

**NORTH HORSHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
THURSDAY 3RD SEPTEMBER 2020 AT 7.30pm
BY REMOTE MEETING**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

1. Public Forum.

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements

The Parish Council has secured a £25,000 discretionary grant from Horsham District Council awarded to small businesses who have fixed property costs but reduced income.

15. Date of next meeting

5th November 2020 (Scheduled).

APPENDIX 1

Finance Report to show quarterly income, expenditure and reserves to 31st July 2020

To be presented to the Parish Council Meeting on 3rd September 2020

Period covering 1st April 2020 to 31st July 2020

Funding at 31st July 2020

Precept (half year)	167,597
Environmental Grant (half year).	5,117
Total	172,714

Income to 31st July 2020

Cost Centre	Actual income	Annual Budget	Expected income at 31st July 2020*
Admin	98	200	66
Allotments	595	875	600**
North Heath Hall	4,715	65,625	21,875
Holbrook Tythe Barn	(49)	37,800	12,600
Multi Court Lettings	251	23,140	7,713
Roffey Millennium Hall	258	85,200	28,400
Total	5,868	212,840	71,254

Expenditure to 31st July 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 31st July 2020*
Admin	17,032	51,670	23,356***
Grants	500	10,000	3,333
Burial	1,554	6,750	2,250
Personnel	97,571	311,250	103,750
Planning, Env, Trans	0	2,250	750
Allotments	563	1,575	525
Amenity, Recs and Open Spaces	7,310	52,085	17,361
North Heath Hall	2,711	27,854	9,284
Holbrook Tythe Barn	4,477	23,757	7,919
Roffey Millennium Hall	3,773	41,567	13,855
Total	135,491	528,758	182,383

Net expenditure	(129,623)	(315,918)	(111,129)
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*Annual budget divided by 12 multiplied by 4.

** Estimated income expected at 31st July 2020 less £275 annual rent for Harwood Allotments.

*** Includes actual amount for insurance paid in one lump sum in June 2020.

Income

Over the first four months of the year income is £65,386 lower than expected.

Allotment income is on track. The community halls closed on March 23rd 2020. North Heath Hall opened on 1st June 2020 to allow two nurseries to operate. There are still storage fees being paid for Roffey Millennium Hall. The multi courts have been in operation since 1st June 2020.

Expenditure

Actual expenditure is around £47,000 less than anticipated. Payments for ongoing and essential services are being made, but no additional work is being undertaken. It was thought that Holbrook Tythe Barn may fit the criteria for rate relief, as in the case of Roffey Millennium Hall and North Heath Hall, but payment has been claimed for July 2020.

The net result of the loss of income and lower expenditure is that the Parish Council has realised £18,500 less than expected over the first four months of the year.

Reserves

After the first four months of the year of the 2020/21 financial year there is £209,181 in Ear Marked Reserves and a General Reserve of £273,146.

The following amounts agreed in the 2020/21 budget will be transferred from the General Reserve to Ear Marked Reserves as follows:-

EMR Play equipment £25,000

EMR Boiler at Roffey Millennium Hall - £10,000

Recommendation:-

In order to maintain General Reserves to cover losses from income, the Finance and Administration Committee recommended that the following amounts agreed in the 2020/21 budget are NOT transferred from General Reserves to Ear Marked Reserves:-

EMR Repair and Renewal Earles Meadow boardwalks -£7,260

EMR Welcome to North Horsham Parish Council signs - £18,000

EMR Noticeboard upgrade - £4,000

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Administration						
1008 Miscellaneous Income	0	55	0	(55)		
1176 Precept	0	167,597	335,194	167,597		
1196 Interest Received	12	43	200	157		
Administration :- Income	12	167,695	335,394	167,699		
4007 Councillors Training	30	30	1,000	970		970
4008 Councillors Expenses	1,670	3,358	6,750	3,392		3,392
4021 Telephone/Fax/Internet	0	1,122	3,500	2,378		2,378
4022 Postage	9	18	1,400	1,382		1,382
4023 Stationery and Printing	70	404	1,600	1,196		1,196
4024 Subscriptions	15	3,105	3,600	495		495
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	159	853	2,400	1,547		1,547
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	182	800	619		619
4038 Office Equipment Maint.	0	132	1,000	868		868
4051 Bank Charges	0	0	100	100		100
4053 PWLB Loan Charges	0	0	12,250	12,250		12,250
4057 External Audit Fees	0	(1,350)	1,600	2,950		2,950
4058 Professional Services	300	300	3,000	2,700		2,700
4059 Internal Audit Fees	0	(230)	500	730		730
4100 Chairman's Allowance	0	0	400	400		400
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	0	0	1,000	1,000		1,000
Administration :- Indirect Expenditure	2,313	17,032	51,670	34,638	0	34,638
Net Income over Expenditure	(2,302)	150,663	283,724	133,061		
103 Grants						
4155 Other Grants and Donations	500	500	10,000	9,500		9,500
Grants :- Indirect Expenditure	500	500	10,000	9,500	0	9,500
Net Expenditure	(500)	(500)	(10,000)	(9,500)		
104 Burial						
4101 Burial Charges	0	1,554	6,750	5,196		5,196
Burial :- Indirect Expenditure	0	1,554	6,750	5,196	0	5,196
Net Expenditure	0	(1,554)	(6,750)	(5,196)		

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
106 Personnel						
4001 Salaries/NI/Pensions	24,026	96,151	305,800	209,649		209,649
4002 Childcare Vouchers	254	762	0	(762)		(762)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	510	587	2,500	1,914		1,914
4010 Staff Training	0	0	1,500	1,500		1,500
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	72	72	400	328		328
Personnel :- Indirect Expenditure	24,862	97,571	311,250	213,679	0	213,679
Net Expenditure	(24,862)	(97,571)	(311,250)	(213,679)		
201 Planning, Env & Transport						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	0	0	2,250	2,250	0	2,250
Net Expenditure	0	0	(2,250)	(2,250)		
301 Allotments						
1050 Allotment Rents	(5)	595	875	280		
Allotments :- Income	(5)	595	875	280		
4012 Water Rates	32	45	150	105		105
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	0	518	750	232		232
4259 Allotment Maintenance	0	0	400	400		400
Allotments :- Indirect Expenditure	32	563	1,575	1,012	0	1,012
Net Income over Expenditure	(37)	32	(700)	(732)		
302 Amenity, Recs & Open Sp						
1100 Grants Received	0	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	0	5,117	9,984	4,867		
4019 Window Cleaning	100	100	925	825		825
4200 Grass cutting	0	4,678	20,500	15,823		15,823
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	1,325	1,369	8,000	6,631		6,631
4252 Open Spaces	0	240	10,500	10,260		10,260
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	168	673	2,060	1,387		1,387
4255 Street Lighting - Maint/Supply	(0)	235	3,500	3,265		3,265

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258 Multicourts Maintenance	0	0	2,600	2,600		2,600
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	15	15	1,000	985		985
Amenity, Recs & Open Sp :- Indirect Expenditure	1,607	7,310	52,085	44,775	0	44,775
Net Income over Expenditure	(1,607)	(2,193)	(42,101)	(39,908)		
401 North Heath Hall						
1000 Hall Lettings	2,084	4,715	65,625	60,911		
North Heath Hall :- Income	2,084	4,715	65,625	60,911		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	152	900	748		748
4014 Electricity	33	676	2,640	1,964		1,964
4015 Gas	208	868	2,562	1,694		1,694
4016 Cleaning Materials	191	326	1,332	1,006		1,006
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	40	40	738	698		698
4034 Maintenance - Electrical	40	85	2,000	1,915		1,915
4035 Maintenance - Elect Eqp Insp	0	120	500	380		380
4036 Maintenance - General	0	55	2,000	1,945		1,945
4037 Maintenance - Fire Alarm Syst	0	0	750	750		750
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	650	650		650
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	0	0	371	371		371
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	585	585		585
4066 Keyholder Services	15	60	180	120		120
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	527	2,711	27,854	25,143	0	25,143
Net Income over Expenditure	1,557	2,004	37,771	35,767		
402 Holbrook Recreation Centre						
1000 Hall Lettings	36	(49)	37,800	37,849		
1010 Multi Court Lettings	135	251	23,140	22,889		
Holbrook Recreation Centre :- Income	170	202	60,940	60,738		
4011 NNDR	442	442	3,660	3,218		3,218

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	147	506	1,500	994		994
4014 Electricity	60	479	3,250	2,771		2,771
4015 Gas	46	153	1,500	1,347		1,347
4016 Cleaning Materials	190	277	1,575	1,298		1,298
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	18	18	450	433		433
4034 Maintenance - Electrical	40	548	2,000	1,452		1,452
4035 Maintenance - Elect Eqp Insp	0	1,495	1,900	405		405
4036 Maintenance - General	153	171	2,000	1,829		1,829
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	500	500		500
4061 Legionella Testing	0	0	351	351		351
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	60	180	120		120
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	1,110	4,477	23,757	19,280	0	19,280
Net Income over Expenditure	(939)	(4,275)	37,183	41,458		
403 Roffey Millennium Hall						
1000 Hall Lettings	94	258	83,700	83,442		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
Roffey Millennium Hall :- Income	94	258	85,200	84,942		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	217	484	1,235	751		751
4014 Electricity	(20)	1,121	5,125	4,004		4,004
4015 Gas	(55)	1,525	6,075	4,550		4,550
4016 Cleaning Materials	88	223	1,425	1,202		1,202
4017 Refuse Bin Clearance	64	506	1,664	1,158		1,158
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	55	55	990	935		935
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	40	124	2,000	1,877		1,877
4035 Maintenance - Elect Eqp Insp	0	120	2,650	2,530		2,530
4036 Maintenance - General	0	25	3,250	3,225		3,225

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4040 Maintenance - Elevator	0	(831)	750	1,581		1,581
4041 Maintenance - Fire Extg Insp	128	128	150	23		23
4042 Maintenance - Gas Boiler etc	0	0	1,000	1,000		1,000
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	0	0	380	380		380
4062 Air Conditionaing Maintenance	0	0	300	300		300
4063 Maintenance - Plumbing	0	0	1,500	1,500		1,500
4064 Lightning Conductor Works	0	0	230	230		230
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	60	180	120		120
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	<u>532</u>	<u>3,773</u>	<u>41,567</u>	<u>37,794</u>	<u>0</u>	<u>37,794</u>
Net Income over Expenditure	<u>(438)</u>	<u>(3,515)</u>	<u>43,633</u>	<u>47,148</u>		
901 Earmarked Reserves						
4900 Repairs & Renewals Reserve	280	280	0	(280)		(280)
4910 CLT Working Party	0	75	0	(75)		(75)
Earmarked Reserves :- Indirect Expenditure	<u>280</u>	<u>355</u>	<u>0</u>	<u>(355)</u>	<u>0</u>	<u>(355)</u>
Net Expenditure	<u>(280)</u>	<u>(355)</u>	<u>0</u>	<u>355</u>		
Grand Totals:- Income	2,355	178,582	558,018	379,436		
Expenditure	31,763	135,848	528,758	392,910	0	392,910
Net Income over Expenditure	<u>(29,408)</u>	<u>42,735</u>	<u>29,260</u>	<u>(13,475)</u>		
Movement to/(from) Gen Reserve	<u>(29,408)</u>	<u>42,735</u>				

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
327,769	Precept	167,597
710	Interest Received	43
328,479	Sub Total	167,640
	Operating Income	
10,305	Administration	55
816	Allotments	595
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	4,715
61,800	Holbrook Recreation Centre	202
80,816	Roffey Millennium Hall	258
556,142	Total Income	178,582
	Running Costs	
46,290	Administration	17,032
4,160	Grants	500
6,730	Burial	1,554
299,981	Personnel	97,571
278	Planning, Env & Transport	0
1,123	Allotments	563
41,713	Amenity, Recs & Open Sp	7,310
22,921	North Heath Hall	2,711
16,934	Holbrook Recreation Centre	4,477
33,340	Roffey Millennium Hall	3,773
35,241	Earmarked Reserves	355
508,711	Total Expenditure	135,848
	General Fund Analysis	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	178,582
742,293		408,639
508,711	Less : Expenditure for Year	135,848
233,582		272,791
3,525	Transfers TO / FROM Reserves	(355)
230,057	Closing Balance	273,146

Balance Sheet as at 31st July 2020

31st March 2020

31st March 2021

Current Assets			
13,413	Debtors	2,416	
1,218	Vat Refunds	414	
201,785	Lloyds Bank Accounts	251,006	
85,000	Co-op Community Directplus A/c	85,000	
85,083	Nationwide	85,083	
85,000	LLoyds Bank - Fixed Deposit	85,000	
150	Petty Cash	150	
<u>471,649</u>			<u>509,069</u>
471,649	Total Assets		509,069
Current Liabilities			
29,797	Creditors	26,742	
2,260	Accruals	0	
<u>32,057</u>			<u>26,742</u>
439,592	Total Assets Less Current Liabilities		482,327
Represented By			
230,057	General Reserve		273,146
7,955	Earmarked Reserves - VAT Con		7,955
117,568	Earmarked Reserves - R&R Fund		117,288
19,950	Earmarked Reserves - Election		19,950
4,250	EMR - Tree management work		4,250
5,621	Earmarked Res-Yth Charity Bal		5,621
8,035	Earmarked Reserve Planning		8,035
10,000	Earmarked Reserve - Boiler RMH		10,000
25,000	Earmarked Res Capital Receipt		25,000
10,434	EMR - CIL 19/20		10,434
722	EMR NHCLT		647
<u>439,592</u>			<u>482,327</u>

**NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st July 2020**

The transfers to EMRs agreed in the 2020/21 budget have not yet been undertaken. It will be recommended that they are reviewed in light of the Covid-19 outbreak and loss of income from hall hire.

		EXPENDITURE	INCOME			EXPENDITURE	INCOME			EXPENDITURE	INCOME		NOTE	
		ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE		
		31.03.18	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.07.2020	31.07.2020	31.07.2020		
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056		135493	178582	273145	
	EARMARKED RESERVES													
320/0	REVENUE - VAT Contingency	7955			7955				7955				7955	
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568		280		117288	3
322/0	ELECTION	19950			19950				19950				19950	
323/0	TREE MANAGEMENT WORK	0				6000	1750		4250				4250	
327/0	ROFFEY YOUTH CLUB	5621			5621				5621				5621	1
328/0	PLANNING	8035			8035				8035				8035	
331/0	RMH BOILER	10000			10000				10000				10000	
335/0	CAPITAL RECEIPT	25000			25000				25000				25000	2
337/0	CLT Working Party	0				944	222		722		75		647	
336/0	CIL - 19/20	0				11053	619		10434				10434	4
		322960	471993	541195	392162	0	508713	556142	439591	0	135848	178582	482325	

1 Roffey Youth Club - money left from when the Youth Club Committee folded.

AGREED with FD

2 Capital Receipt - money from the sale of land.

3 R & R - for ongoing repairs agreed by the Property Committee

4 CIL - 19/20 - CIL money received in 2019/2020

LLOYds Bank Accounts

List of Payments made between 01/08/2020 and 31/08/2020

Preliminary

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2020	Scottish Water Business Stream	DD	31.64		Water 29.04 2020-17.07 2020
01/08/2020	Horsham District Council	Dd	168.30		Purchase Ledger Payment
01/08/2020	CF Corporate Finance Ltd	DD	206.94		Photocopier
01/08/2020	Horsham Publications Ltd	Db	72.60		newsletter
06/08/2020	Victim Support	BACS	500.00		Grant award
07/08/2020	Extinguere Ltd	0429072020	127.50		Annual fire equipment service
07/08/2020	SOS Systems	Db	84.50		Printing
10/08/2020	G Collier	0229072020	336.00		Dismantle dangerous bridge
10/08/2020	D Lees	BACS	7.68		reimburse postage therm calibr
10/08/2020	Lloyds Bank	BACS	23.90		Covid-19 requirements
10/08/2020	Lloyds Credit card	BACS	21.22		Cleaning supplies
10/08/2020	Lloyds credit card	BACS	26.70		Cleaning supplies
10/08/2020	Lloyds credit card	BACS	30.58		Storage boxes
10/08/2020	Lloyds credit card	BACS	20.97		Barrier
10/08/2020	Lloyds credit card	BACS	31.18		Safety tape
10/08/2020	Lloyds Credit card	BACS	10.99		Batteries
10/08/2020	BEL Signs	010082020b	333.60		Playground signs (Covid-19)
10/08/2020	Kiddivouchers	0310082020	256.11		Childcare vouchers
10/08/2020	D. Lees	0410082020	45.48		Purchase Ledger Payment
10/08/2020	National Association of Local	0610082020	17.00		LCR Subscription
10/08/2020	N. Simmonds,	0810082020	205.00		Emergency light tests
10/08/2020	D Lees	BACS	-7.68		Postage
13/08/2020	Grasstex Ltd	0110082020	2,053.56		Grass cutting
14/08/2020	West Sussex County Council	0629072020	25,695.98		Salaries and Cllr allowance Jul
14/08/2020	G Collier	0210082020	6,264.00		Boardwalk Repairs EM (H&S)
18/08/2020	SSP Specialised Sports Product	0910082020	498.00		Maintenance Service MUGA
20/08/2020	Horsham District Council	Dd	64.00		Refuse collection
20/08/2020	Horsham District Council	dd	127.20		refuse collection
21/08/2020	Essential Hygiene & Catering S	0329072020	457.20		Sanitising materials
21/08/2020	NETCOM	0710082020	191.72		IT Support
24/08/2020	British Gas Business	D D	87.07		discount for renewed contract
25/08/2020	British Gas Business	D d	47.44		Gas 23.06.2020-31.07.2020
25/08/2020	British Gas Business	BGT	12.84		Gas 23.06 2020 - 31.07.2020
27/08/2020	Horsham District Council	210082020	1,706.18		Burial charge

Total Payments	39,755.40
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LLoyds Bank Accounts

List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2020	Horsham District Council	Did	441.90		Rates HTB
01/07/2020	Horsham District Council	Dird	168.30		Dog bin emptying July 2020
01/07/2020	Horsham Publications Ltd	Drd	72.60		Newspage in HP
03/07/2020	British Gas Business	Dd	77.08		Electricity 14.5.20 - 13.6.2020
08/07/2020	SOS Systems	DDb	46.09		Printing
10/07/2020	Lloyds Bank	BACS	86.48		Credit card
10/07/2020	Horsham Association of Local C	110072020	15.00		Subscription
10/07/2020	Horsham District Council	210072020	159.00		Refuse collection
10/07/2020	Incor Group Management Ltd	310072020	273.00		Window cleaning
10/07/2020	Kiddivouchers	410072020	256.11		Childcare vouchers
10/07/2020	D. Lees	510072020	27.00		Expenses
10/07/2020	NETCOM	710072020	190.74		IT support
10/07/2020	Playsafety Ltd.,	810072020	516.60		RoSPA annual inspection
10/07/2020	N. Simmonds,	910072020	165.00		Emergency light test & key hol
10/07/2020	Society of Local Council Clerk	1010072020	483.00		Subscription
13/07/2020	British Gas Business	DD	218.45		Gas 16.05.2020-22.06.2020
13/07/2020	British Gas Business	Dd	48.25		Gas 16.05.2020-22.06.2020
17/07/2020	British Gas Business	Did	221.13		Elec 01.06.2020-30.06.2020
17/07/2020	Horsham District Council	Dd	159.00		Emptying dog bins August 2020
20/07/2020	Essential Hygiene & Catering S	120072020	106.02		Litter pickers
20/07/2020	Horsham District Council	0220072020	152.00		Jet wash and clean playgrounds
20/07/2020	Pitney Bowes Finance Ltd.	0320072020	10.56		Postage
20/07/2020	SSALC Ltd	0420072020	36.00		Finance Training Cllr J Gough
20/07/2020	T C Maintenance	0520072020	895.00		Maintenance
22/07/2020	EDF Energy Ltd	Db	82.27		Streetlighting -electricity
22/07/2020	British Gas Business	Dib	144.51		Elec 01.06.2020-30.06.2020
28/07/2020	Scottish Water Business Stream	DD	146.82		Water 27.04.2020-13.07.2020
29/07/2020	Scottish Water Business Stream	0129072020	217.42		6.05.2020-14.07.2020
30/07/2020	Victim Support	BACS	500.00		Grant award
31/07/2020	British Gas Business	Db	62.54		Elec 14.06.2020-13.07.2020

Total Payments	5,977.87
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LLoyds Bank Accounts

List of Payments made between 01/06/2020 and 30/06/2020 *Final*

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2020	Horsham District Council	DD	168.30		Dog bin emptying June 2020
01/06/2020	Horsham Publications Ltd	DD	72.60		News article
02/06/2020	City Electrical Factors Ltd	102062020	124.78		Electrical supplies
03/06/2020	British Gas Business	DD	178.24		Elec 8.4.20-13.5.2020
04/06/2020	Essential Hygiene & Catering S	202062020	125.69		Cleaning supplies
04/06/2020	NETCOM	302062020	190.74		IT Support May 2020
04/06/2020	N. Simmonds,	402062020	165.00		Emergency light test
04/06/2020	Scottish Water Business Stream	103062020	266.80		Water
04/06/2020	British Gas Business	dd	52.43		Gas 18.4.2020-15.5.2020
04/06/2020	British Gas Business	Dd	293.42		Gas 18.04.2020-15.05.2020
04/06/2020	British Gas Business	Db	436.70		Gas 24.3.20-15.5.2020
10/06/2020	Grasstex Ltd	0110062020	1,942.08		Grass cutting May 2020
10/06/2020	Kiddivouchers	210062020	256.11		Childcare Vouchers
10/06/2020	West Sussex County Council	0310062020	23,472.53		Salaries May 2020
11/06/2020	D. Lees	111062020	38.70		Expenses May 2020
17/06/2020	Scottish Water Business Stream	Dd	152.11		Water 10.02.2020-01.06.2020
18/06/2020	Horsham District Council	Db	95.40		refuse collection
18/06/2020	Horsham District Council	db	95.40		Refuse collection
19/06/2020	T C Maintenance	119062020	1,170.00		Grounds maintenance
22/06/2020	British Gas Business	dD	57.54		Gas 16.5.20-31.5.2020
22/06/2020	EDF Energy Ltd	DD	82.71		Street lighting electricity
22/06/2020	British Gas Business	DD	57.54		Gas 16.5.20-31.5.2020
22/06/2020	EDF Energy Ltd	Db	82.71		Street lighting electricity
23/06/2020	British Gas Business	Dd	242.49		Electricity 1.5.20 -31.5.2020
23/06/2020	British Gas Business	dd	109.89		Electricity 1.5.20-31.5.2020
23/06/2020	British Gas Business	Dd	109.89		Electricity 1.5.2020-31.5.2020
23/06/2020	British Gas Business	dd	242.49		Electricity 1.5.2020-31.5.2020
30/06/2020	Horsham District Council	DD	-95.40		error
30/06/2020	British Gas Business	DD	-242.49		correct error
30/06/2020	British Gas Business	Dd	-57.54		correct error
30/06/2020	British Gas Business	dd	-109.89		correct error
30/06/2020	EDF Energy Ltd	Db	-82.71		correct error
30/06/2020	BT Payment Services Ltd	130602020	700.00		Telephone charges
30/06/2020	City Electrical Factors Ltd	230062020	28.20		Electrical supplies
30/06/2020	Essential Hygiene & Catering S	330062020	253.20		Cleaning supplies
30/06/2020	N. Simmonds,	430062020	464.00		Electrical repair
30/06/2020	West Sussex County Council	530062020	24,026.48		Salaries June 2020

Total Payments	<u>55,166.14</u>
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APPENDIX 2



North Horsham Parish Council

DATA BREACH NOTIFICATION POLICY

1. Scope

- 1.1 This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.
- 1.2 The GDPR draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

2. Responsibility

- 2.1 All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of North Horsham Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

3. Procedure - Breach Notification Data Processor to Data Controller

- 3.1 North Horsham Parish Council shall report any personal data breach to the data controller (Clerk) without undue delay. They will pass details to the Data Protection Officer. (GDPR-Info Ltd). Notification can be made by [email, phone call, etc.].
- 3.2 GDPR-*info* Ltd registers their contact with the data controller in the Internal Breach Register. Confirmation of receipt of this information is made by email.

4. Procedure – Breach Notification Data Controller to Supervisory Authority

- 4.1 GDPR-Info Ltd shall notify the supervisory authority [ICO] without undue delay, of a personal data breach.
- 4.2 GDPR-Info Ltd assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.3 If a risk to the aforementioned is likely, GDPR-Info Ltd shall report any personal data breach to the supervisory authority without undue delay, and where feasible not later than 72 hours. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.
- 4.4 The data controller (Clerk) shall provide the following information to the supervisory authority on a Breach Notification Form:
 - A description of the nature of the breach
 - The categories of personal data affected
 - Approximate number of data subjects affected
 - Approximate number of personal data records affected

- Name and contact details of GDPR-*info* Ltd.
 - Likely consequences of the breach.
 - Any measures that have been or will be taken to address the breach, including mitigation.
 - The information relating to the data breach, which may be provided in phases.
- 4.5 GDPR-*info* Ltd notifies their contact within the supervisory authority, which is recorded in the Internal Breach Register. Notification is made by [email, phone call, etc.] Confirmation of receipt of this information is made by email.

5. Procedure – Breach Notification Data Controller to Data Subject

- 5.1 Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject North Horsham Parish Council shall notify the affected data subjects without undue delay, [using the approved form/in accordance with GDPR-*info* Ltd.'s recommendations].
- 5.2 The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified in 4.4 above.
- 5.3 Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.
- 5.4 The controller has taken subsequent measure to ensure that the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5 It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.
- 5.6 The supervisory authority may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

6. Monitoring and Review of the Policy

- 6.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice and for seeking approval from full Council.



North Horsham Parish Council Breach Notification Form

Council Name:	North Horsham Parish Council
Name of Data Protection Officer:	GDPR-info Ltd

Reference Number of Incident	
Date Incident Detected	Click here to enter a date.
Date Incident Occurred	Click here to enter a date.
Name of Incident Owner	
Details of Incident	
Personal/Sensitive Data?	Choose an item.
Manual/ Automated Data?	Choose an item.
Encrypted Data?	<input type="checkbox"/>
Volume of Data	
Supervisory Authority Notified?	<input type="checkbox"/>
Supervisory Authority Notification Date	Click here to enter a date.
Supervisory Authority Notification Reference #	
Extra Information	



GDPR-info

For further information Please contact us at [GDPR-info](https://www.gdpr-info.com)



NORTH HORSHAM PARISH COUNCIL

Policy for the Handling of DBS Certificate Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, North Horsham Parish Council complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy.

We will also ensure that any body or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Policy Review

This policy will be reviewed by the Clerk and put before the Council every two years subject to changes in legislation.

July 2020



North Horsham Parish Council

DOCUMENTS AND RECORDS RETENTION POLICY

1. Introduction

- 1.1 The Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and proceedings.
- 1.2 In agreeing a document retention scheme, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employment Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000, the Lord Chancellor's Code of Practice on the Management of Records Code 2002, Environmental Information Regulations 2004 and the General Data Protection Regulation and the Data Protection Act 2018.
- 1.3 This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and that it will be updated on a regular basis.
- 1.4 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and objectives

- 2.1 It is recognised that up to date, reliable and accurate information is vital to support the work that the Council do and the services that it provides to residents. This document will help the Council to:-
 - Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
 - Comply with legal and regulatory requirements.
 - Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties or if searching for information requested under the Freedom of Information Act.
 - Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3. Scope

- 3.1 For the purpose of this Policy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4. Standards

4.1 The Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
- Personal information will be retained in locked filing cabinets within the Clerk's Office and/or the Deputy Clerk's office, access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Clerk's Office.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office.

5. Breach of Policy and Standards

5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

6. Roles and Responsibilities

6.1 The Clerk has overall responsibility for the policy.

6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

6.3 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

6.4 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste').

7. Confidential Waste

7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.

7.3 Examples of what constitutes confidential waste:

- Exempt information contained within committee reports.
- Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example completed application forms and letters.
- Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt.

8. Disposal of Documentation

8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

9. Retention

9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.

9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.

9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to

whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'.

10. Storage and Access

10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or the Deputy Clerk.

11. Handling

11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

11.2 Personal information will only be available to those who are authorised officers.

11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

12. Usage

12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

12.2 Where Disclosure information is shared with anyone other than the Clerk, the Deputy Clerk and the direct Manager the employee must be given a reason why this information is being shared.

13. Reviewing and Monitoring the Policy

13.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

APPENDIX A

Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document contact the Parish Clerk or Deputy Clerk for clarification.

Document Retention Period

Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Bank paying in books and cheque stubs	6 years
Invoices Capital and Revenue	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes attached to invoice	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal records	6 years
Ledger / Trial Balance	10 years
Year end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement and Instructions to banks	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years
Cheques presented / drawn on the Council bank accounts	3 years
Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely

Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	6 years
Overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of contract
Final accounts of contracts executed under seal	12 years from completion of contract
All Other reconciliations	3 years
Quotations and tenders	6 years
Paid invoices	6 years
Investments	Indefinitely

Personnel

Unsuccessful application forms	1 month
Unsuccessful reference requests	1 month
Successful applications forms and CVs	For duration of employment + 1 year
References received	For duration of employment + 1 year
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 6 years
Annual leave records	For duration of employment + 1 year
Unpaid leave/special leave	For duration of employment + 1 year
Annual appraisal/assessment records	Current year and previous 2 years
DBS Checks	In line with policy.
Personnel files and training records	2 years after employment ceases
Disciplinary or grievance investigations – proved.	In line with policy.
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc	6 years

Timesheets	1 year
Members Allowances register	6 years
Members file of records	For duration of office
Member's Declarations of Interest	For duration of office.
List of serving Members	Indefinitely

Corporate

Minutes and reports of Council Meetings	Indefinitely
Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Rough notes taken at meetings	Until the minutes/ notes have been approved.
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Insurance policies	Whilst valid
Certificates for insurance against liability for employees	40 years
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Published performance reports	Indefinitely
Published Equalities data	Indefinitely
Published questionnaire data	Indefinitely
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Hall health & safety statements	2 Years
Hall bookings forms	6 years
Paper planning applications	6 months
CCTV footage	30 days then overwritten
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Electronic booking information Is held in the system indefinitely due to the need to gather statistical information	
Premises License applications	Indefinitely

Health & Safety

Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years



North Horsham Parish Council

INVESTMENT POLICY

1. INTRODUCTION

1.1. This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of North Horsham Parish Council. The policy works with the Council's Financial Regulations.

1.2 The Local Government Act 2003 Section 12 provides the power to invest:

- a) for any purpose relevant to its function under any enactment or
- b) for the purpose of the prudent management of its financial affairs.

Section 15 (1) of the Act requires a local authority to have regard:

- a) to such guidance as the Secretary of State may issue, and
- b) to such other guidance as the Secretary of State may by regulations specify for the purposes of this provision.

1.3 The Council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

2.1 The Council's priorities are, in the following ranking order:

- i) The security of capital to minimize the risk of losses.
- ii) The liquidity of investments to meet the cash flow needs of the Council.
- iii) Maximising income within the framework of the national economic situation.

2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

2.3 The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

2.4 The Council will monitor the risk or loss on investments. Credit ratings will be used as appropriate.

2.5 Investments will be spread over different providers where appropriate to minimise risk.

3. INVESTMENTS

Definition of an investment

- 3.1 The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit.

Investment objectives

- 3.2 This Investment Policy has the following objectives in priority order:
- Security – protecting the capital sum invested from loss.
 - Liquidity- ensuring the funds invested are available for expenditure when needed.
 - Yield – income return in the investment.

Specified Investments

- 3.3 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a Local Authority or a Town and Parish Council will automatically be Specified Investments.
- 3.4 The Council, for prudent management of its treasury balances may use – Treasury Deposits with UK clearing banks – Local Authorities or other Public Authorities approved public sector investment funds.
- 3.5 The choice of institution and length of deposit will be at the approval of the Finance and Administration Committee and reported to full Council.
- 3.6 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Non Specified Investments

- 3.7 A non-specified investment is non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally be a physical asset that can be realised to recoup the capital invested.
- 3.8 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

Liquidity of Investments

- 3.9 The Council, in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 3.10 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

Long term Investments

3.11 Long term Investments are those over a period of 12 months.

4. POLICY REVIEW

4.1 The policy will be reviewed by the Finance and Administration Committee and recommendations made accordingly to the Council. The Council reserves the right to make variations to the Policy at any time, subject to the approval of the full Council.

4.2 The next review date is July 2022

July 2020



North Horsham Parish Council

CORPORATE BRANDING POLICY

POLICY STATEMENT

The aim of the Corporate Branding Policy is to create a unique and easily recognised identity for North Horsham Parish Council which sets a consistent and professional standard.

1. USE OF COUNCIL LOGO AND NAME

- 1.1. The size of the Parish Council logo is to be appropriate to the situation in which it is being used, however, it should be of sufficient size to give clear definition to the detail, i.e. the words 'Roffey' and 'Holbrook' should be easy to read.
- 1.2. The overall proportions of the logo should be retained without distortion regardless of size.
- 1.3. The logo and the name 'North Horsham Parish Council' can be used independently, although it is preferable for them to be used together in one or other of the following layouts –

North Horsham Parish Council

or

North Horsham
Parish Council

- 1.4. The lettering should be printed in blue where possible.
- 1.5. The logo must be placed to the left of the lettering if used, and, where possible, the logo and Council name should be of the same relative size.
- 1.6. The logo and Parish Council name should be as widely used as possible, for example on letterheads, compliment slips, newsletters, external signage, identity badges, website, etc.

2. DOCUMENT FONTS AND SIZE

- 2.1. The Council's preferred font is Arial
- 2.2. The preferred font size is 12 but may be changed for practical purposes e.g. on a spreadsheet

3. PRINTED DOCUMENTS

- 3.1. Documents are generally printed in black

- 3.2. The Earles Meadow tree will be used when an image is required for a cover page as follows:- the image will be placed centrally on the page, the Parish Council name will be placed above the image with the logo to the left; and the document name under the central image
- 3.3. If accronyms and abbreviations are used in council documents they must be used in full in the first instance with the abbreviation or acronym in brackets after. E.g. Horsham District Council (HDC) in the first instance and then HDC thereafter.

The use of NHPC as an abbreviation for North Horsham Parish Council should be avoided wherever possible

4. CORPORATE COLOURS

- 4.1. The Parish Council's corporate colours for exterior use are –
RAL 5013 – Cobalt Blue – for notice boards etc.
RAL 6032 – Signal Green – bus shelters etc.

5. REVIEW

- 5.1 The Corporate Branding Policy was first approved by council in May 2012.
- 5.2 The policy will be reviewed in July 2022.

July 2020



NORTH HORSHAM PARISH COUNCIL

GENERAL PRIVACY NOTICE

1. Your Personal Data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

2. Who are we?

This Privacy Notice is provided to you by North Horsham Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

The Parish Council may need to share your personal data it holds with them so that they can carry out their responsibilities to the council. If the Parish Council and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which means there is a collective responsibility to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is

set out in this Privacy Notice

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How sensitive personal data is used

The Parish Council may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have

already made the information public.

Is consent needed to process your sensitive personal data?

In limited circumstances, the Parish Council may approach you for your written consent to allow certain sensitive personal data to be processed. In that event full details of the personal data that we would like and the reason we need it would be provided, so that you can carefully consider whether you wish to consent.

The Council will comply with Data Protection law. This says that the personal data that is held about you must be:-

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

Your personal data is used for some or all of the following purposes.

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from

time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;

- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of hall rental facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to use that.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long does the Parish Council keep your personal data?

The Parish Council will keep some records permanently if legally required to do so. Other records may be kept for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. There may be legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). Some personal data will be retained for this purpose as long as it is necessary to be able to defend or pursue a claim. In general, data will be kept for as long as it is needed. This means that it will be deleted when it is no longer needed.

Your rights and your personal data.

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to access personal data held by the Parish Council

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will

respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

The right to correct and update the personal data held by the Parish Council

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

The right to object to the processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by visiting this website <https://gdpr-info.com/data-protection-contact-form/> or email.

The right to lodge a complaint with the Information Commissioner's Office

You can contact the Information Commissioners Office on 0303 123 1113 or via

email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If the Parish Council wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Policy Review

We keep this Privacy Notice under regular review and we will place any updates on this web page www.northhorsham-pc.gov.uk

The next formal review for the policy is July 2022.

Contact details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The North Horsham Parish Council Data Protection Officer: GDPR-Info Ltd
Email: dpo@gdpr-info.com



NORTH HORSHAM PARISH COUNCIL

TERMS AND CONDITIONS OF SERVICE

1. GENERAL INFORMATION

- 1.1. The conditions of employment of all members of staff during their employment with North Horsham Parish Council are set out in individuals' Statement of Employment Particulars.
- 1.2. These conditions of employment will be as generally set out by the National Joint Council for Local Government Services in the "National Agreement on Pay & Conditions of Service – 'the Green Book' as may be amended from time to time.
- 1.3. A copy of the National Joint Council's "Green Book" is available to view by request to the Parish Clerk
- 1.4. The conditions set out in individual Statements of Particulars is supplemented by the Staff Handbook, which contains –
 - The General Information and Workplace Rules and Guidelines.
 - The Policies in relation to staff as approved by the Parish Council.

2. REVIEW

- 2.1 The Terms and Conditions of Service statement will be reviewed every two years, or sooner if there is a change of legislation.

July 2020.



NORTH HORSHAM PARISH COUNCIL

ABSENCE MANAGEMENT POLICY

POLICY STATEMENT

The contribution made to North Horsham Parish Council, by every member of staff, is highly valued and the Council is committed to working with staff to manage health, work and wellbeing to promote good attendance. "Work can have a positive impact on our health and wellbeing". The Advisory, Conciliation and Arbitration Service (ACAS).

KEY PRINCIPLES

North Horsham Parish Council's Absence Management Policy is based on the following principles –

- Providing pay, subject to contractual terms and conditions, to members of staff who are unable to attend work due to sickness.
- Sharing responsibility with members of staff to ensure regular and punctual attendance at work.
- Supporting members of staff who have genuine reasons for absence, including –
 - Special Leave for necessary absences not caused by sickness.
 - A flexible **managed** approach to the taking of annual leave.
 - Programmed return to work in cases of long term sickness absence.
 - The use of qualified Occupational Health Advisors, where appropriate to –
 - Help to identify the member of staff's illness
 - Advise on the best way to improve the member of staff's health and well-being.
- To work with all members of staff in the implementation of this Policy.
- To manage absence and sickness to support the Council in providing a high quality service to members of the public.

WHO DOES THE POLICY APPLY TO?

This Policy applies to all employees of North Horsham Parish Council.

WHAT DOES THE POLICY DEAL WITH?

1. UNAUTHORISED ABSENCE AND LATENESS

2. ABSENCE BY REASON OF SICKNESS

- 2.1. Reporting sickness absence
- 2.2. After seven days continuous sickness absence
- 2.3. Continued sickness absence
- 2.4. Sickness during Annual Leave
- 2.5. Returning to Work
- 2.6. Frequent or intermittent sickness absence
- 2.7. Monitoring sickness absence
- 2.8. Occupational Sick Pay
- 2.9. Conduct during sickness absence
- 2.10. False Declarations in respect of Sickness Absence
- 2.11. Medical Appointments

3. ANNUAL LEAVE

- 3.1 Annual Leave Entitlement
- 3.2 Applying for Annual Leave
- 3.3 Unused Annual Leave
- 3.4 Sickness during Annual Leave
- 3.5 Annual Leave Records

4. TIME OFF IN LIEU

- 4.1. Entitlement to Time off in Lieu
- 4.2. Calculating Time off in Lieu
- 4.3. Using Time off in Lieu
- 4.4. Applying for Time off in Lieu
- 4.5. Time off in Lieu Records

5. OTHER ABSENCE

- 5.1 Dependant Leave
- 5.2 Compassionate Leave
- 5.3 Public Duty
- 5.4 Volunteer Reservists
- 5.5 Jury Service
- 5.6 Adverse Weather Conditions
- 5.7 Records for other absences
- 5.8 Maternity/paternity/adoption/parental leave

6. REVIEW OF POLICY

1. UNAUTHORISED ABSENCE AND LATENESS

- 1.1 Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with their line manager.
- 1.2 Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.
- 1.3 There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be expected to make up any time lost at work to lateness. Persistent lateness may result in disciplinary action being taken.

2. ABSENCE BY REASON OF SICKNESS

2.1 Reporting sickness absence

- 2.1.1. If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. The employee must inform the Deputy Clerk (caretaking/cleaning staff) or the Parish Clerk (administration staff) within one hour of the member of staff's normal start time or by 10am whichever is the later to maintain service levels. If at all possible, a report should be made earlier than this. Only in exceptional circumstances will the council accept notification of absence from a third party.
- 2.1.2. If the Deputy Clerk or the Parish Clerk is not available, the member of staff must leave a message with the Parish Office and ensure that this includes a contact telephone number (if one is available), an appropriate explanation of the illness and some indication of the date when the member of staff is likely to return to work.
- 2.1.3. Regular contact must be maintained with the line manager during a period of absence. For guidance, the Deputy Clerk or the Parish Clerk should be telephoned again on the third day of any absence, informed of progress and likely return date.

2.2. After seven days continuous sickness absence

2.2.1. The member of staff must obtain a Doctor's Certificate dated from the 8th day of sickness. The **original** Certificate must be sent to the Parish Clerk or brought into the Parish Office.

2.2.2. Failure to submit a Certificate **could** result in loss of pay.

2.2.3. Certificates must be sent to the Parish Clerk or brought into the Parish Office, within two days of the date of issue.

2.3. Continued sickness absence

2.3.1. If the sickness absence continues beyond the period stated in the member of staff's Medical Certificate, further Certificates must be obtained promptly by the member of staff, to cover their absence until they are fit to return to work.

2.3.2. In the event of a member of staff being absent through sickness for either –

- a period of four weeks
- or as soon as the Parish Council considers that the sickness absence may be prolonged
- or that the sickness may have been caused by or exacerbated by the employee's work

North Horsham Parish Council reserves the right to require the member of staff to undergo an independent medical examination.

2.3.3. The cost of such an examination will be met by North Horsham Parish Council.

2.3.4. The medical report arising from such an examination will be fully disclosed to North Horsham Parish Council. Any medical information received by the council will be treated as strictly confidential.

2.3.5. Members of staff's statutory rights under the Access to Medical Records Act 1988 and any other relevant legislation are unaffected by this section of the Policy.

2.4. Sickness absence during Annual Leave

2.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

2.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave, elsewhere in this Policy.

2.5. Returning to work

2.5.1. If the Medical Certificate does not state the exact date on which the member of staff should return to work, a "Fit to Return to Work" Certificate must be obtained from the doctor before the member of staff resumes their duties. This is a requirement of the Statutory Sick Pay provisions.

2.5.2 Absences not covered by a Doctor's Certificate must use the Council's 'Self Certification' form, as outlined in the Employment Rights Act 1996, obtainable from the Parish Clerk.

2.5.3 The Council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long term sickness. An employee returning to work following a period of long term sickness will be supported on their return to work, and the following options may be considered:-

- Phased return to work.
- Change of role or working pattern.
- Provision of specialist equipment.

2.5.4 Where an employee has returned from any period of sickness, a return to work interview will be conducted by their line manager.

2.6. Frequent or intermittent sickness absence

2.6.1. The Parish Clerk may discuss any sickness absence with the member of staff, but always in the particular instances of –

- Three or more absences in a three month period.
- Frequent or intermittent absences amounting to 8 days in a rolling year.
- Patterns which give rise for concern e.g. absences at weekends, days prior to and after weekends or days adjacent to Bank Holidays.

2.7. Monitoring sickness absence

2.7.1. Records will be kept, in accordance with the terms of General Data Protection Regulation (2018) and other relevant legislation, to enable the monitoring of employees' absences by reason of sickness.

2.8. Occupational Sick Pay

2.8.1. North Horsham Parish Council's Occupational Sick Pay scheme is payable as shown in the table below -

Length of service	Full Pay for	Half Pay for
During first year	1 Month	
After completion of 4 months service		2 Months
During 2nd year	2 Months	2 Months
During 3 rd year	4 Months	4 Months
During 4 th and 5 th years	5 months	5months
After 5 years service	6 months	6 months

2.8.2. The Council **may** withdraw the scheme for any absence (or repeated absence) if it is related to -

- Misconduct.
- An injury incurred whilst working for someone else or self-employment.
- An injury incurred whilst taking part in professional or dangerous sport.

2.8.3. Each individual case will be determined on its merits.

2.8.4. If the member of staff's sickness absence is due to an accident and there will be a claim for damages from a third party, e.g. following a car accident, the member of staff must inform the Parish Clerk.

2.8.5. The claim should include loss of pay which, if successful, must be reimbursed to the Parish Council.

2.8.6. North Horsham Parish Council reserves the right to withhold occupational sick pay if there is evidence which casts doubt on the validity of a sickness claim.

2.9. Conduct during sickness absence

2.9.1. In all cases of sickness or injury, which necessitate taking time off work, it is expected that the member of staff will do everything they can to facilitate a speedy return to fitness and to work.

2.9.2. The Parish Council would not expect any member of staff who is absent from work or on a phased return to work, due to sickness or injury to –

- Participate in any sports, hobbies, social activities or unpaid work inconsistent with their stated illness or injury; and which could aggravate the illness or injury or which could delay recovery.
- Undertake any paid or unpaid employment or voluntary work whilst absent from the Parish Council's employment on sick leave.

2.9.3. A breach of these expectations may be dealt with under North Horsham Parish Council's Disciplinary Code.

2.10. False Declarations in respect of sickness absence

2.10.1. The submission of a fraudulent sickness claim will be considered to be a very serious disciplinary matter, which may result in dismissal.

2.11. Medical Appointments

2.11.1. Employees are expected to arrange medical appointments out of normal working hours wherever possible. The council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments are either the start or the end of the day wherever possible to minimise the disruption to the work of the council. Your line manager should be informed as soon as a medical appointment in working hours is made.

2.11.2. In the case of hospital appointments or procedures taking the whole day, the member of staff should inform their line manager as soon as possible. In patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures in this policy.

2.11.3. In the case of a genuine emergency, the member of staff must contact the Deputy Clerk or Parish Clerk as soon as possible.

2.11.4. Frequent absence for emergency treatment may be dealt with by the Parish Council's Disciplinary Procedures.

- 2.11.5. Necessary paid time off will be granted for the purposes of health screening.

3. ANNUAL LEAVE

3.1 Annual Leave Entitlement

- 3.1.1. Details of the leave entitlement for each individual member of staff are contained in the individual's Contract of Employment.
- 3.1.2. The current Annual Leave entitlement for full-time members of staff is twenty one days, rising to twenty five days, after five years of continuous service.
- 3.1.3. For those members of staff working an alternative working pattern, there is an equivalent leave calculation, which is made available to each member of staff.
- 3.1.4. Half-day Annual Leave is usually either 9am to 12.45pm or 1.15pm to 5pm.

3.2. Applying for Annual Leave

- 3.2.1. Applications for Annual Leave should be submitted to the Deputy Clerk or Parish Clerk, on the dedicated form, for endorsement, before final approval by the Parish Clerk.
- 3.2.2. Cover for caretaker holidays will be arranged by the Deputy Clerk/ Facilities Officer.

3.3 Unused Annual Leave

- 3.3.1. North Horsham Parish Council encourages and expects members of staff to take their full annual leave entitlement during the current leave year which runs from April to March.
- 3.3.2. The Parish Clerk may authorise, in exceptional circumstances only, that untaken annual leave may be carried forward to the next leave year. This discretion will be limited to one week (part time hours *pro rata*) only.
- 3.3.3. Unused Annual Leave will not be paid unless –

- the member of staff leaves the employment of North Horsham Parish Council, when the amount of Annual Leave owing will be calculated pro rata to the date of leaving.
- there are exceptional circumstances preventing the member of staff from taking their Annual Leave entitlement. In such cases, approval can only be given by the Personnel Committee.

3.4. Sickness absence during Annual Leave

3.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

3.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave contained in this section of the Policy.

3.5. Annual Leave Records

3.5.1. An Annual Leave record will be kept in respect of each member of staff.

4. TIME OFF IN LIEU

4.1 Entitlement to Time Off In Lieu

4.1.1. North Horsham Parish Council usually pays overtime to caretaking/cleaning members of staff. However, in some circumstances, where mutually agreed, lieu time may be awarded.

4.1.2. Time off in lieu is awarded to administration staff who are not paid overtime, and who act as Clerk to meetings of the Parish Council, its Committees and Working Groups; or attend meetings on behalf of the Parish Council; or any other approved Parish Council function, outside of normal office hours.

4.1.3 Where office staff cover the opening of the halls, lieu time is awarded. If cover is given for a prolonged period, to cover vacant posts or sickness, overtime may be given with the approval of the Personnel Committee.

4.1.4 The council encourages the use of Time Off in Lieu when it offers a way to help manage the council's salary budget, but this must be

balanced with providing sufficient cover for the office and buildings to run smoothly.

4.2. Calculating Time off in Lieu

4.2.1. Where the event is between 5pm and 10pm, the entitlement is calculated at half a day time off in lieu.

4.2.2. Where the event ends after 10pm, the entitlement is one day time off in lieu.

4.2.3 Office staff who cover the opening and closing of buildings will be awarded lieu time to recompense them for working beyond their contracted hours.

4.3. Using Time off in Lieu

4.3.1 North Horsham Parish Council encourages and expects those members of staff who accrue Time off in Lieu to utilise it during the current leave year.

4.3.2. A member of staff will only be permitted in exceptional circumstances to carry forward accrued Time off in Lieu to the following leave year; and will be subject to the approval of the Personnel Committee.

4.4 Applying for Time off in Lieu

4.4.1. Applications for the taking of Time off in Lieu should be submitted to the Parish Clerk, on the dedicated form, for approval.

4.5. Time off in Lieu Records

4.5.1. A Time off in Lieu record will be kept in respect of each member of staff.

5. OTHER LEAVE

5.1 Dependant Leave

5.1.1. In the event of an emergency involving a dependant, a member of staff may request time off at short notice to deal with the situation and to make any necessary longer term arrangements.

5.1.2. A dependant is the husband, wife, child or parent of the member of staff; or partner of family member who lives in the same household as the member of staff.

5.1.3. This will normally be for up to two days but may be extended, in exceptional circumstances, at the discretion of the Parish Clerk.

5.1.4. Such time off will normally be unpaid but the Parish Clerk may allow the time to be taken as Annual Leave or as Time off in Lieu (if accrued).

5.2. **Compassionate Leave**

5.2.1. The Parental Bereavement (Leave and Pay) Act 2018 provides for two weeks' leave for employees following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy. Employees with 26 weeks continuous service will be entitled to paid leave at the statutory rate and other employees will be entitled to unpaid leave.

5.2.2 Other compassionate leave is at the overall discretion of the Parish Clerk. The council recognises that each individual's respective relationships are different, however, in order to achieve consistency, in general compassionate leave will be granted in the following circumstances:-

- the death of a close relative ie spouse, civil partner, sibling, parent.
- the diagnosis of, or final stages of care for, a serious (life threatening) illness affecting a close family relative.
- The employee falling victim to a serious crime.
- Fire/flood/ burglary at the employee's home.
- Road traffic collisions or other distressing accidents/ incidents involving the employee or a close family member.

5.3. **Public Duty**

5.3.1. Members of staff who hold certain public positions under Section 50 of the Employment Rights Act 1996 (for example Justices of the Peace, Prison Board members, Statutory Tribunal members, School Governors etc.) are entitled to be allowed reasonable time off to perform the duties associated with the post.

5.3.2. Whether such time off will be paid will be at the discretion of the Parish Clerk.

5.3.3. Members of staff who are considering accepting an appointment under the above legislation are strongly advised to discuss the situation with the Parish Clerk, prior to accepting the appointment, to determine whether a reasonable amount of time off can be allocated.

5.3.4. Similarly, members of staff who may be considering joining the Special Constabulary are strongly urged to discuss the situation with the Parish Clerk before doing so.

5.4. Volunteer Reservists

5.4.1. Those members of staff who are Volunteer Reservists have special employment protection under The Reserve Forces (Safeguard of Employment) Act 1985, in the event that they are mobilised for operational duties with the Regular Forces.

5.4.2. The Parish Council, as an employer, is also afforded protection under the Reserve Forces Act 1996.

5.4.3. Members of staff who are either a Volunteer Reservist or considering becoming one are strongly urged to discuss the situation with the Parish Clerk.

5.5 Jury Service

5.5.1. If a member of staff is called for Jury Service, the Parish Clerk must be informed immediately.

5.5.2. Jury Service normally lasts for 10 days, although some trials may take longer. Jurors are usually warned in advance if this is likely to happen and members of staff should consult with the Parish Clerk if this is likely to be the case and before volunteering to sit on a lengthy trial.

5.5.3. Members of staff who are called for Jury Service should give a copy of the Confirmation of Jury Service letter received from the Court to the Parish Clerk as soon as practicable after receipt.

5.5.4. Whilst members of staff called for Jury Service will be paid as normal, they will be expected to make the appropriate claim for loss of earnings while on Jury Service.

5.5.5. The member of staff must ask the Court for a Certificate of Loss of Earnings which should be passed to the Parish Clerk for completion.

5.5.6. Whilst there are limits to the amounts that can be claimed, the amount claimed and received from The Court Service by the member of staff will be deducted from the next appropriate monthly salary payment.

5.6. Absence due to adverse weather conditions

5.6.1. The decision as to whether the Parish Council's Community Venues are opened at times of adverse weather conditions will be taken by the Parish Clerk, in liaison with the Deputy Clerk.

5.6.2. Where the decision is made to close the Community Venues those members of staff who are rostered to work on any such days will be paid in full.

5.6.3. Those members of staff who are not rostered to work on those days or who are on other leave will not be entitled to a day off in lieu.

5.6.4. Where the Community Venues remain open and members of staff are unable to attend work due to the adverse weather conditions, the member of staff should make contact with the Deputy Clerk or Parish Clerk as soon as possible, ideally before the working shift is due to begin, so that cover for the shift can be arranged.

5.6.5. Where a member of staff is unable to attend for work due to adverse weather conditions, one of the following options may be considered and approved by the Deputy Clerk or the Parish Clerk –

- to work from home (applicable to the Parish Clerk and Deputy Clerk only).
- to work at an alternative Community Venue (which will be subject to the availability of other members of staff and use of the Venues).
- to make up the time within the next two months, for example when working authorised overtime hours.
- to take the time as Annual Leave.
- to take the time as unpaid leave.

5.6.6. All requests to implement the above will be treated sympathetically and will take into account such factors as the distance to be travelled to and from work, the prevailing weather conditions, the member of staff's usual mode of transport to work and the safety, health and mobility of the member of staff.

5.6.7. Where worsening weather conditions affect a member of staff's journey home approval may be given by the Premises Manager or the Parish Clerk to leave work early, without loss of pay.

5.7. Records of other absence

5.7.1. A record of other absence will be kept in respect of each member of staff.

5.8 Maternity/ paternity/ adoption/ parental leave

5.8.1. The Council recognises an employee's right to maternity/ paternity/ adoption/ parental leave as set out in relevant legislation.

6. REVIEW OF THE POLICY

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Absence Management Policy will be reviewed on a two year basis.

July 2020



North Horsham Parish Council

COMMUNICATIONS POLICIES

The following suite of policies aims to give guidance on all aspects of communication.

1. Policy on the use of the internet, video conferencing, e-mail and IT equipment.
2. Media Policy
3. Social Media Policy.

1. POLICY ON THE USE OF THE INTERNET, VIDEO-CONFERENCING, EMAIL AND IT EQUIPMENT

1. Policy Statement

- 1.1 North Horsham Parish Council is committed to maintaining a safe and proper use of all its IT facilities, including the use of email, video conferencing, the internet and IT equipment for the effective communication and protection of the business of the Parish Council, its staff and Councillors.

2. Key Principles

- 2.1 North Horsham Parish Council's Policy on the use of the internet, video-conferencing, email and IT equipment is based on the following principles –
- 2.2 That use of the Council's email facilities are permitted and used in a safe and lawful manner.
- 2.3 That use of the internet on Council equipment is permitted and used in a safe and lawful manner.
- 2.4 That the use of video conferencing on Council equipment is permitted and used in a safe and lawful manner.
- 2.5 That monitoring of the use of the Council's email systems and the internet may take place within the scope of the General Data Protection Act 2018.
- 2.6 That the Council's IT systems and equipment are protected with a range of IT security measures.
- 2.6 That the potential consequences of breaches to this Policy are clearly identified.

3 Who does the policy apply to?

3.1 The Policy applies to all employees and Councillors of North Horsham Parish Council.

4. Use of E-mail systems

4.1 North Horsham Parish Council's email system is intended to promote effective communications on matters relating to the provision of services and the business of the Parish Council. The email system should, therefore, only be used for that purpose.

4.2 General guidance on the use of E-mail systems.

- The Council's email system should be used responsibly.
- Emails are to be written in accordance with the standards of any other written communication and the content and language used in the email must be consistent with best Council practice.
- Sent emails must not contain obscene, abusive or profane language.
- The email system should not be used for spreading gossip, for personal gain or be in breach of any of the Council's Policies e.g. sexual or racial harassment.
- Confidential information must not be sent externally outside of the Council.
- Emails are disclosable in any legal action against the Council relevant to the issues set out in the email.
- Emails must not include, either in the text or file attachments, sensitive personal data, without appropriate protection, in order to comply with the General Data Protection Regulations 2018.
- Email addresses should be treated, where appropriate, as confidential and care taken that private email addresses are not wrongly circulated.
- Emails sent to groups of people must be relevant to all concerned.
- Should any member of staff receive an email containing abusive or threatening language the Parish Clerk must be informed.
- Email inboxes will be managed by others when individual members of staff are absent from work by using the IT provider to forward e-mails to their line manager or other appropriate member of staff.
- **Staff must refuse to accept emails with attachments sent by members of the public to facilitate using the photocopying service provided by North Horsham Parish Council. The Finance Committee will be invited to consider withdrawing the photocopying service at their meeting on 16th July 2020.**
- E-mails not of significance must be deleted within 12 months.
- Significant e-mails should be deleted as soon as appropriate.

5 Use of the Internet

5.1 The Council's connections to the closed Parish Council Internet are to be used by staff as part of the normal execution of an employee's job responsibilities for the Council's business and provision of services. Connections to the Internet must only be by way of IT equipment authorised for the purpose. Councillors using IT equipment owned by the Council must abide by this policy.

5.2 Any information (including email messages) that has been downloaded from the Internet by whatever means should be checked for computer viruses before being loaded onto

any machine which is connected to the Council's network. This is necessary in order to avoid the Council's information systems being subjected to computer hacking and software viruses.

- 5.3 The wi-fi code for the open Internet connection must only be given to hirers of the Hall, staff and Councillors.

6. Non-permitted use of the internet

- 6.1 The following instances are deemed as unacceptable use or behaviour by employees or Councillors. This list is not exhaustive -
- Allowing any unauthorised users to access the internet using employees log in details; or while an employee is logged on.
 - Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
 - Passing on such material to colleagues or other external persons or distributing and forwarding such material.
 - Using the internet (or email system) to perpetrate any form of fraud; or software, film or music piracy.
 - Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence.
 - Hacking into unauthorised areas within the Council's systems or externally.
 - Introducing any form of malicious software into the Council's network.
 - Gambling.
 - Disclosing of any confidential Council information without express consent.
 - Registering an account on any website being used for personal reasons.
 - Any other areas where the Council reasonably believes may cause them concern.
 - The use of memory sticks from third parties to facilitate using the photocopying service provided by North Horsham Parish Council.

7. Use of video conferencing facilities

- 7.1 North Horsham Parish Council's video conferencing facility is intended to promote effective communications on matters relating to the provision of services and the business of the Parish Council. The facility should, therefore, only be used for that purpose. Guidance to using the video conferencing facility is contained in a separate document "Guidance for on-line meetings".

8. Monitoring and privacy issues.

- 8.1 The General Data Protection Regulations 2018 does not prevent the monitoring of emails and use of the internet by employees and Councillors on the Council's IT equipment. The Council's reasons for such monitoring are as follows –
- To ensure compliance with the Council's Dignity at Work Policies.
 - To check for resources utilisation.
 - To maintain the reputation of the Council.

8.2 The Council, may retrieve the contents of all incoming and outgoing email messages for the purpose of monitoring whether the use of email system is legitimate, to find lost messages and to respond to new incoming messages. Retrieval may also be undertaken to assist in the investigations of wrongful acts or to comply with any legal obligation.

8.3 Monitoring also includes password protected and deleted items.

9. Consequences of breaches of the Policy.

9.1 Serious breaches of the Policy in relation to non-permitted use of the internet and misuse of the Council's email system may be treated as gross misconduct and as such may be the subject of summary dismissal for employees.

9.2 Less serious breaches of the Policy may result in disciplinary proceedings being commenced for employees.

9.3 Breaches of the Policy by Councillors will lead to them not being able to use the equipment and being reported to the Monitoring Officer.

10. Review of the Policy

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy on the use of the internet, video conferencing, email and IT equipment will be reviewed every two years.

July 2020

2. MEDIA POLICY

1. Introduction

- 1.1 North Horsham Parish Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s Clerk or Deputy Clerk.
- 1.2 The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including the use of the internet.
- 1.3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

2 Legal requirements and restrictions

- 2.1 This policy is subject to the Council’s obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the General Data Protection Regulations 2018, other legislation which may apply and the Council’s Standing Orders and Financial Regulations. The Council’s Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council’s publication scheme and on the Parish Council website www.northhorsham-pc.gov.uk.
- 2.2. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s Publication scheme.

3 Meetings

- 3.1. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
- 3.2. Meetings of the Council and its committees include an opportunity for public participation and the media may speak and ask questions. Public participation is regulated by the Council’s Standing Orders.
- 3.3. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or

tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

- 3.4. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
- 3.5. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
- 3.6. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
- 3.7. The Council will resolve on an individual basis whether the public may participate in a working party. Photographing, recording, filming or other reporting of a meeting of a working party is not allowed.

4 Other communications with the media

- 4.1. This policy does not seek to regulate councillors in their private capacity.
- 4.2. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
- 4.3. The Council Clerk, or Deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
- 4.4. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

5 Monitoring and review of this policy

- 5.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

July 2020

4. SOCIAL MEDIA POLICY

1. Policy statement

- 1.1. This policy is intended to help employees of the Council, Councillors and volunteers make appropriate decisions about the use of social media.
- 1.2. This policy outlines the standards which should be observed when using social media, the circumstances in which we will monitor the use of social media and the action which will be taken in respect of breaches of this policy.
- 1.3. This policy forms part of the suite of Communications Policies.

2. The scope of the policy

- 2.1. All employees, members and volunteers are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the council.
- 2.2. Breach of this policy by employees may be dealt with under the Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1. The Council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks.
- 3.3. All employees, members and volunteers should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Clerk or Chairman.
- 3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites

- 4.1. Only an officer nominated by the Clerk is permitted to post material on a social media website or Facebook in the Council's name.
- 4.2. Agreement should be given by the Clerk to post on social media.

5. Rules for use of social media

- 5.1 Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

- 5.2 Do not name an employee, Councillor or volunteer without prior approval. Any employee, member or volunteer who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform their Line Manager, the Clerk or the Chairman.
- 5.3 Never disclose commercially sensitive, personal, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with your Line Manager, the Clerk or Chairman.
- 5.4 Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 5.5 Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.
- 5.6 When making use of any social media platform, you must read and comply with its terms of use.
- 5.7 Be factual, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 5.8 You are personally responsible for content you publish into social media tools.

6. Monitoring use of social media websites

- 6.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
- 6.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against the Council, the employee, member or volunteer.
- 6.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) offensive or obscene material
 - b) a false and defamatory statement about any person or organisation;
 - c) confidential information about the council or anyone else
 - d) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.
- 6.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the

investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.

6.5. If you notice any use of social media by other employees, Councillors or volunteers in breach of this policy please report it to your Line Manager, the Clerk or Chairman.

7. Monitoring and review of this policy

7.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

July 2020



NORTH HORSHAM PARISH COUNCIL GENERAL INFORMATION AND WORKPLACE RULES AND GUIDELINES

INTRODUCTION

The following sections set out general information and the rules of the workplace, which staff members are expected to follow. The workplace rules and guidelines are in place to set out what the Parish Council expects of its employees. If members of staff abuse or do not follow the rules and guidelines, this may lead to Disciplinary proceedings, which could result in dismissal.

1. PERSONNEL RECORDS

- 1.1. Each member of staff has an individual personnel file which is kept under secure conditions in the Parish Clerk's office and an electronic file which is password protected.
- 1.2. Individual personnel files can only be accessed by the Parish Clerk, as having overall responsibility for all members of staff; and the Deputy Clerk as the immediate Line Manager for cleaner/caretaker staff, litter wardens, the Administration Clerk and the Facilities Officer.
- 1.3. Data about members of staff will be collected in compliance with the Parish Council's General Privacy Notice (General Data Protection Regulation 2018).
- 1.4. The Data Controller, under the General Data Protection Regulation 2018, acting on behalf of the Parish Council is the Parish Clerk. The Parish Council has appointed an independent Data Protection Officer.
- 1.5. The type of **Personal Data** held in individual personnel files will include information relating to –
 - Employment application forms
 - Data in relation to payroll processing
 - Home address and telephone number
 - Next of kin or other emergency contact details
 - Current and previous contracts of employment with the Parish Council
 - Current and previous Job Descriptions

- References
- All correspondence relating to the employment
- Absence and Leave
- Time Sheets
- Expenses Claims
- Records relating to any disciplinary or grievance proceedings.

Data will be held and destroyed in accordance with the Parish Council's Document Retention Policy.

- 1.6. Sensitive data** will only be processed in line with the Parish Council's General Privacy Notice. (General Data Protection Regulation).
- 1.7.** The types of sensitive data that may be held may comprise of –
- Medical information which would be used - to ensure compliance with health and safety and occupational health obligations; or when considering any health issues that may affect the member of staff's ability to work;
 - for the administration and management of insurance, pension, sick pay and other similar benefits.
- 1.8.** A member of staff has the right, under the General Data Protection Regulation (2018), to see information held about them, including personnel files, both written and computerised.
- 1.9.** If a member of staff wishes to see their personnel file, application should be made to the Parish Clerk, who will make the necessary arrangements within five working days. If the reason for seeing the personal file is part of a dispute of substantive request made under a Subject Access Request as part of the General Data Protection Regulation (2018), it will be referred to the external Data Protection Officer.
- 1.10.** At the viewing of the file –
- The member of staff will be accompanied by the Parish Clerk.
 - The member of staff must not write on or remove any document from the file.
 - The member of staff may request photocopies of documents in the file.

- 1.11. If the member of staff is unhappy with what is on their file, this should be initially raised with the Parish Clerk. If the issue cannot be resolved, then a grievance should be raised.
- 1.12. If the member of staff considers that the information is wrong and can provide proof to substantiate this, the member of staff has the right, under the General Data Protection Regulation 2018, to have the information amended.
- 1.13. In respect of any medical information or reports covered by the Access to Medical Reports Act 1988, a doctor may not consent to the member of staff seeing all or part of a medical report if they believe that the information might harm the member of staff or other people; or identify another person.

2. TIME SHEETS

- 2.1 All cleaners/caretakers/litter wardens are required to complete time sheets for all hours worked. Time sheets must be handed in, sent or emailed to the Deputy Clerk as soon as possible after completion of a 4-day shift.
- 2.1. All members of staff are required to complete a weekly time sheet for any hours worked as overtime, which should be handed in to the Parish Office, as soon as reasonably practicable after the end of the week or shift worked. Overtime should be approved by your line manager in advance if possible. If additional hours have been worked in an emergency, these must be reported to your line manager as soon as possible.
- 2.2. Time sheets should reflect all the hours worked and should detail the time arriving for work and the time leaving and not an overall figure for the day or shift.
- 2.3. Time sheets are used in the preparation of the monthly payroll process.
- 2.4. Time sheets must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk.
- 2.5. In line with Working Time Regulations 1998 all staff should have a break of 11 hours between shifts except in exceptional circumstances and where the employee consents

3. CLAIMS FOR EXPENSES

- 3.1.** All Members of staff are paid the current HMRC rate of .45p per mile for the use of their own car; and .20p per mile for the use of a bicycle.
- 3.2.** Claims for expenses should be made on the Parish Council's in-house form and should give the reason for the journey.
- 3.3.** Claims cannot be made for the first journey of the day or shift to work and the last journey of the day or shift.
- 3.4.** All individual journeys made during each day must be itemised – not the total figure of journeys per day. Expense claims may be refused for payment if this is not followed.
- 3.5.** Claims for expenses under £10 will generally be paid in cash. Other amounts will be paid by cheque.
- 3.6.** Expenses claim forms must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk

4. CUSTOMER RELATIONS

- 4.1.** The Parish Council, as a local authority, provides a public service not just to users of the Council's community venues but also to the wider public.
- 4.2.** All members of staff should treat customers and visitors to the community venues and other facilities with courtesy and be as helpful as possible
- 4.3.** Members of staff should not offer their own personal views to customers and visitors, in respect of Parish Council business.
- 4.4.** In the event that a query is made of a member of staff which cannot be answered, the person making the enquiry should be referred to the **relevant member of staff at the** Parish Office.
- 4.5.** The Parish Council will not tolerate abusive or violent behaviour towards members of staff from customers or visitors. Any such incidents should be reported immediately to the Parish Clerk. Notices advising this, will be displayed at each of the community venues

5. APPEARANCE AND DRESS CODE

- 5.1. The Parish Council does not operate a Dress Code Policy. However, caretakers are issued with North Horsham Parish Council polo shirts and fleeces to be worn during their working day.
- 5.2. All members of staff should dress appropriately for a public working environment and should not wear items of clothing bearing inappropriate wording, images or logos or that may offend normally accepted standards; and be neat and tidy at all times when at work.
- 5.3. Account will be taken of religious and cultural standards of clothing.

6. CASH HANDLING

- 6.1. Members of staff, other than those administrative staff who work in the Parish Office are not permitted, **under any circumstances**, to accept cash in respect of invoices that have been raised for hire of the community venues or the Multi Courts.
- 6.2. A person wishing to pay in this way, must be referred to the Parish Office, during opening hours **The Finance Committee is considering a recommendation that cash should not be handled by staff members in the future. If that is approved and put forward to the Council for agreement, then 6.2 will be removed and an addition made to 6.1 as follows:- The Parish Council does not accept cash payments.**
- 6.3. This rule is to protect both the member of staff and the customer from any allegations of mis-appropriation.
- 6.4. Caretakers at Roffey Millennium Hall may be asked to hand in cheques to the Parish Office in respect of raised invoices. This is acceptable providing the cheque is in an envelope, stating who the cheque is from and is countersigned and dated by the member of staff taking the cheque.
- 6.5. If cheques, as described above, are offered at Holbrook Tythe Barn or North Heath Hall, these should be politely declined and the person requested to make the payment to the Parish Office

7. USE OF WORK MOBILE PHONES

- 7.1. Caretakers / cleaners** Members are provided with a mobile phone between the two members of staff at each of the buildings.
- 7.2.** These phones are for Parish Council business use only. Misuse of these phones may result in Disciplinary Proceedings and potential dismissal.
- 7.3.** At the end of each four-day shift or other period of working, the phone should be passed to the member of staff taking over.
- 7.4.** In the event that a member of staff loses a works mobile phone, or it becomes damaged, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 7.5.** The member of staff may, depending on the circumstances, be charged the cost of a replacement phone

8. USE OF WORK LAPTOPS

- 8.1** If you are required to work from home, you may be given a work laptop. This is to be used for Parish Council business use only. Misuse of the laptop may result in Disciplinary Proceedings and potential dismissal.
- 8.2** In the event that a laptop becomes damaged or lost/stolen, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 8.3** The member of staff may, depending on the circumstances, be charged the cost of a replacement laptop.

9. KEY HOLDERS

- 9.1.** The Parish Council employs a 24/7 Key Holder Service for the three Community venues. The Facilities Officer, Deputy Clerk and some hirers also hold keys.

10. WORK KEYS

- 10.1.** Keys are issued to members of staff for the buildings they work in.

- 10.2. The Parish Council views the security of all of its buildings as a priority and the loss of keys is viewed as a serious matter.
- 10.3. Members of staff are requested **not** to label work keys with any means of identification as to the building to which they relate.
- 10.4. In the event that a member of staff loses any keys relating to work or they become damaged, the member of staff must report the loss or damage to their immediate Line Manager or the Parish Clerk immediately.
- 10.5. The member of staff may, depending on the circumstances, be charged the cost of a replacement key or key.

11. PERSONAL PROPERTY

- 11.1. Personal property should be stored securely whilst at work. Staff have access to a lockable space, and should inform their line manager if this becomes inadequate.
- 11.2. At Holbrook Tythe Barn and North Heath Hall, members of staff have access to the cleaning materials store cupboards and they are encouraged to place any personal items that they may have with them in these areas whilst working.
- 11.3. Members of staff at Roffey Millennium Hall are advised to keep any personal belongings brought to work in the Parish Office, which should be kept locked when the Office is unattended.
- 11.4. The Parish Council does not accept responsibility for the loss or damage to any personal items.

12. CHILDCARE VOUCHERS

- 12.1 North Horsham Parish Council offered a childcare voucher scheme which works on a salary sacrifice basis and which was open to all eligible employees. The scheme closed on 4th October 2018.

14. REVIEW

- 13.1 As part of the Staff Handbook, the rules and guidelines may be changed or added to at any time if required by law or the needs of the Parish

Council. In any event, the rules and guidelines will normally be reviewed on a two-year basis.

July 2020

APPENDIX 3

Appendix 3

North Horsham Parish Council Meeting 3rd September 2020 Agenda Item 14	
<p>Correspondence List 1 from 3rd July 2020 27th August 2020. Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.</p>	
1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • News Bulletins from West Sussex County Council • Planned roadworks. • Improvement scheme ahead for busy A24 Robin Hood roundabout in Horsham. • Slides from the A24 Worthing to Horsham Corridor Feasibility Study Stakeholder Webinar - Thursday 9th July 10am-12 • West Sussex recycles: further update on Household Waste Recycling Sites 9.7.2020. • Early warning - closure of Parsonage Road level crossing, Horsham 29/11/20 • Temporary Traffic Regulation Order - Rusper Road Roundabout, Horsham - Start date 06/08/2020 • Consultation on format of County Local Committee meetings to be held in October/ November. Deadline 14th August 2020. Circulated to all Councillors but no response. • Godwin Way – public advertisement of proposals to extend contraflow cycle lane. To be considered by the Planning, Environment and Transport Committee in August 2020. • Public Rights of Way Routine Maintenance-North Horsham • Email from WSCC Cllr Bevis concerning speeding along Crawley Road • Carer Engagement Survey 2020 • Early Warning Farhalls Crescent , Horsham
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Coronavirus advice and resident updates. • North Horsham - Highways Monitoring Scheme. • Service update from Voluntary Sector Support • Public notice of consultation of the Steyning Neighbourhood Development Plan – regulation 16 – The Neighbourhood Planning (General) Regulations 2012 (as amended). • Opening High streets Safely Funding - update to local Task Teams. • Draft Local Cycling and Walking Infrastructure Plan - Stakeholder Consultation. To be reported at the next Planning, Environment and Transport Committee. • Security Marking Session At Horsham Skate Park 5th August. • Safe and Well Visits - West Sussex Fire and Rescue Service co-ordinated by HDC. • Email from Cllr A Bevis (Horsham District Council - Roffey North) concerning speeding along Crawley Road • Email from Cllr J Milne (Horsham District Council - Roffey North)

	concerning speeding along Crawley Road
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins. • Notification of a series of online events. • Rebuilding Communities events.
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> • Weekly bulletins. • On-line training list. • Update from Campaign Against Gatwick Noise Emissions • Changes to the current planning system (NALC deadline for responses 17 September) • Planning for the future - the planning white paper (NALC deadline for responses 15 October) • Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October) • Communication from Simon Clarke MP • Important Message from Trevor Leggo, CEO SSALC re potential changes with WSALC.
5.	<u>Horsham Association of Local Councils (HALC)</u> On-line meeting Wednesday 15 th July 2020 at 7.30pm. Minutes and presentations.
6.	<u>West Sussex Association of Local Councils</u> Notification of 'value for money' review.
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> • Horsham weekly bulletin. • Scams on social media. • First Ever National Impact Survey Launched By Neighbourhood Watch 30/07/2020
8.	<u>Resident correspondence.</u> <ul style="list-style-type: none"> • Enquiry as to whether there will be any planned power cuts. • Enquiry as to ownership of Southomes Skate Ramp
9.	<u>English Regional Transport Association.</u> Clash between Guildford-Cranleigh-Horsham and Shoreham/Brighton rail link and Wey and Arun canal
10.	<u>HMRC</u> Updated details of the Government Job Retention Scheme.
11.	<u>Horsham District Cycling Forum.</u> Update on Albion Way protected cycle lanes.
12.	<u>Sussex NHS Commissioners</u> Virtual Dementia Friends sessions. Big Health and Care (socially distanced) Conversation - mental health and wellbeing.
13.	<u>West Sussex Pension Fund</u> <ul style="list-style-type: none"> • Exit Credit Policy Consultation. Deadline 6th August 2020. To be reported at the next Finance Meeting. Comments were invited. • Consultation to address inequalities in the statutory underpinning legislation. To be reported at the next Finance Committee meeting. • West Sussex Pension Fund - Summer 2020 - Pensions Matters - Employer newsletter.

14.	<u>Victim Support</u> Letter of appreciation for grant funding of £500.
15.	<u>Horsham District Older Peoples Forum</u> Cancellation of 7th September public meeting . Advanced notice of annual MP Question Time meeting on Friday 6th November 2020 10.30am - 1pm at the conference room at the Council Offices, Horsham. Guest MP is Andrew Griffith, newly elected MP for Arundel & South Downs.
16.	<u>Gatwick Airport</u> Letter from CEO giving an update on the current situation at Gatwick.
17.	<u>Biffa Waste Services Limited</u> FW: 31st August Bank Holiday - MBT Opening Hours changes