

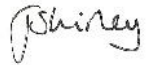
28th July 2017

I hereby give notice that the meeting of Eastington Parish Council will be held in **Eastington Village Hall** on **Thursday 10th August 2017 at 7.00pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

All residents of the Parish are welcome to attend and a 20 minute period of time is set aside for members of the public to raise questions.

Julie Shirley, Clerk to Eastington Parish Council



AGENDA

1. To note attendance and apologies for absence
2. To receive declarations of interest in items on the agenda
3. To receive Chairman's announcements
4. To approve the minutes of the meeting held on 13th July 2017.
5. To review outstanding actions from previous meeting.
6. To consider changes to the order of business. **(All Items 1-6: 10 mins)**

The meeting may be adjourned at this point for members of the Public to speak. **(20 mins)**

Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.

To receive a report from the County Councillor **(5 mins)**

To receive a report from the District Councillors **(5 mins)**

7. Planning **(5 mins)**

- 7.1 To note planning decisions made by Stroud District Council.

8. Groups / Meetings / Reports **(10 mins)**

- 8.1 To receive an update from the Getting Around Group and to review and take decisions on the report received.
- 8.2 To receive an update from the Churchyard & Burial Ground Group
- 8.3 To receive an update from the Resources Committee

9. Finance / Procedures **(30 mins)**

- 9.1 To note that a vacancy has arisen on the Council due to the resignation of Cllr Allen and agree replacements for the Getting Around Group and Strategic Planning Working Group.
- 9.2 To receive an update on the 2017/18 accounts including bank reconciliation.
- 9.3 To approve the payment of Clerk's expenses for July 2017.
- 9.4 To receive the Clerk's timesheet for July 2017.
- 9.5 To receive an update on the donated defibrillator.
- 9.6 To approve the purchase of new litter/recycling bin to be located outside the Co-op and to agree the relocation of the old Co-op bin to Spring Hill at the entrance to the orchard.
- 9.7 To consider quotes to clear the overgrown area of burial ground
- 9.8 To consider how to respond to requests for information in other formats, eg audio, other written languages. (Cllr Chatterley).
- 9.9 To approve the draft Risk Assessment & Management document
- 9.10 To carry out the annual review of the following policies:
 - Absence Management
 - Dignity at Work
 - Disciplinary
 - Staff Appraisal
- 9.11 To approve the accounts for payment, schedule circulated prior to meeting.

10 Correspondence

(20 mins)

- 10.1 To receive a list of correspondence received for information.
- 10.2 To consider and agree responses on draft Heritage Strategy for Stroud district (available online at <https://www.stroud.gov.uk/heritagestrategy>).
- 10.3 To consider joining the Planning Support Service at a cost of £100 per year.
- 10.4 To consider and take a decision on a request from Keep Eastington Rural (KER) for a public meeting in September/October to discuss the Ecotricity Park proposal

Any other business for the next meeting.

Notice: The next meeting of Eastington Parish Council will be on Thursday 14th September 2017. Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Wednesday 6th September 2017.

EASTINGTON PARISH COUNCIL

Email: clerk@eastington-pc.gov.uk

Minutes of the Council Meeting held on 13th July 2017 at 7.00pm in Eastington Village Hall

- 1 Attendance and apologies for absence** In attendance Cllrs Bullock (Chair), Corrie, Cozens (arriving 7.15pm), Loveridge and Simmons. There were 3 members of the public. Also present Parish Clerk Mrs J Shirley, District Cllr Jones, and County Cllr Williams (from item 9.8 onwards). Apologies received from Cllrs Allen, Bomberg, Chatterley and Wells, and District Cllr Davies.
- 2 Declarations of interest in items on the agenda.** Cllr Loveridge declared a pecuniary interest in item 9.16 and 9.19.
- 3 Chairman's announcements:** Cllr Bullock thanked Cllr Corrie for acting as Chair over the past few weeks.
- 4 Approval of the Minutes of the Council meeting held on 8th June 2017:** RESOLVED to accept the minutes.
- 5 Outstanding actions from previous meeting:** (March 2017) Item 8.2 Lorry Watch volunteer day to be arranged by Cllr Chatterley. (April 2017) Item 9.2 Clerk to seek consent from various Alkerton-central locations for possible defibrillator installation. (June 2017) Item 9.10 Clerk to check if CCTV installation will reduce insurance premium. Item 9.5 it was noted that the new grass on the skate area needs to be weeded.
- 6 Changes to the order of business.** None.

The meeting was opened up for Public question time.

Mrs Pitcher noted that at the last meeting she had raised that the Alkerton Cross roundabout needed weeding but this was missed from the minutes; the roundabout has since been cleared of weeds.

Alison Robinson of Gloucestershire Association of Parish & Town Councils presented the Parish Council with the Quality Gold award for the Local Council Award Scheme. Ms Robinson congratulated the Council on its award and is only the 3rd council in Gloucestershire to achieve the award so far. The award demonstrated the exemplar work of the council.

To receive a report from the District Councillors: Cllr Jones congratulated the Parish Council on its Local Council Award. Cllr Jones gave an update from Stroud DC: there hasn't been a council meeting so nothing to report; however Cllr Jones had an update on the new Waste and Recycling Service. Five hundred tonnes of food waste is collected each month across the District. The waste is turned into gas to heat around 200 homes each month and also produces 450 tonnes of fertiliser for farm and horticultural use. Recycling has increased, and the garden waste scheme is just about breaking even in terms of costs. Unfortunately, fly tipping across the district has increased.

7. Planning

- 7.1 The Council noted the following planning decision made by Stroud District Council for Eastington parish this month.

S.17/0855/LBC	3 The Cross, Alkerton Road Eastington	Replacement of two south facing bay windows	CONSENT 22/06/17
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- 7.2 The Council noted that the appeal for S.16/2247/COU Churchend Nurseries has been allowed and planning consent granted.

- 7.3 The Parish Council considered the following planning application:

Signed

- 115 -

Date

EASTINGTON PARISH COUNCIL

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Application No:	Address	Details	EPC comments:
S.17/1276/FUL	Claypits Farm Claypits, Eastington	Relocation of existing barn	No objection.

8 Groups / Meetings / Reports

- 8.1 The Council received a written update from the Getting Around Group. The Council authorised the signing of the legal agreement with Highways to allow the village gateways to be installed.
- 8.2 The Council received a written update from the Churchyard & Burial Ground Group; it was noted that the Chair convened the burial ground site meeting, not the Clerk. The Council also received notes of the recent site visit to the burial ground. It was recognised that the meeting was positive and useful. The Council agreed the following recommendations:

1. *The 2nd paragraph of page 3 of the Burial Ground Regulations dated 2015 will be re-worded slightly as follows (new words are highlighted in bold):*

*“If the Parish Council considers that an item poses any risk in terms of Health and Safety (**for example** glass or china items), **or** is in a state of disrepair or could cause serious offence to other families, it reserves the right to remove it at any time. **Wherever possible**, relatives will be informed and items will be stored for 28 days before disposal.”*

2. *To improve upon the Council’s judgement as to which items posed a safety risk, inspections will be carried out monthly by the Clerk / the Churchyard & Burial Ground Group (4 councillors). It was accepted that glass jars placed in grassed graves posed a higher risk than glass items on a tended grave where the glass/china is not amongst the grass.*

Instances where broken glass/china items are found on any grave, the broken pieces would be removed immediately and the family contacted if contact details are available.

Instances where unbroken glass/china items were found on grassed over graves these would be moved to a safer location (eg on the plinth of the headstone) and the family contacted if contact details are available.

Instances where unbroken glass/china items were found on tended graves that are either gravelled or gardened and at a lower risk of becoming broken, these would be left in place and depending on the risk of breakage Council will contact the family and advise them that removal of the item would be preferred but Council will not remove unless it becomes broken.

In all cases, Council will photograph the grave with the item in place before action taken.

3. *The annual safety inspection will be publicised in advance of the inspection via the Eastington Community News, social media and laminated notices at the burial ground and churchyard.*

4. *It was recognised that contact details are not always readily available as people move away etc, therefore councillors will be asked to make personal approaches if they know the family.*

5. *Councillors are reminded that if they are on Council business they should always be accompanied by another councillor or the clerk.*

The Council approved the article to go in the next Eastington Community News relating to the burial ground.

Signed

- 116 -

Date

EASTINGTON PARISH COUNCIL

Email: clerk@eastington-pc.gov.uk

- 8.3 Cllr Corrie gave an update from the Resources Committee; a meeting hasn't yet been arranged since the Committee was formed. The Committee will meet before the next Planning Committee meeting scheduled for 27th July (time revised to 6pm). **Action: Clerk / Cllr Corrie to set an agenda.**
- 8.4 The Council received the notes of the Strategic Planning Working Group meeting held on 15th June. It was noted that Community Infrastructure Levy won't be applicable to the Ecotricity development proposed for junction 13.

9. Finance

- 9.1 The Council received an update on the 2017/18 accounts including bank reconciliation.
- 9.2 The Council approved the payment of Clerk's expenses for June 2017 which will be paid with the July payroll.
- 9.3 The Council received the Clerk's timesheet for June 2017.
- 9.4 The Council received a written update regarding the Skate Area project; the Council approved the use of a portable toilet for the summer holidays to be paid from the skate area funding. **Action: Clerk.**
- 9.5 The Council approved the draft Social Media Policy. **Action: Clerk.**
- 9.6 The Council approved the draft Website Policy. **Action: Clerk.**
- 9.7 The Council approved the draft CCTV Policy. It was noted that the CCTV System Annual Review will be carried out by the Resources Committee. **Action: Clerk.**
- 9.8 The Council deferred the purchase of new litter/recycling bin to be located outside the Co-op, pending the Clerk pricing up a larger bin and installation costs. **Action: Clerk.**

Meeting was adjourned to receive County Councillor Williams' report: Amey's contract will cease at the end of the 5 year period and will not automatically extended; Gloucestershire County Council will re-tender. Cllr Williams spoke on the A419 improvement scheme and shared concerns about traffic bottlenecks. The County Council is looking at measures to address concerns raised in the Ofsted report about Children's Services.

Meeting reconvened.

- 9.9 The Council considered the quotes to replace the bus shelter at Spring Hill and resolved to accept the quote from B&C Shelter Solutions Ltd at a cost of £3650+VAT with toughened glass and painted RAL green. **Action: Clerk.**
- 9.10 The Council agreed that the Clerk will attend Data Protection training on 7th September at a cost of £165+VAT to understand the new responsibilities that are effective May 2018. **Action: Clerk.**
- 9.11 The Council agreed to renew the Data Protection registration with Information Commissioners Office at a cost of £35 and further agreed to put the registration on annual direct debit. **Action: Clerk.**
- 9.12 The Council approved appointing Gloucestershire Centre for Environmental Records (GCER) for one day's work for the NDP environmental character assessment at a cost of £260+VAT. **Action: Clerk.**
- 9.13 The Council discussed Cllr Simmons' suggestion that a plaque be installed on or near Alkerton Cross finger post explaining the history of the Grade II listed post. It was agreed to ask the Kings Head House Hotel for consent for a plaque to go on the end wall outside the Hotel. Clerk also to assist Cllr Simmons in researching the history to draft wording for the plaque. **Action: Clerk.**
- 9.14 The Council received an update on the defibrillator project and noted that a 4th defibrillator will be purchased from the British Heart Foundation. Cllr Bullock brought a donated portable defibrillator that had been given to the Council; it needs new pads and battery. Clerk to find out cost of bringing the defibrillator up to standard. **Action: Clerk.**
- 9.15 The Council deferred the item on how to respond to requests for information in other formats.
- 9.16 The Council received the list of outstanding purchase orders for information
- 9.17 The Council approve the updated quotes for tree works at the following locations:

Signed

- 117 -

Date

EASTINGTON PARISH COUNCIL

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Nastend Green £186 (one tree is growing through power lines and includes felling of dead Elm)
Burial Ground (quote now includes reducing the height of the leylandii hedging along the path and felling of dead Elm) £916.

9.18 The Council considered the request for pedestrian crossings on Alkerton Road near to the village hall and also on Claypits Road leading to the community centre. It was agreed that the Clerk will talk to Highways to investigate the options. **Action: Clerk.**

9.19 The Council approved the accounts for payment:

Invoice Date	Payee	Details	Net Amount	VAT	Gross Amount	Budget
25/06/17	Salaries & Expenses	Payroll June 2017 & Expenses May 2017	£1424.59	£0	£1424.59	Parish Admin
05/07/17	Post Office Ltd	PAYE & NI payments to HMRC for June 2017	£264.06	£0	£264.06	Parish Admin
12/06/17	PATA (UK)	Payroll Services April-June 2017	£22.50	£0	£22.50	Parish Admin
14/06/17	Ransome Memorials Ltd	Clean & maintain the Alkerton Cross finger post	£860.00	£172.00	£1032.00	Repairs
13/06/17	Glasdon UK Ltd	Bin sacks (minus credit on account)	£30.62	£6.12	£36.74	Park Maint
07/06/17	Zeta Printing Services	Litter bin stickers	£63.00	£12.60	£75.60	Roads & Transport
31/05/17	Smith's (Gloucester) Ltd	Burial ground bin collection £9.13 x 2 plus 43p outstanding on previous invoice	£15.65	£3.04	£18.69	C&BG
08/06/17	Veale Wasbrough Vizards LLP	Faculty at Church for AED	£251.00	£50.20	£301.20	Parish Admin
21/06/17	Network Connections UK Ltd	CCTV Skate area	£5412.50	£1082.50	£6495.00	Grant Funding
01/06/17	Eastington Village Hall Charity	Hall hire May 2017	£21.00	£0	£21.00	Hall hire
28/06/17	GAPTC	Being a Better Councillor training £95 LCAS Gold Accreditation Fee £160	£255.00	£0	£255.00	Training
03/07/17	Parish Online	Parish Mapping	£28.00	£5.60	£33.60	Parish Admin
27/06/17	All Out Play Ltd	Baby swings	£1855.00	£371.00	£2226.00	Grant Funding
30/06/17	Alan Loveridge	Grass cutting June 2017 (£1135) Bin installation (£200)	£1335	£0	£1335	Grounds Maint Park Maint
	DIRECT DEBITS:					
19/07/17	ICO	Data Protection annual registration	£35.00	£0	£35.00	Parish Admin
17/06/17	NEST	Pensions for June 2017	£107.60	£0	£107.60	Parish Admin
22/06/17	Vodafone	Parish Mobile	£40.83	£8.16	£48.99	Parish Admin
		TOTAL			£13732.57	

The Council also noted the following receipts:

Gloucestershire County Council	Grant funding for Village Gateways	£9,000
HMRC	VAT refund April 2017	£8,351.68

Signed

Date

EASTINGTON PARISH COUNCIL

Email: clerk@eastington-pc.gov.uk

10 Correspondence

- 10.1 The Council received a list of correspondence received for information.
- 10.2 The Council considered the A419 improvement scheme consultation and felt that it would create bottlenecks where the A419 goes from 2 lanes to 1 lane, and concerns about impact on surrounding road network. It doesn't take into account the additional developments either side on the A419.
Action: Clerk.
- 10.3 The Council supported the TU Pay Claim 2018-2019 consultation asking for 5% increase on public sector pay and removal of the lower-salary points that are below national living wage. **Action: Clerk.**
- 10.4 The Council considered responses for the Dog Control Order consultation and felt that the existing Dog Control Order number 4 should be retained (dogs on leads in specified areas). **Action: Clerk.**

Council suspended standing order 3v to allow the meeting to continue beyond 2 hours.

- 10.5 The Council agreed responses to the GAPTC AGM proposals in item 6 of the AGM agenda:
Tetbury TC – Support
Newent TC – Support
Westbury-on-Severn PC – Support
Longhope PC – Support
Lydney TC – Do not support
Slimbridge PC – Do not support
Kingswood PC – Support
Stroud TC – Support.
- 10.6 It was agreed to invite Cotswolds Canal Trust to the next meeting to discuss their proposed planning application for the “missing mile”.

Members of public and Cllr Loveridge left the meeting.

11. SEPARATE BUSINESS

Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.

The Council considered two letters of complaint received in relation to the burial ground, which were discussed at length. The Council agreed letters of response to both complaints.

There being no further business the meeting closed at 9.45pm.

Notice: The next meeting of Eastington Parish Council will be on Thursday 10th August 2017. Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Friday 28th July 2017.

Signed

- 119 -

Date

BALANCE AT BANK 26 JULY 2017	
Lloyds Bank – Current Account	£21,311.66
Lloyds Bank – Instant Access Account	£63,338.49
Barclays Bank - Solar Farm Grant Fund	£5,929.63
TOTAL MONIES IN BANK	£90,579.78
LESS OUTSTANDING CHEQUES	
13/07/17 Chq 1867	£22.50
13/07/17 Chq 1872	£301.20
13/07/17 Chq 1874	£21.00
13/07/17 Chq 1875	£255.00
TOTAL OUTSTANDING CHEQUES	£599.70
BALANCE AT 26/07/17	£89,980.08
OPENING BALANCE AT BANK 01.04.2017	
	£119,273.25
Plus receipts	£90,822.99
TOTAL	£210,096.24
Less expenditure to 26/07/17	£96,136.66
Less expenditure prior to 01/04/17	£23,979.50
BALANCE AT 26/07/17	£89,980.08

X

X

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

BUDGET YEAR ENDING 31 MARCH 2018

Expenditure	Budget 2017-18	Exp to 26/07/17	Balance
Parish administration	24,100.00	5,748.36	18,351.64
Planning Advice	12,000.00	0.00	12,000.00
Insurance	800.00	1,079.88	(279.88)
Hall hire	360.00	132.50	227.50
Ground Maintenance Contracts	10,155.00	4,052.50	6,102.50
Loan Repayments - OHMG, Alkerton	5,223.00	2,761.48	2,461.52
Severn Trent Water	40.00	0.00	40.00
Audit & Legal Fees	485.00	185.00	300.00
S137 Grants & Donations	500.00	50.00	450.00
Subscriptions	700.00	425.97	274.03
Training	600.00	405.00	195.00
Footpaths & Kissing Gates	1,500.00	1,080.56	419.44
Repair projects (historic monuments)	0.00	860.00	(860.00) From Reserves
Churchyard & Burial Ground Repairs & Remedial Work	2,500.00	163.90	2,336.10
Professional Representation Fund	1,000.00	251.00	749.00
Salt bins	100.00	0.00	100.00
Dog bins	550.00	379.10	170.90
Roads & transport	2,000.00	9,988.00	(7,988.00) Grant funding received
Phone box power	30.00	32.90	(2.90) Donation received
Contingency	500.00	123.25	376.75
Play ground inspection & maintenance	500.00	50,980.80	(50,480.80) Grant funding received
Ecology Projects	2,500.00	750.00	1,750.00
Solar Fund Grants	6,000.00	4,000.00	2,000.00
Bus Shelters	3,500.00	0.00	3,500.00
TOTAL BUDGET	75,643.00	83,450.20	(7,807.20)

Earmarked Reserves:

Planning advice	9500.00
OHMG Road Repairs	1500.00
Roads & Transport	7398.00
Churchyard & Burial Ground Repairs	2185.00
Play Park maintenance	2285.00
Repair projects (historic monuments)	1500.00
Ecology Projects	1000.00
Defibrillator Fund from donations in 2016/17	2147.00
	<u>27515.00</u>

EPC Travel and Expenses Claim

Name JULIE SHIRLEY

Address

Use Code	Vehicle Registration	Cubic Capacity	Office Use
E-essential			Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Miscellaneous - Specify	Amount
03-07-17		Home Office Allowance	0	0	0		4
10-07-17		Home Office Allowance	0	0	0		4
17-07-17		Home Office Allowance	0	0	0		4
25-07-17		Home Office Allowance	0	0	0		4
06-07-17	Eastington	Burial Ground mark out grave	20	0	0		9
20-07-17	Eastington	Burial ground / check defibs / meet Cllr Allen	20	0	0		9
19-07-17		3 bags of gravel for grave plot B74 (paid to EPC by next of kin)	0	0	0		15
27-07-17		Printer ink and paper	0	0	0	(Net £74.09 VAT £14.82)	88.91
28-07-17	Eastington	Delivery of portable toilet to play area	20	0	0		9

For Office Completion Only	
Total Misc.	£
Total Fares	£
Total Parking	£
Total (Miles x Rate)	£
Lump Sum (if applicable)	£
TOTAL	146.91

I certify that:

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the EPC against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

Agenda item: 9.5

Report to:	Full Council
Date of Meeting:	10 th August 2017
Subject:	Donated Defibrillator

Last month, the Council received a donated defibrillator from a local dental practice. The defib needs a new battery (£190) and new pads (£23).

It is a different type to that we have installed in the parish but is a good quality defib, about 7 years old.

1. Does Council wish to go ahead with purchasing the parts needed?
2. If yes, what does Council wish to do with the defib? Could we use it for Churchend instead of proceeding with the purchase of the defib from British Heart Foundation? Or use it in another location?

Agenda item: 9.6

Report to:	Full Council
Date of Meeting:	10 th August 2017
Subject:	Litter bin quotes

Options for replacement of the litter bin outside the Co-op:

1. **Glasdon Topsy Royale bin** – can incorporate a cigarette stubber and ash tray (requested by Co-op). Capacity is 90 litres which is about the same as existing bin. Cost is ££232+VAT plus installation. This is the SDC recommended bin as it is easy to empty. SDC says that recycling bins on the street receive a lot of non-recyclables and contaminates the load preventing it from being recycled. They don't recommend having street recycling bins.



2. **Broxap Double Derby recycling bin** (similar to photo) – incorporates a cigarette stubber and ash tray (requested by Co-op). Capacity is 2 x 120 litres. Size is 1020mm height x 915mm width x 535mm depth. Cost is £555+VAT plus installation.

Gloucester City Council has been updating its bins with this type. The recycling side says “Cans & Plastic Bottles”.



3. **Broxap Double Wheelie recycling bin** (similar to photo) – incorporate a cigarette stubber and ash tray (requested by Co-op). Capacity is 2 x 240 litres. Size is 1290mm height x 1500mm width x 720mm depth. Cost is £775+VAT plus installation plus the cost of the wheelie bins from SDC.



Agenda item: 9.7

Report to:	Full Council
Date of Meeting:	10 th August 2017
Subject:	Burial Ground clearance quotes

Councillors may recall that earlier this year it was agreed to look at clearing the overgrown brambly area of the burial ground this year with a view to creating a remembrance garden next year.

Three quotes to clear the area have been received:

Grebe Contractors	£410+VAT
AL Ground Works	£500 (not VAT registered)
Midland Forestry	£1100+VAT

Midland Forestry has suggested a follow-up spray of herbicide to prevent re-growth £290+VAT.

1. Does Council wish to proceed with the clearance of the ground?
2. If yes, which quote do you accept?
3. Do you want to follow up the work with a spray of herbicide to prevent re-growth?

EASTINGTON PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

INTRODUCTION

This document summarises the risk areas for which the Parish Council is responsible and gives details of the insurance cover. For the full Risk Management Table please see Appendix 2, for details of Risk Schedule giving dates when items last assessed, please see Appendix 3.

INSURANCE

Insurer: Hiscox via Came & Company, 1st Floor Offices, 2 Meridian Office Park, Osborn Way, Hook, Hampshire, RG27 9HY
Policy No: 1891376

The Policy covers:

Mandatory items

- Public Liability (£10million)
- Employer's Liability (£10million)
- Money (£1,000)
- Fidelity Guarantee (£150,000)

Other items:

- Playground equipment
- Defibrillators and cabinets
- Personal Accident – covers councillors, employees and volunteers up to age of 90
- Legal expenses

PLAY AND SKATE PARK EQUIPMENT

Insurance figures under this heading are reviewed annually by the Clerk.

In addition to the insurance cover provided, all equipment is subject to:

- Monthly inspections by the Friends of Snakey Lane Park.
- Annual inspection by RoSPA.

NOTICE BOARDS AND BUS SHELTERS

The parish council owns four notice boards and two bus shelters in the parish and they are inspected annually and any matters requiring attention are brought to the next full council meeting.

WAR MEMORIAL & TOMBSTONES AT ST MICHAEL'S & ALL ANGELS CHURCH (Closed Churchyard)

The War Memorial belongs to the Church but resides within the closed churchyard for which the Parish Council is responsible. The condition of the memorial and tombstones within the churchyard are visually checked by the Parish Council annually and by a stonemason every 5 years.

ALKERTON CROSS

The condition of the monument is visually checked by the Parish Council annually and by a stonemason every 5 years.

EASTINGTON BURIAL GROUND

The following procedures are carried out on a regular basis by the Parish Council:

- Monthly visual check by walking through the burial ground
- Annual hands on check of all memorial stones in May
- Records of the annual check are retained by the Parish Clerk
- Grass cutting is undertaken by contractor chosen by the Parish Council and a copy of their public liability insurance is held with the Parish Clerk.

TREES

The Parish Council has responsibility to ensure that PC-owned trees are in a safe condition particularly in areas where the public may walk and sit beneath, therefore the Parish Council conducts a routine annual visual check for dead branches, plus additional checks are conducted after periods of bad weather that may have damaged trees. Every 2-3 years the Parish Council has the trees independently checked. The Parish Clerk retains records of the safety checks.

OFFICE STAFF & CONTRACTORS

The Clerk conducts annual risk assessments; these are stored separately from this document.

COMPUTER FILES

The parish council has one laptop computer; it is protected with Webroot Secure Anywhere for anti-virus protection. All the Council's files are on DropBox which provides an automatic 30 day backup.

MONEY

Money is a mandatory item on the insurance schedule. However, the Parish Council do not operate a petty cash system and no cash is held on behalf of the parish on a regular basis. Any monies received are banked promptly.

All cheques have to be signed by two members of the Parish Council as per the Local Government Act 1972, Section 150 (5). The members signing must be recognised by the Council's bank as registered signatories. The cheque signatories are also vigilant as to the payee on each cheque to detect and prevent any possible fraud.

CLERK'S HOME

The Clerk works from home and takes measures to ensure all laptop plugs and wires are kept out of walking routes. All office equipment is either in the office/bedroom or in the lockable filing cabinet in the garage.

PAYROLL

The monthly payroll for the Clerk is processed by PATA (UK). The Clerk is paid by cheque by the last working day of each calendar month. The cheque is ratified by Full Council at the next meeting. Expenses and overtime are agreed by Full Council prior to payment through the monthly payroll. All timesheets are circulated to Full Council.

OWEN HARRIS MEMORIAL GROUND

The Parish Council is a custodian trustee of OHMG; the day to day management is the responsibility of the Owen Harris Memorial Ground Committee.

EASTINGTON VILLAGE HALL

The Parish Council is a custodian trustee of Eastington Village Hall; the day to day management is the responsibility of the Eastington Village Hall Committee.

FINANCIAL INTERNAL CONTROL PROCEDURES

In addition to the controls in the Financial Regulations, Eastington Parish Council also has in place the following

Monthly:

- The Clerk shall submit all spending for the month on a schedule to be approved by council
- The Clerk shall provide a monthly bank reconciliation
- All cheques and counterfoils for payments are to be signed by 2 Councillors. The Clerk is not a signatory.
- The Clerk shall present to the Council an update of expenditure and how it relates to the budget.

Quarterly:

- A Councillor will check the accounts to ensure all procedures are being followed, using the checklist provided by GAPTC (see Appendix 1).

Yearly:

- In November the Clerk shall present a draft budget and ask for estimated expenditure on projects for the coming year.
- In December or January the precept will be set.
- In April the Clerk will prepare the accounts for examination by an internal auditor who is independent of the council. The purpose of the internal audit is to review whether the system of financial control is effective.
- In April/May all relevant paperwork and administration will be completed, in accordance with the external auditor's requirements.
- The councillors will approve the accounts and sign all relevant paperwork at the council meeting which will be minuted.

BUSINESS CONTINUITY PLAN

This section covers the process to follow should the Parish Clerk be:

Absent from monthly full council meeting
Unavailable long-term

1. Clerk failing to attend council meeting.

Wherever possible, the Clerk will have pre-arranged temporary cover. The Clerk will inform the Chairman/Vice-Chairman of absence as soon as possible. If the Clerk has failed to arrive within 10 minutes of meeting start time and no contact has been made, the meeting should continue, and one of the councillors will note the minutes of the meeting.

Wherever possible, the Clerk will have circulated the meeting papers prior to the meeting. These include:

Agenda
Previous meeting minutes
Schedule of payments for approval
Finance reports
Record of post received.

After the meeting, the council will forward the minutes to the clerk for completion and distribution, or invoke Procedure (2) below.

2. Clerk unavailable long-term

In the event the Clerk is unavailable longer-term (more than 1 week), the Chairman/Vice-Chairman will contact Gloucestershire Association of Parish and Town Councils (GAPTC) to engage the services of a locum clerk.

Email: advice@gaptc.org.uk

Telephone: 01452 883388.

Appendix 1 – Quarterly internal check-list (provided by GAPTC)

	YES	NO	Comment
All payments are authorised by two Members			
Cheque signatories have initiated the original invoice as evidence			
The cheque counterfoil initialled by the auditing Member			
Bank accounts reconciled monthly (or other - please identify)			
Payroll actioned accurately on a regular basis (state frequency)			
All payments entered into accounting system/spreadsheet/cashbook accurately with the relevant power			
Payment schedule presented to full council (state frequency)			
There are separate s137 and VAT columns on the accounting spreadsheet/system			
The VAT is claimed regularly (please state frequency)			
Receipts are correctly recorded on accounts system/spreadsheet			
Receipts are reconciled against original bank statements			
For funds being transferred between accounts, a virement has been agreed and recorded by the Council			
A reconciliation of accounts is presented to Council regularly (please state frequency), and date of last one.			
The internal checks occur (state frequency)			
Any other comments			
Auditing Member: - PRINT NAME (Signature)			
Date:			

Appendix 2 – Risk Management Table

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical assets	M	Playground equipment insured. Value increased annually by RPI.
	Security of equipment etc	H	Office equipment insured. Anti-virus software kept up to date on office laptop. Backups of documents retained on Dropbox and on USB memory stick with the Chairman.
Finance	Banking	M	Money banked with High Street Banks.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £10,000 (to cover loss of income). Important documents backed-up and stored off premises.
	Loss of cash through theft or dishonesty	M	All monies received are banked promptly. There is no petty cash system which reduces risk of theft.
	Financial controls and records	M	Monthly reconciliation produced by Parish Clerk. Two signatories on cheques. Internal and external audit.
	Comply with VAT Regulations	M	Use help line when necessary. VAT payments and claims calculated by Parish Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council each month.
	Complying with borrowing restrictions	L	No new borrowing likely at present

Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership (especially burial ground and playground)	H	Insurance in place. Monthly checks of playgrounds and burial ground. Annual checks by ROSPA of playground, plus annual "hands-on" check of headstones in the burial ground and closed churchyard. Written records kept.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation (eg SLCC).
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	M	Annual H&S risk assessment checks.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets once a month and receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the web site and on request.
	Proper document control	M	Leases and legal documents in Clerk's home office. Other data storage to comply with Data Protection Act.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register updated as required.

Appendix 3 - Risk Schedule

Eastington Parish Council Risk Schedule			
Item	Frequency	Last Reviewed	Comments/ Actions
Parish Council Insurance, including:	Annual	June-2017	Three-year long term arrangement with Hiscox commenced 2016.
Public and Employers' Liability	Annual	June-2017	
Money and Fidelity Guarantee	Annual	June-2017	
Personal Accident	Annual	June-2017	Up to age 90.
Alkerton Cross Monument	Stonemason check once every 5 years; visual check annually	June 2017 (stonemason)	Visually inspected annually by parish council.
War Memorial	Stonemason check once every 5 years; visual check annually	July 2017 (visual)	Visually inspected annually by parish council.
Inspection of Play and Skate Equipment by Qualified Inspector	Annual	April 2017	Inspected by RoSPA
Other Inspections/Maintenance:			
Tree inspections – Burial Ground	Every 2-3 years and as required	2016	Tree Management
Tree inspections – Closed Churchyard	Every 2-3 years and as required	Oct-2015	Tree Management
Tree inspections – Alkerton Green Common Land	Every 2-3 years and as required	March 2017	Tree Maintenance Ltd
Tree inspections – Nastend Green Common Land	Every 2-3 years and as required	March 2017	Tree Maintenance Ltd
Tree inspections – Westend Green Common Land	Every 2-3 years and as required	March 2017	Tree Maintenance Ltd
Burial Ground stones	Annual	May 2017	Councillors
Bus Shelter – Victoria Drive	Annual	July 2017	Some minor damage but sound condition.
Bus Shelter – Springhill nr canal	Annual	July 2017	Concrete design, solid but has a thin crack on one side. Monitor condition and replacement planned for 2017.

Inspection of Playground Equipment by Friends of Snakey Lane Park	Monthly	Ongoing	Annual inspection carried out April 2017
Telephone box – Nastend	Annual	July 2017	Visual only by Clerk
Telephone box – Victoria Drive	Annual	July 2017	Refurbished by volunteers

Financial Matters:			
Banking Arrangements	As required		Monies received banked within one week of receipt
Insurance Providers	Annual	June 2016	Changed to Hiscox
VAT Return Completed/Submitted	Annual	May 2017	Previous year claimed
Additional Audit Fee	Annual		None in 2016
Annual Salary Review	Annual	April 2017	NJC agreed 1% across the scales
Election Costs	Annual	May 2016	Uncontested election – no costs
Other:			
Budget Agreed, Monitored and Reported	Annual	Jan 2017	Monthly monitoring & reporting
Precept Requested	Annual	Jan 2017	
Payments Approval Procedure	Annual	May 2017	As part of financial regulations
Bank Reconciliations Overseen by Councillors	Annual	Ongoing	Reported monthly
Clerk's Salary Reviewed & Documented	Annual	August 2015	Incremented due to qualifications achieved
Use of Home as Office Allowance	Annual		HMRC unreceipted amount of £4 per week allowed
Internal Audit	Annual	April 2017	IAC
External Audit	Annual	June 2017	Grant Thornton
Internal Check of Financial Records	Annual	May 2017	Two councillors
Record Keeping:			
Minutes Properly Numbered etc	On-going		Ongoing
Asset Register Available/Updated	On-going		Updated May 2017
Financial Regulations	On-going		Reviewed May 2017

Available/Updated			
Standing Orders Available/Updated	On-going		Reviewed May 2017
Back-up Taken of Computer Records	Ongoing		Files are stored on DropBox and backups kept for 30 days
Employees and Contractors:			
Contracts of Employment	As required		
Contractors' Indemnity Insurance	As required		
Written Arrangements with Contractors	As required		
Members' Responsibilities:			
Code of Conduct Adopted	On-going		Adopted May 2017
Register of Interests Completed and Updated	On-going		May 2016 following election
Register of Gifts/Hospitality	On-going		
Declarations of Interests Minuted	On-going		

EASTINGTON PARISH COUNCIL

ABSENCE MANAGEMENT POLICY

1. Absence Policy

- 1.1 The Parish Council wishes to ensure that it delivers quality services. This can only be achieved if it is possible to provide consistency and ensure that disruption to service provision, due to staff absence, is minimised. In dealing with sickness absence the organisation must balance the needs of individual employees against the need to provide and manage quality services, and the cost of employing temporary staff to cover absences.
- 1.2 The Parish Council recognises that there will be occasions where employees will be absent through sickness or ill health. Policies and procedures are designed to ensure that any such absences are dealt with fairly and consistently, whilst taking into account individual circumstances. The Parish Council is sympathetic where employees have genuine sickness, but extended or recurrent absence that affects the level of service provided by the Parish Council must be addressed.
- 1.3 Where patterns of absence have been identified, the Parish Council will discuss with the employee to establish the underlying reasons. Where counselling is considered a way forward in helping to identify and resolve those issues, that shall be offered before any formal action is considered. The Parish Council will also make use of Occupational Health experts where health assessments are appropriate.
- 1.4 The responsibility for managing absence lies with the Parish Clerk and individual employees. The provision of management information and advice and guidance on managing absence and employee rights is the responsibility of the Parish Council or staffing committee where there is one.
- 1.5 Absence will not normally be regarded as a disciplinary matter, but if the reasons for absence are considered unsatisfactory or if an employee is in breach of the absence procedures, it may be dealt with under the disciplinary procedures.
- 1.6 Where an employee's persistent short term absence or long-term absence is a cause for concern and/or affecting the services provided, the Parish Council may seek to terminate an employee's contract.

PROCEDURE

2. Reporting Sickness

- 2.1 Employees are required to notify the Parish Clerk (or in the case of the Parish Clerk's sickness then the Chair should be informed) during the first hour of the first day of sickness, giving an indication of the likely length of absence. If they are unable to contact the Parish Clerk they should leave a message on the Parish Council's telephone answering service. If an employee's sickness is likely to last longer than originally indicated, the employee must keep in regular contact with the Parish Clerk / Chair about the likely date of return.
- 2.2 Where an employee is absent for more than seven consecutive days (including ~~non-working days~~) they are required to obtain a Medical Certificate ("fit note") from their Doctor or Hospital. The Medical Certificate should be sent to the Parish Council and forwarded to the Parish Council's payroll department in order that sick pay is processed.

Deleted: weekends

EASTINGTON PARISH COUNCIL

2.3 Where an employee does not submit a Medical Certificate for a period of absence over 7 days they are not entitled to, and will not be paid, sick pay and may be disciplined for unauthorised absence.

1.5 Where an employee returns to work within seven days, the UK Government form SC2 "self certification" must be completed and sent to the Parish Clerk / Chair.

3. Probationary Period

3.1 Whilst it is recognised that there may be some genuine absence during the probationary period, prolonged or frequent absence during a probationary period may result in failure to confirm an employee in post or the termination of the contract prior to the completion of the probationary period.

3. Review of Sickness

3.1 The Parish Clerk / Chair shall keep records of sickness absence. Where an employee's absence level is greater than normal, or where the pattern of sickness is a cause for concern, it is the responsibility of the Parish Council to raise the sickness record with the employee.

3.2 Absence is not normally regarded as a disciplinary matter, but if the reasons for absence are considered unsatisfactory or if an employee is in breach of the absence policies and procedures it may be dealt with under the disciplinary procedures

3.3 Where the Parish Council is concerned about an employee's absence record or length of absence from work, they must meet with the employee to discuss their sickness record. The Parish Council may require an employee to produce a Medical Certificate for all absences and where there is continued concern employees should receive first and final warnings that their absence records could lead to the termination of their contract.

3.4 Examples of absences causing concern include :

- an absence repeated in three consecutive months
- where there are four periods of absence in any six months
- where there is a long history of intermittent sickness

3.5 Where an employee's persistent short term absence or long-term absence is a cause for concern and/or affecting the services the Parish Council provides, it may seek to terminate an employee's contract. This will only be done after

- Discussion with the employee
- Offering counselling, if appropriate
- Having sought Independent Medical Advice at no cost to the employee
- Offering suitable alternative employment, where appropriate

3.6 Employees have the right to refuse any independent medical examination, and the right to see, or withhold the results of any such examination and the right of appeal against any termination on the grounds of ill-health.

3.7 An employee's absence may be for reasons other than ill-health. Where it is clear that this may be the case, the Parish Council should consider alternative appropriate action to resolve the difficulties facing the employee. In such cases the Parish Clerk / Chair will advise the Parish Council or staffing committee as to options.

4.0 Statutory Sick Pay

- 4.1 Employees are eligible for SSP only after 4 or more days incapacity for work, including non-working days. Employees must complete the SC2 form certifying their absence or provide a Medical Certificate. Employees only receive SSP if their earnings are above a statutory minimum. Employees will not receive SSP if they do not advise the Parish Council of their absence or there is good cause to doubt an employee's incapacity for work.
- 4.2 SSP is not paid where employees are entitled to other benefits e.g. Maternity or Disability Benefits, or they have exceeded the maximum for payment of SSP.
- 4.3 Refer to individual contracts of employment for details of sick pay.

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DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY

1. Purpose and Scope

1.1 Statement: In support of our value to respect others Eastington Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, Parish Councillors, contractors, visitors to the Parish Council or members of the public from the community which we serve. The Parish Council is committed to the elimination of any form of intimidation in the workplace.

This policy is produced by [the Society of Local Council Clerks \(SLCC\)](#) and reflects the spirit in which the Parish Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the Parish Council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The Parish Council will issue this policy to all employees as part of their induction and to all Parish Councillors as part of their Welcome Pack. The Parish Council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is

"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Parish Council's reputation and ultimately, legal proceedings against the Parish Council and payment of legal fees and potentially unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

EASTINGTON PARISH COUNCIL

1.4 Penalties: Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Parish Council. If elected Parish Councillors are bullying or harassing employees, contractors, fellow Parish Councillors, or others then a referral through the Standards process in place at the time reported as a contravention of the Parish Council's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the Parish Council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the Parish Council should take appropriate legal advice, often available from the Parish Council's insurer, if such a matter arises.

1.5 The Legal position: Parish Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

2. Process for dealing with complaints of Bullying and Harassment

2.1 Informal approach – Anyone; employee, contractor, Parish Councillor or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

2.2 Formal approach

2.2.1 Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the staffing committee (where there is one) or another Parish Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

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2.2.2 Others

Any other party to the Parish Council, other than an employee, who feels he or she is being bullied or harassed, should raise their complaint with the Parish Council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The

EASTINGTON PARISH COUNCIL

complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Parish Councillors or officers of the Parish Council should use the Parish Council's official Complaints Procedure. It is important that the Officer(s) or Parish Councillor(s) being complained about do not prevent the Parish Council operating impartially in its investigation and decision-making in this regard.

2.3 Grievance – Employees only - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Parish Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the Parish Council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the Parish Council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The Parish Council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

2.4 Disciplinary Action - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the Parish Council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For **Parish Councillors** who the Parish Council reasonably believe have been bullying or harassing another person(s) whilst undertaking Parish Council activities the range of sanctions available to the Parish Council are limited and must be reasonable, proportionate and not intended to be punitive. In some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee reviewing the evidence under the Code in place at the time.

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A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

This list is not exhaustive.

2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Parish Councillor will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

EASTINGTON PARISH COUNCIL

3. Responsibilities

All parties to the Parish Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings. Bullying is more likely to be complained about when individual Parish Councillors criticise staff, often without objective evidence, without the mandate from the corporate body of the Parish Council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

The Parish Council undertakes to share its policy with all Parish Councillors and workers and request that each party signs to demonstrate acceptance of its terms. All new Parish Councillors and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken as appropriate and necessary amendments will be undertaken by the Parish Clerk and reported to the full Parish Council for approval.

The Parish Council will undertake to ensure that its Parish Councillors and workers are trained in the processes required by this policy as deemed appropriate.

4. Useful contacts

- ACAS www.acas.org.uk tel: 0845 7 47 47 47
- Local Government Ombudsman for Wales www.ombudsman-wales.org.uk tel: 0300 790 0203
- Local Government Ombudsman for England www.lgo.org.uk 0300 061 0614
- Equalities and Human Rights Commission www.equalityhumanrights.com
- SLCC www.slcc.co.uk
- DirectGov website www.GOV.uk

DISCIPLINARY PROCEDURE

1. PURPOSE AND SCOPE

This procedure is designed to help and encourage all Parish Council employees to achieve and maintain high standards of conduct whilst at work or representing the Parish Council. The aim is to ensure consistent and fair treatment for all. This procedure is produced by [the Society of Local Council Clerks \(SLCC\)](#) and prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice 2015. The procedure outlines informal and formal action that can be taken, and examples of the types of misconduct that this procedure addresses. The section on formal action gives the steps to follow in how to address the alleged misconduct.

2. PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated
- b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the Parish Council's facilities (e.g. telephones, computers, email or the internet)

EASTINGTON PARISH COUNCIL

- Refusal to carry out reasonable requests or instructions
- Smoking in unauthorised areas
- Failure to follow an agreed Parish Council Procedure

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Management Policy.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the Parish Council, its workers or Parish Councillors
- Gross incompetence in the conduct of work
- Gross negligence which results in the Parish Council or employees being put at risk.
- Being under the influence of illegal drugs or excessive alcohol
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the Parish Council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the Parish Council's policies
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Parish Council funds or credit
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the Parish Council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

3.2 INFORMAL ACTION

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Parish Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Staffing (or similar) committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

3.3 FORMAL ACTION

3.3.1 The level of warning you may receive for misconduct/gross misconduct will depend on how serious the Parish Council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 –see 3.4 below.

3.3.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.3.3 Disciplinary Meetings

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the Parish Clerk being disciplined, the Chair of the Hearing Panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.4 OUTCOMES AND PENALTIES

Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

EASTINGTON PARISH COUNCIL

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct..

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Line Manager (or in the case of the Parish Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Parish Council reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the appropriately convened Hearing Panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the Hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an Appeal Hearing.

3.5 SUSPENSION

If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the Parish Council investigates the alleged offence. Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the Parish Council will be maintained although access to premises, equipment or systems may be denied. The Investigator who compiles evidence for the disciplinary Hearing must play no

EASTINGTON PARISH COUNCIL

part in the subsequent decision-making to ensure impartiality. Parish Councils need to consider the implications of such arrangements on its Hearing and Appeal Panel plans early on in the disciplinary process.

3.6 APPEALS

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Chair (or Chair of the relevant committee) within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly.

Where possible the Appeal will be heard by a separate panel of Parish Councillors who have not been involved in the original disciplinary Hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the Appeal Hearing. The outcome of the Appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal Hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal Hearing will be final.

3.7 THE RIGHT TO BE ACCOMPANIED

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. The companion can address the Hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the Hearing if the employee does not wish him/her to or prevent the employee explaining their case.

3.8 HEARING PANELS

The SLCC advise that councils establish Hearing Panels to hear disciplinary and grievance Hearings on an annual basis so that if a dispute does arise in the workplace the Parish Councillors involved are already trained and briefed on their duties as a Hearing or Appeal Panel member. In situations where individual Parish Councillors are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as Panel members.

3.9 NOTE-TAKING

It is highly recommended that a note-taker be provided to every meeting/Hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Parish Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

3.10 GRIEVANCES RAISED DURING DISCIPLINARIES

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the Parish Council or individual Parish Councillors. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

3.11 CRIMINAL CHARGES OR CONVICTIONS

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

4. GETTING IT WRONG

Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Parish Councillors, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

STAFF APPRAISAL POLICY

There should be annual staff appraisals with the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of future potential
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

Appraisals should not introduce any new items that have not been previously discussed, eg disciplinary matters.

Members of staff should use the form to prepare for the Appraisal meeting and provide evidence of performance including copies of training certificates, qualifications attained during the appraisal period.

The Parish Clerk should appraise any staff members (as at September 2017 there are none).

The Parish Council will appoint two Parish Councillors to carry out the Parish Clerk's annual appraisal on the anniversary of appointment.

The appraisal reports should be signed and agreed by both parties and filed in the staff files.

A report should be given to the full Parish Council (or staffing-related committee if there is one) stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.

The appraisal form is at Appendix A.

Appendix A – ANNUAL STAFF APPRAISAL FORM

NAME OF EMPLOYEE	
POST HELD	
DATE OF APPOINTMENT	
REPORT FOR PERIOD	

Current Job
Purpose of Job
Description of duties
Targets

DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

- | | | |
|----------|---|---|
| Markings | A | Well above the performance expected |
| | B | Consistently above the acceptable standard of the grade |
| | C | Generally achieves the acceptable standard of the grade.
Meets all the requirements of the job |
| | D | Not quite up to an acceptable standard, shows some general weaknesses |
| | E | Consistently below the acceptable standard |
| | F | Performance well below the expected level |

EASTINGTON PARISH COUNCIL

1 Knowledge of Duties	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

2 Quality of Work	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

3 Quantity of Work	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

4 Relations With Others	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

5 Communication Skills	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

6 Manual/Numeric/Operational skills (where applicable)	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

EASTINGTON PARISH COUNCIL

7 Supervision/Oversight of Staff (where applicable)	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments)

ATTENDANCE and any specific factors affecting overall performance

Training and Qualifications achieved in the reporting period

OVERALL ASSESSMENT	Acceptable	Not Acceptable
Strengths		
Weaknesses		

Interests and career aspirations

Comments (include here any out of line potential)

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Signature of Appraiser(s):	
Print name of Appraiser(s):	
Length of time Appraising:	
Position Held:	
Date:	

ACTION PLAN	
Including action to be taken to improve performance on current job and specific development and training action by:	
the appraisee	target date
the Appraising Manager	target date
external sources	target date

Appraisee's signature – I have been offered the facility to see this report and I agree that the above is an accurate record of the views exchanged in the counselling interview	
Signature	

Agenda item 9.11

Payments Eastington Parish Council 10 August 2017

Invoice Date	Payee	Details	Net Amount	VAT	Gross Amount	Budget
27/07/17	Salaries & Expenses	Payroll July 2017 & Expenses June 2017	£1280.04	£0	£1280.04	Parish Admin
05/08/17	Post Office Ltd	PAYE & NI payments to HMRC for July 2017	£263.86	£0	£263.86	Parish Admin
01/07/17	Eastington Village Hall Charity	Room hire 23 rd March 2017	£10.50	£0	£10.50	Parish Admin
18/07/17	Rubicon Industries Ltd	Skate & scooter sessions at open day	£400.00	£80.00	£480.00	Grant Funding
20/07/17	All Out Play Ltd	Safety surfacing (£1345.20) Storage bench (£414.00)	£1466.00	£293.20	£1759.20	Grant Funding
20/07/17	Came & Company	Temporary insurance cover for portable loo	£25.00	£0	£25.00	Insurance
27/07/17	Midland Forestry Ltd	Tree works at Burial Ground, Alkerton Green, Nastend Green	£1138.00	£227.60	£1365.60	C&BG / Contingency
30/07/17	Alan Loveridge	Grass cutting July 2017 (£1135)	£1135	£0	£1135	Grounds Maint
	DIRECT DEBITS:					
24/07/17	NEST	Pensions for July 2017	£107.60	£0	£107.60	Parish Admin
22/07/17	Vodafone	Parish Mobile	£41.28	£8.25	£49.53	Parish Admin
		TOTAL			£6476.33	

Receipts:

OHMG	CCTV Donation	£3167.50
Funeral	ERB & interment	£550.00
Parishioner	Grave maintenance	£25.00

CORRESPONDENCE RECEIVED

	Date	From	Details	Action
1	03-07-2017	Harris Ethical	Parish Lift Update	For information
2	04-07-2017	National Plant Monitoring Scheme	2017 update	For information
3	05-07-2017	GAPTC	Star Council's programme	Forwarded to Cllrs
4	05-07-2017	GAPTC	Survey on areas for improvement	Forwarded to Cllrs
5	08-07-2017	General Public	Family history search - info request from burial records	Clerk provided info
6	10-07-2017	SDC	July newsletter	Forwarded to Cllrs
7	11-07-2017	SDC	Planning website malfunction - consultation dates extended	For information
8	11-07-2017	GAPTC	Public health across Gloucestershire report	For information
9	11-07-2017	GCC	Winter maintenance - request for up to date snow warden details	Clerk provided info
10	12-07-2017	Cotswold Canal Trust	Request to come to Council meeting to discuss planning app	Invited to August meeting
11	13-07-2017	Environment Agency	Assessing new nuclear power station designs	For information
12	13-07-2017	SDC	Community Safety Partnership Strategy 2017-2021	Forwarded to Cllrs
13	14-07-2017	Resident	Overgrown verges along Bath Road	Reported to Highways
14	14-07-2017	SDC	Stroud Cluster Group minutes	Forwarded to Cllrs
15	14-07-2017	SDC	Consultation on Heritage Strategy deadline 15th September	For August meeting
16	18-07-2017	Grant Thornton LLP	Request for additional information for annual audit	Clerk provided info
17	18-07-2017	National Grid	Transport of supergrid transformer on 30th July	Forwarded to Cllrs
18	18-07-2017	PROWD	Copy email on request for update on Bristol gate	For information
19	18-07-2017	GCC	A419 Improvement Scheme acknowledgement of EPC's comments	For information
20	24-07-2017	Church Diocese	Acknowledgement of receipt of faculty forms	For information
21	24-07-2017	Resident	Request to site a food truck at the play park	Forwarded to OHMGC
22	26-07-2017	SDC	Stroud Community Safety Partnership Grant scheme open	For information

Eastington Parish Council

From: "GAPTC Comms" <comms@gaptc.org.uk>
Date: Monday, 3 July, 2017 3:20 PM
To: "GAPTC Comms" <comms@gaptc.org.uk>
Subject: Cost effective planning training for Local Councils

Below is a new service that may be of interest to your council.

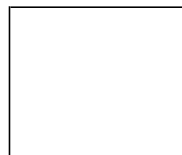
Kind regards

Anita Sach
Communications & Training Officer
GAPTC
Falcon Close
Quedgeley
Gloucester
GL2 4LY
01452 883388
www.gaptc.org.uk
Twitter: glosAPTC

The GAPTC AGM will take place on Saturday 15th July from 10.30am – 2.30pm at Highnam Community Centre. Please book using the online booking form on the website

Introducing a new town planning support service for Local Councils

- Answers to questions about town planning issues
- Downloadable training and development toolkits
- Regular newsletter with updates on changes to planning legislation and practice
- Reference materials
- Training videos



Why use Planning Local?

Planning Local is written from the Local Council perspective. It is a Membership website that provides advice and support to Local Councils about planning issues that affect them.

Its purpose is to empower Local Councils to secure better planning outcomes by negotiating developer contributions for local infrastructure in pre-application discussions and appropriately responding to planning consultations. It also offers advice in how Local Councils can prepare their own planning and administrative responses.

Planning Local can serve as the basis of Member training for smaller councils with limited training budgets and can be a source of direct support.

Planning Local is cost-effective

For only £100 per annum, your Council can be up to date with planning matters, train your Members and find easy answers to your planning questions.

All materials are written from the Local Council perspective

Planning Local translates planning jargon to make processes clear and policies understandable.

Planning Local is up to date

You will be updated about changes in legislation and policy that affect your Council.

It's there when you need it

Resources and support are available at times convenient to the users because its online.

Tailor your Council's training and development

Planning Local can serve as the basis for in-house training for smaller councils who find it difficult to access external trainers.

Planning Local website: planninglocal.co.uk

What are the benefits of joining?

Regular newsletters with updates on changes in legislation, policy, best practice, Ministerial Statements, and other trends that you need to know about.

Free advice and answers to your planning questions. Answers will be posted on the FAQ page so that other Planning Local users can benefit.

Toolkits provide detailed advice and guidance on specific planning issues and can form the basis of in-house training and development.

A training video of the flagship event, "Negotiate a better outcome in planning" can be viewed on the website free of charge.

A library of links to important and useful documents on the internet will allow users to save time from hunting for documents and references.

Download samples:

[Toolkit: Viability, Conditions, Obligations and other considerations](#)

[Newsletter 1: February 2017](#)

[Newsletter 2: June 2017](#)

The toolkits will help your Local Council to:

Communication and Engagement

understand why good communications and engagement is important and will help them analyse their stakeholders to understand their level of influence and interest, how to communicate with them and influence them. Advice is provided how to prepare a simple communications strategy.

Development Timetable

anticipate the process by which applicants and developers progress their planning applications and the best way to engage in the process. This advice relates mainly to large and/or complex planning applications that may be subject to planning conditions and obligations.

Infrastructure Planning

prepare a plan setting out future infrastructure requirements to aid in negotiating developer contributions and managing Local Council budgets.

Negotiation Techniques

develop skills in negotiating with other stakeholders to secure community benefits.

Outline of the Planning System

understand the basic components of English Town and Country Planning: forward planning, development management and enforcement.

Plan Preparation

make the decision whether to proceed with a Neighbourhood Development Plan or other type of planning strategy and discusses matters to be considered before embarking on preparation of a plan.

Planning Applications

understand when planning permission is required, contents of most applications, what to look for when considering an application, and the types of planning applications they may consider.

Planning Stakeholders

appreciate the motivations and risks for the main stakeholder in planning developments: you, the community, the developer or applicant, the Local Council and the statutory consultees.

Pre-application Engagement

put procedures and processes in place to help them maximise their effectiveness in pre-application discussions, including how to secure necessary infrastructure.

Viability, Conditions, Obligations, and other considerations

understand important planning regulations and guidance which affects planning decisions and regulates developer contributions.

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Andrea Pellegram Planning Local 6 Chesterton Park GL7 1XU

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