

<b>EMPLOYERS' LIABILITY</b>
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<b>Section wording</b>	11603 WD-HSP-UK-PAC-EL(4)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£10,000,000
<b>Limit applies to</b>	Each and every occurrence including costs
<b>Geographical limits</b>	Worldwide
<b>Applicable courts</b>	United Kingdom

<b>Special Limits</b> (included within and not in addition to the overall limit/amount insured above)
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<b>Criminal defence costs</b>	£100,000 in the aggregate
<b>Terrorism</b>	£5,000,000 in the aggregate

## SCHEDULE

### Endorsements

**3121.0** Employers Liability Tracing Office (ELTO) – mandatory information required

### PUBLIC AND PRODUCTS LIABILITY

<b>Section wording</b>	11607 WD-HSP-UK-PAC-GL(4)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£10,000,000
<b>Limit applies to</b>	Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
<b>Excess</b>	£250
<b>Excess applies to</b>	Each and every claim for property damage only
<b>Geographical limits</b>	United Kingdom
<b>Applicable courts</b>	United Kingdom

### Additional cover (in addition to the overall limit/amount insured above)

<b>Unauthorised use of third party telephones by your employees</b>	£2,500 any one period of insurance
<b>Loss of excess or no claims discount</b>	£250 any one period of insurance
<b>Loss of third party keys</b>	£2,500 any one period of insurance
<b>Defamation and intellectual property rights</b>	£500,000 any one period of insurance

### Special Limits (included within and not in addition to the overall limit/amount insured above)

<b>Criminal defence costs</b>	£100,000 in the aggregate
<b>Pollution defence costs</b>	£100,000 in the aggregate
<b>Hirer liability</b>	£5,000,000 in the aggregate

### Endorsements

**6080.0** Firework/bonfire condition endorsement

### INTERNET AND EMAIL

<b>Section wording</b>	11605 WD-HSP-UK-PAC-IE(4)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£50,000
<b>Limit applies to</b>	In the aggregate including costs
<b>Excess</b>	£500
<b>Excess applies to</b>	Each claim or loss excluding defence costs
<b>Geographical limits</b>	Worldwide
<b>Applicable courts</b>	Worldwide excluding claims brought in USA or Canada

### Endorsements

**257.0** Business performed in the past for IE

### OFFICIALS' AND TRUSTEES' INDEMNITY

<b>Section wording</b>	11614 WD-HSP-UK-PAC-DO(5)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Policy limit</b>	£500,000

## SCHEDULE

<b>Limit applies to</b>	In the aggregate including costs
<b>Legal representation costs</b>	£15,000
<b>Legal representation basis</b>	In the aggregate any one period of insurance
<b>Geographical limits</b>	United Kingdom
<b>Applicable courts</b>	United Kingdom

### Endorsements

<b>705.4</b>	Prior & pending litigation date
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### COMMERCIAL LEGAL PROTECTION (DAS)

<b>Section wording</b>	9927 WD-HSP-UK-CHR-DAS(3)
<b>Insurer</b>	DAS Legal Expenses Insurance Company Limited
<b>Section limit</b>	£100,000
<b>Limit applies to</b>	All claims resulting from one or more event arising at the same time or from the same originating cause
<b>Excess</b>	£200
<b>Excess applies to</b>	Each and every claim arising from aspect enquiries only
<b>Geographical limits</b>	For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

### Endorsements

<b>524.0</b>	Commercial legal protection
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### PERSONAL ACCIDENT

<b>Section wording</b>	11608 WD-HSP-UK-PAC-PA(4)
<b>Insurer</b>	Hiscox Insurance Company Limited

### Personal accident

<b>Capital benefit</b>	£100,000
<b>Temporary benefit</b>	£500 per week
<b>Medical expenses</b>	£10,000
<b>Insured persons</b>	Councillors, trustees, volunteers and employees of the insured
<b>Operative time</b>	While working for you or on your behalf
<b>Geographical limits</b>	United Kingdom

### Special limits (included within and not in addition to the overall limit/amount insured above)

<b>Death</b>	100% capital benefit amount per person
<b>Loss of one limb</b>	100% capital benefit amount per person
<b>Loss of one eye</b>	100% capital benefit amount per person
<b>Loss of two limbs</b>	100% capital benefit amount per person
<b>Loss of two eyes</b>	100% capital benefit amount per person
<b>Loss of one limb and one eye</b>	100% capital benefit amount per person
<b>Loss of hearing</b>	100% capital benefit amount per person

## SCHEDULE

<b>Loss of speech</b>	100% capital benefit amount per person
<b>Permanent total disablement</b>	100% capital benefit amount per person
<b>Temporary total disablement</b>	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
<b>Temporary partial disablement</b>	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
<b>Maximum accumulation</b>	£1,000,000 any one loss in the aggregate

### CRISIS CONTAINMENT

<b>Wording</b>	15369 WD-HSP-UK-PAC-CRI(1)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£25,000
<b>Limit applies to</b>	Per crisis and in the aggregate during any one period of insurance
<b>Geographical limits</b>	The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

**Special limits** (included within and not in addition to the amount insured above)

Outside working hours discretionary crisis mitigation costs	£2,000
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### Endorsements

**9003.0** Crisis containment provider: Hill & Knowlton

### Business Travel – NOT COVERED

<b>Section wording</b>	9522 TRA Portfolio
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Insured persons</b>	Councillors and employees of the insured
<b>Operative Times</b>	While on a business trip in the <b>insured person's</b> usual country of residence involving a pre-booked overnight stay away from home or a flight in a commercial aircraft, and business travel outside the <b>insured person's</b> usual country of residence, starting from the time of leaving the <b>insured person's</b> home or place of work whichever is later, until return to the <b>insured person's</b> home or place of work, whichever is first.
<b>Excess</b>	£150
<b>Excess applies to</b>	Each and every loss

### Benefits

<b>Medical expenses, emergency travel and repatriation expenses</b>	£2,000,000 any one claim
<b>Hospital benefit</b>	£30 for each complete 24 hour period, up to a maximum of £2,400 in all
<b>Funeral expenses</b>	£5,000 any one claim
<b>Cancellation and curtailment</b>	£5,000 any one claim
<b>Replacement staff</b>	£5,000 any one claim
<b>Missed departure</b>	£1,000 any one claim
<b>Travel delay</b>	£30 per hour after the first 8 hours delay, up to a maximum of £240 in all
<b>Personal property</b>	£1,000 any one claim
<b>Temporary loss of baggage</b>	£500 any one claim
<b>Money</b>	£750 any one claim
<b>Business travel documents</b>	£225 any one claim
<b>Extra costs to replace travel documents</b>	£750 any one claim
<b>Hi-jack and kidnap</b>	£250 per day, up to a maximum of £10,000 in all

## SCHEDULE

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**Personal liability**  
**Legal expenses**

£2,000,000 any one claim  
£25,000 any one claim

### PROPERTY- TERRORISM

**Section wording** 6243 WD-PIP-UK-PRE(3)  
**Insurer** HiscoxInsurance Company Limited

### Material damage

Amount insured	Excess
£0.00	£250.00

### Business interruption

Amount insured	Excess
£0.00	£250.00

## SCHEDULE

The General Terms of this policy and the terms, conditions and exclusions of the relevant sections all apply to this endorsement except as modified below:

### Property – buildings clauses in full

<b>Clause</b>	<b>6351.0</b>	<p>Floating amount insured (Buildings)</p> <p>The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most <b>we</b> will pay in total for <b>damage</b> to such items however many locations are affected.</p>
<b>Clause</b>	<b>308.0</b>	<p>Flat roof condition</p> <p><b>We</b> will not make any payment for <b>damage</b> arising directly or indirectly from any deficiency of a flat roof unless the roof is inspected once every 2 years by a competent person and any defects are rectified within 14 days.</p>

### Property – contents clauses in full

<b>Clause</b>	<b>6222.0</b>	<p>Amendment of cover: fidelity guarantee</p> <p><b>What is not covered</b> , 9 is amended to read as follows:</p> <p>g. loss by fraud or dishonesty of a <b>councillor</b> or any other person working under a contract of service with <b>you</b>, other than where cover is provided under Additional cover, Fidelity guarantee.</p> <p><b>How much we will pay</b>, Fraud and Dishonesty is deleted.</p> <p>The following is added to <b>What is covered</b>, Additional cover:</p> <p>Fidelity guarantee</p> <p>23. <b>your</b> financial loss resulting solely and directly from fraud or dishonesty of a <b>councillor</b> or any other person working under a contract of service with <b>you</b>, discovered by <b>you</b> during the <b>period of insurance</b> provided that:</p> <p>a. dual controls exist for the signing of cheques, issuing instructions for disbursements of assets or funds, fund transfer procedures and investment; and</p> <p>b. <b>you</b> were unaware of any previous act of fraud or dishonesty committed in the course of their employment by such <b>councillor</b> or any other person working under a contract of service with <b>you</b>; and</p> <p>c. there was a clear intention to cause <b>you</b> financial loss and to obtain a personal financial gain over and above salary, bonus or commission; and</p> <p>d. <b>your</b> financial loss was wholly sustained within the 12 month period prior to its discovery; and</p> <p>e. the loss is notified to <b>us</b> within ten working days of its discovery by <b>you</b>; and</p> <p>f. satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person under a contract of service with <b>you</b> are obtained from:</p> <p>i. a previous employer; or</p> <p>ii. an accountant and one other customer in respect of any periods of self employment; or</p>
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## SCHEDULE

iii. the school or college in respect of any full-time education.

The following is added to **How much we will pay**:

Fidelity guarantee

The most **we** will pay for all financial losses covered under **What is covered**, Additional cover, Fidelity guarantee, including the reasonable charges **you** must pay to **your** professional accountant for producing information **we** require in support for a request for settlement under this section, is £200,000.

<b>Clause</b>	<b>6349.1</b>	6349.1 Floating amount insured (Contents) The cover under this section applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most <b>we</b> will pay in total for <b>damage to your contents</b> however many locations are affected.
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<b>Clause</b>	<b>6226.0</b>	<p>Addition of cover - travel expenses The following is added to <b>What is covered</b>, Additional cover:</p> <p>Travel expenses</p> <p>23. <b>We</b> will also pay for:</p> <ul style="list-style-type: none"> <li>the unused travel, accommodation and pre-booked conference or excursion expenses which <b>you</b> have paid or legally have to pay and which cannot be recovered; and</li> <li>the necessary and reasonable additional travel and accommodation expenses for <b>your</b> member of staff, <b>councillor</b> or trustee to return home;</li> <li>as a result of a pre-arranged business trip being cancelled or cut short, during the <b>period of insurance</b>, for one of the following reasons:             <ul style="list-style-type: none"> <li>the death, accidental injury or illness of a member of staff, <b>councillor</b> or trustee; or</li> <li>the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, <b>councillor</b> or trustee; or</li> <li>the death, accidental injury or illness of any person with whom a member of staff, <b>councillor</b> or trustee is planning to stay or conduct business; or</li> <li>a member of staff, <b>councillor</b> or trustee being called for jury service or as a court witness; or</li> </ul> </li> </ul> <p style="padding-left: 40px;"><b>damage</b> to a member of staff or <b>councillor's</b> or trustee's pre-booked accommodation making it impossible for the member of staff or <b>councillor</b> or trustee to stay there.</p> <p style="padding-left: 40px;"><b>damage</b> to the scheduled means of transport or any strike, riot, civil commotion or <b>terrorism</b> which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or <b>councillor</b> or trustee is booked to travel on their outward or return journey.</p>
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The most **we** will pay during the **period of insurance** under this additional cover is £750. The **excess** which applies to this additional cover is £75.

**Property away from the premises clauses in full**

<b>Clause</b>	<b>65.0</b>	<p>Contents temporarily elsewhere <b>We</b> will not make any payment when such property is temporarily outside the UK unless it is in <b>your</b> care, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.</p>
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## SCHEDULE

### Business interruption clauses in full

<b>Clause</b>	<b>6350.1</b>	<p>6350.1 Floating amount insured (Business interruption)</p> <p>The cover under this section applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most <b>we</b> will pay in total for each interruption to <b>your activities</b> however many locations are affected.</p>
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### Employers' liability clauses in full

<b>Clause</b>	<b>3121.0</b>	<p>Employers Liability Tracing Office (ELTO) – mandatory information required</p> <p><b>You</b> must provide <b>us</b> with the following information for this section of the <b>policy</b> for each entity insured under this section of the <b>policy</b>:</p> <ol style="list-style-type: none"> <li>1. Employer name; and</li> <li>2. Full address of employer including postcode; and</li> <li>3. HMRC Employer Reference Number (ERN).</li> </ol> <p>If any insured entity does not have an ERN, <b>you</b> must provide <b>us</b> with one of the following reasons:</p> <ol style="list-style-type: none"> <li>a. The entity has no employees; or</li> <li>b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or</li> <li>c. The entity is not registered in England, Wales, Scotland or Northern Ireland.</li> </ol> <p><b>You</b> must inform <b>us</b> immediately of any changes to the above information.</p>
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### Public and products liability clauses in full

<b>Clause</b>	<b>6080.0</b>	<p>Firework and bonfire condition endorsement</p> <p>The following applies to the whole of this <b>policy</b> and is a condition precedent to <b>our</b> liability.</p> <p><b>We</b> will not make any payment under this insurance unless <b>you</b> comply with all of the requirements below.</p> <p>Whenever <b>you</b> are responsible for any firework or bonfire displays at the <b>insured location</b>, <b>you</b> must ensure that:</p> <ol style="list-style-type: none"> <li>1. there is a written risk assessment in place for the proposed event; and</li> <li>2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and</li> <li>3. the relevant local authorities have been notified and permission for the event granted and <b>you</b> must also ensure that any requirements from the authorities are fully complied with; and</li> <li>4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and</li> <li>5. fireworks are purchased from a reputable supplier and are not modified in any way; and</li> <li>6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and</li> <li>7. there is appropriate first aid presence on site, in line with the risk assessment document; and</li> <li>8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and</li> <li>9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safety fencing; and</li> <li>10. any bonfire is kept at least 25 metres away from the firework display area and is not located within five metres of any trees, fencing or other combustible material; and</li> <li>11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and</li> <li>12. there will be no use of accelerants or other flammables on any bonfire; and</li> </ol>
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## SCHEDULE

13. an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and
14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water.

**We** will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.

### Internet and email clauses in full

<b>Clause</b>	<b>257.0</b>	Business performed in the past IE <b>We</b> will not make any payment for any claim or loss which arises from any of <b>your activities</b> performed or any dishonesty committed, or if applicable any document, information or data lost, damaged or destroyed, before 01/10/2021
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### Officials indemnity clauses in Full

<b>Clause</b>	<b>705.4</b>	Prior & pending litigation date Prior & pending litigation date 01/10/2021
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### Commercial legal protection (DAS) clauses in full

<b>Clause</b>	<b>524.0</b>	Commercial legal protection Legal Expenses - cover for up to £100,000 DAS legal advice line: Tel. 0117 933 0626 Please quote policy reference TS5/5997087 in all correspondence For the purpose of Commercial Legal Protection, <b>We/Our</b> means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all claims under that section.
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### Crisis containment: endorsements

**9003.0** Crisis containment provider: Hill & Knowlton  
Crisis line contact number (24 hours): +44(0)800 8402783 / +44 (0)1206 711796

Crisis containment provider: Hill & Knowlton

This contact number will go through to **us** during **working hours**, and will go directly to Hill & Knowlton outside of these hours.

If **you** first become aware of a **crisis** outside of **working hours**, **you** must notify **us** of the **crisis** as soon as possible within **working hours** by telephoning +44(0)800 8402783 or +44 (0) 1206 711796.

### Business travel clauses in full

<b>Clause</b>	<b>131.2</b>	Travel country exclusions <b>We</b> will not make any payment under this section for any trip to or in the following countries:  Afghanistan Chad Chechnya Congo (Democratic Republic) Iraq Israel Ivory Coast Somalia Sudan (South of latitude 10 degrees North & Darfur)
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## SCHEDULE

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### Clauses- applicable to the whole policy

<b>Clause</b>	<b>603.0</b>	<p>Commercial assistance &amp; legal advice helpline Your Hiscox policy gives you access to a general business advice line.</p> <p>For advice on employment, prosecutions, health and safety, sex discrimination, tax and European law call <b>+44 (0)870 050 3030</b>.</p> <p><b>Using your personal information</b></p> <p>Hiscox is a trading name of a number of Hiscox companies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681 198 or by emailing us at <a href="mailto:dataprotectionofficer@hiscox.com">dataprotectionofficer@hiscox.com</a></p> <p>We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.</p> <p>We may record telephone calls to help us monitor and improve the service we provide.</p> <p>For further information on how your information is used and your rights in relation to your information please see our privacy policy at <a href="http://www.hiscox.co.uk/cookies-privacy">www.hiscox.co.uk/cookies-privacy</a>.</p>
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# SCHEDULE

**INFORMATION ABOUT US**

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	<b>Hiscox Underwriting Limited</b>
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 02372789
Status	Authorised and regulated by the Financial Conduct Authority

**Insurers**

These insurers provide cover as specified in each section of the schedule.

Name	<b>Hiscox Insurance Company Limited</b>
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Name	<b>DAS Legal Expenses Insurance Company Limited</b>
Registered address	DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom
Company registration	Registered in England number 00103274
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

Broker Name	<b>Came &amp; Company Local Council Insurance is a trading name of Arthur J. Gallagher Insurance Brokers Limited</b>
Registered address	Spectrum Building 7 <sup>th</sup> Floor 55 Blythswood Street Glasgow G2 7AT
Company registration	Registered in Scotland. Company Number SC108909
Status	Authorised and regulated by the Financial Conduct Authority

# SCHEDULE

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## Additional Endorsements



Mrs Simona Garner  
Shavington-cum-Gresty Parish Council  
Village Hall  
Main Road  
Shavington  
Crewe  
Cheshire  
CW2 5DP

# INVOICE

Date: 26th August 2021

Client Reference: 2240566

Type of Policy	Insurer	Insurer Pol No.	Policy Term	Premium(£)
Local Council Scheme	Hiscox	1891376	01/10/2021 to 30/09/2022	£2,319.87
Sub Total				£2,319.87
Total Fees				£50.00
IPT at the prevailing rate				£278.38
<b>TOTAL</b>				<b>£2,648.25</b>

Payment Options	Notes
BACS Payment	If you'd like to pay by bank transfer, please send your payment to : Bank : Lloyds Sort Code : 30-80-12 Account : 19511668 Reference: Please quote 2240566
Cheque	Please make your cheque payable to Came & Company with 2240566 noted on the reverse  Please post them to; Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY



Came & Company Local Council Insurance  
Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY  
T: 01483 462860  
E: local.councils@cameandcompany.co.uk  
www.parishinsurance.co.uk