**POLICIES TO BE REVIEWED & ADOPTED**

**Lone Worker Policy for Ashurst Parish Council**

**Legislation**

The primary requirement of the Health and Safety at Work etc Act 1974 imposes a ‘duty of care’ on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack. **Ashurst Parish Council** (‘the Council’) has identified that its Clerk is required to work on their own as part of their employment and has endeavoured to minimise, as far as is reasonably practicable, risks or hazards that may exist.

• All employees are encouraged to follow safe systems of working.

• Lone workers have access to either mobile phones or a land phone line for use in an emergency.

• Regular risk assessments are undertaken at all sites and employees are encouraged to report areas of concern that they may have.

• Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.

• The Clerk should inform the Council of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.

• The Clerk has an opportunity to talk with the Council in order that any wellbeing issues can be raised.

• Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Council as soon as possible.

• Employees working alone in any building are instructed to lock the doors.

• Employees have the right to refuse entry to a building if there is any concern.

• It is encouraged to be extra vigilant after dark and to park in a well-lit area and try to leave with other people if possible - the Clerk will arrange to meet the Chairman for the meeting in advance of each meeting to get the Village Hall ready.

**EQUALITY POLICY**

**POLICY STATEMENT**

Ashurst Parish Council is committed to the values of equality and diversity, and in pursuing an equal opportunities approach in the employment of its staff and in every aspect of Council activity. The Council recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.

**LEGAL POSITION**

It is unlawful to discriminate against an individual on the following grounds (known as ‘protected characteristics’ under the Equality Act 2010):

* Age
* Disability
* Gender reassignment
* Marriage and civil partnership
* Pregnancy and maternity
* Race
* Religion or belief
* Sex
* Sexual orientation

In addition, the Council will not discriminate on the grounds of:

* Ethnic or national origin
* Political views and/or trade union membership
* HIV/AIDS status or other chronic illnesses
* Personal family circumstances
* Socio-economic status

These lists are not intended to be exhaustive but reflect the intention of this policy.

**PURPOSE**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken) and an equality of opportunity in the provision of services from Parish Council facilities. The Council opposes all forms of unlawful and unfair discrimination, whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the listed characteristics.

**EQUALITY OF OPPORTUNITY IN EMPLOYMENT**

All employees will be treated equally and fairly. Selection for employment, promotion, training, remuneration, and any other benefit will be based on aptitude and ability.

Breaches of the Parish Council’s Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination, harassment or victimization through the Council’s grievance procedure.

**EQUALITY OF OPPORTUNITY IN SERVICE DELIVERY**

Ashurst Parish Council is committed to equality of opportunity in the provision of services and access to its facilities. The Council will deliver accessible, relevant and high-quality services.

**COMMITMENT TO THE POLICY**

The council on approving this Equality of Opportunity Policy takes responsibility for monitoring, implementation and reviewing its effectiveness. The Council will display the Policy on its website and will highlight in recruitment and official documentation.

**REVIEW**

The Policy will be reviewed by the Council every two years to ensure it remains useful, progressive, and reflective of the UK legislation.

Any recommended changes to the policy should be approved by the Council.  The revised policy will be thereafter communicated to councillors and staff directly and electors and contractors via the website.

**DATE OF ADOPTION:** September 2017

**REVIEW DUE:** April 2019

**DOCUMENT RETENTION SCHEME**

**ASHURST PARISH COUNCIL**

1. **Introduction**
   1. The council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.
   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 Data Protection Act 1998, 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 and the Lord Chancellor’s Code of Practice on the Management of Records Code 2002.
2. **Retention of documents for legal purposes**
   1. Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

|  |  |
| --- | --- |
| **Category** | **Limitation Period** |
| Negligence (and other torts) | 6 years |
| Defamation | 1 year |
| Contract | 6 years |
| Leases | 12 years |
| Sums recoverable by statute | 6 years |
| Personal Injury | 3 years |
| To recover land | 12 years |
| Rent | 6 years |
| Breach of trust | None |

* 1. Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.
  2. As there is no limitation period in respect of trusts, the council will never destroy trust deeds and schemes and other similar documentation.
  3. Some limitation periods can be extended. Examples include:
* where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
* where damage is latent (e.g. to a building);
* where a person suffers from a mental incapacity;
* where there has been a mistake or where one party has defrauded another or concealed relevant facts.
  1. In such circumstances, the council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:
* claims being made;
* the value of the claims; and
* the inability to defend any claims made should relevant documents be destroyed.

1. **Document retention schedule**
   1. The council has agreed a minimum document retention schedule, based on the obligations under the previously named acts, codes, orders and regulations.

|  |  |  |
| --- | --- | --- |
| **DOCUMENT** | **MINIMUM RETENTION PERIOD** | **REASON** |
| Minute books | Indefinite | Archive |
| Scale of fees and charges | 6 years | Management |
| Receipt and payments account(s) | Indefinite | Archive |
| Receipt books of all kinds, including ledgers | 6 years | VAT |
| Bank statements, including savings/deposit accounts | Last completed audit year | Audit |
| Bank paying-in books | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Quotations and tenders | 6 years after completion of contract | Limitation Act 1980 |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 |
| VAT records, P60s and P45s | 6 years | VAT, Tax |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 |
| Timesheets | Last completed audit year | Audit |
| Wages books | 12 years | Superannuation |
| Insurance policies | While valid | Management |
| Certificates for insurance against liability for employees | 40 years from date on which the insurance commenced or was renewed | Employers’ Liability (Compulsory Insurance) Regulations 1998, Management |
| Investments | Indefinite | Audit, Management |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Members allowances register | 6 years | Tax, Limitation Act 1980 |
| Correspondence and emails | 1 year | Limitation Act 1980 |
| Accident book | 3 years | Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013 |
| Annual accounts and asset registers | Indefinite | Archive |
| Pension contribution records | 6 years | Pensions Act 2014 |
| Personnel records, including SSP and maternity records | 6 years | Limitations Act 1980 |
| Asbestos and hazardous materials records | Indefinite | Asbestos Regulations |
| Previous versions of policies, standing orders, schemes of delegation | 3 years | Data Protection Act 1998 |
| **For halls, centre, recreation grounds**   * Application for hire * Lettings diaries * Copies of bills to hirers * Record of tickets issued | 6 years | VAT |

* 1. The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in any doubt, advice should be sought from the Clerk.

**Information available from Ashurst Parish Council under the Model Publication Scheme**

**Ashurst Parish Council Website address is www.ashurstparishcouncil.org**

**Agendas are displayed on the Website and Parish Notice Board outside of the Village Hall.**

**Minutes are also on the Website.**

FOC = Free of Charge

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Who we are and what we do**  (Organisational information, structures, locations and contacts) This will be current information only. | | |
| Who’s who on the Council | Website  Hard copies by photocopy – contact Clerk | FOC  10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address) | Website  Hard copies by photocopy  - contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| **What we spend and how we spend it**  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)    Current and previous financial year as a minimum | | |
| Annual return form and report by auditor | Parish Notice Board and Website  Hard copies by photocopy – contact  Clerk    Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| Finalised budget | Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | 10p per sheet  FOC |
| Precept | Website  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Financial Standing Orders and Regulations | Website  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| Grants given and received | Website (minutes and quarterly financial summaries)  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| List of current contracts awarded and value of contract | Not applicable however if it were:  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | 10p per sheet  FOC |
| Members’ allowances and expenses | Inspection of information by arrangement with Clerk | FOC |
| **What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Council Action Plan (current year)  Aims and Objectives | Website (minutes)  Inspection of information by arrangement with Clerk | FOC  FOC |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website (minutes)  Inspection of information by arrangement with Clerk | FOC    FOC |
| **How we make decisions**  (Decision making processes and records of decisions)    Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings) | Website (Parish Council Meeting Dates)  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Agendas of meetings (Council, any committee/subcommittee meetings and parish meetings) | Website  Parish Notice Board    Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  FOC    10p per sheet  FOC |
| Minutes of meetings (Council, any committee/subcommittee meetings and parish meetings) – please note this will exclude information that is properly regarded as private to the meeting. | Website  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| Reports presented to council meetings – please note this will exclude information that is properly regarded as private to the meeting. | Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | 10p per sheet  FOC |
| Responses to consultation papers | Website (Minutes)  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| Responses to planning applications | Website (minutes)  Horsham District Council Website – under relevant application number  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  FOC  10p per sheet  FOC |
| **Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)    Current information only | | |
| Policies and procedures for the conduct of council business:    Procedural standing orders  Committee and sub-committee terms of reference  Code of Conduct | Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | 10p per sheet  FOC |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Policies and procedures for the provision of services and about the employment of staff:     * [Lone Worker Policy](http://www.ashurstparishcouncil.org/resources/Policies/Lone%20Worker%20Policy%20for%20Ashurst%20Parish%20Council.pdf) * [Risk Management Scheme](http://www.ashurstparishcouncil.org/resources/Policies/Ashurst%20Parish%20Council%20Risk%20Assessment%20and%20Management%20Scheme.pdf) * [Equal Opportunities Policy](http://www.ashurstparishcouncil.org/resources/Policies/Equal%20Opportunities%20Policy%20Ashurst%20PC.pdf) * Standing Orders * Financial Regulations * Publication Scheme * Any further policies as adopted by the Council   Policies and procedures for handling requests for information | Website    Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC    10p per sheet  FOC |
| Records management policies (records, retention, destruction and archive) | Website  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| Data protection policies | Website  Hard copies by photocopy  –contact Clerk  Inspection of information by arrangement with Clerk | FOC  10p per sheet  FOC |
| **Lists and Registers**    Currently maintained lists and registers only | | |
| Assets Register | Inspection of information by arrangement with Clerk | FOC |
| Register of members’ interests | Website  Inspection of information by arrangement with Clerk  Declaration of Interests also at Horsham District Council | FOC  FOC    HDC fees may apply |
| Register of gifts and hospitality (if received) | Inspection of information by arrangement with Clerk | FOC |
|  |  |  |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)    Current information only | | |
| Parks, playing fields and recreational facilities | Website  Inspection of information by arrangement with Clerk | FOC  FOC |
| Joint Parishes Youth Service | Website  Inspection of information by arrangement with Clerk | FOC  FOC |

**Contact details:**

Elizabeth Leggo

Clerk to Ashurst Parish Council

Tel: 07738664440

ashurstclerk@outlook.com

**WRITTEN REQUESTS**

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost\* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  | None |
|  |  |  |

\* the actual cost incurred by the public authority

**Ashurst Parish Council: Councillor Co-option Policy**

1. Introduction

This policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Ashurst Parish Council (APC). The Co-option procedure is entirely managed by APC and this policy will ensure that a fair and equitable process is carried out.

1. Co-option

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when:

* A councillor fails to make his declaration of acceptance of office at the proper time;
* A councillor resigns;
* A councillor dies;
* A councillor becomes disqualified;
* A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the council a meeting of an outside body.

APC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of nomination paper. APC will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, APC is able to co-opt a volunteer.

1. Confirmation of Co-option

On receipt of written confirmation from the Electoral Services Office of the District Council the casual vacancy can be filled by means of Co-option. The parish clerk will:

* Advertise the vacancy for four weeks on the council notice boards and website;
* Advise APC that the Co-option Policy has been instigated.

APC is not obliged to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left underrepresented for a significant length of time, neither does it contribute to effective and efficient working of the council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of APC.

1. Eligibility of Candidates

APC is able to consider any person to fill a vacancy provided that:

* He/she is an elector of the parish; or
* has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
* had his/her principal place of work in the parish; or
* has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are:

* Holding a paid office under the Local Authority;
* Bankruptcy;
* Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
* Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

1. Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so candidates will be requested to:

* Submit information about themselves by way of completing a short application form (Appendix A)
* Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable council meeting will have an agenda item @To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy’. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of APC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

1. At the Co-option Meeting

At the Co-option meeting candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of APC. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and inevitable their personal attributes the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s), with each candidate being proposed and seconded by the Councillors in attendance and a vote by show of hands. The vote will be recorded.

In order for a candidate to be elected to APC it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she make take their seat immediately.

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their ‘Registration of Interests’ within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring officer.

If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.

**APPENDIX A**

**Application for Co-option**

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

|  |  |
| --- | --- |
| **Full name & Title** |  |
| **Home Address** |  |
| **Home Telephone** |  |
| **Mobile Telephone** |  |
| **Email Address** |  |
| **Which Ward are you Applying For?** |  |

|  |
| --- |
| **About You**  Please provide the council with some background information about yourself. |
|  |

|  |
| --- |
| **Reasons for Applying**  Please provide the council with your reasons for wanting to become a Parish Councillor. |
|  |

|  |  |
| --- | --- |
| **Signature** |  |

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area:

|  |  |  |
| --- | --- | --- |
|  | **Proposer** | **Seconder** |
| **Name** |  |  |
| **Address** |  |  |
| **Signature** |  |  |

Please return your completed application to the Clerk to the council (ashurstclerk@outlook.com). Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Ashurst Parish Council.

**Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.**

**APPENDIX B**

**Co-option Eligibility Form**

|  |
| --- |
| 1. In order to be eligible for co-option as a Ashurst Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the ‘relevant date’ (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you: 2. I am registered as a local government elector for the parish; or 3. I have, during the whole of the twelve months preceding the date of my co-option   occupied as owner or tenant land or other premises in the parish; or   1. My principal or only place of work during those twelve months has been within the   parish; or   1. I have during the whole twelve months resided in the parish or within 3 miles of it 2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she: 3. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or 4. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or 5. Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or 6. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.   This disqualification for bankruptcy ceases in the following circumstances:   1. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged; 2. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part; 3. If the person is discharged without such a certificate.   In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.  In iii, it ceases on the expiry of five years from the date of discharge. |
| **Declaration** |
| I…………………………………………hereby confirm that I am eligible for the vacancy of Ashurst Parish Councillor, and the information given on this form is true and accurate record.  Signature………………………………………………………………………… |

**Ashurst Parish Council is duty bound to treat this information as strictly confidential.**

**APPENDIX C**

**C0-OPTED COUNCILLLOR PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | Sound knowledge and understanding of local affairs and the local community  Forward thinking | Can bring a new skill, expertise or key local knowledge to the Council |
| **Experience, Skills, Knowledge and Ability** | Ability to listen constructively  A good team player  Ability to pick up and run with a variety of projects  Solid interest in local matters  Ability and willingness to represent the Council and their community  Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions  Ability to communicate succinctly and clearly  Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff  Ability and willingness to work with Council’s partners (e.g. voluntary groups, other parish Councils, principal authority, charities)  Ability and willingness to undertake induction training and other relevant training | Experience of working or being a member in a local authority or other public body  Experience of working with voluntary and or local community/interest groups  Basic knowledge of legal issues relating to town and parish Councils or local authorities  Experience of delivering presentations |
| **Circumstances** | Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends |  |

**GENERAL PRIVACY NOTICE**

**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.

**Who are we?**

This Privacy Notice is provided to you by the Westham 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

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we 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 mean we are all collectively responsible 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, 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 we use sensitive personal data**

• We 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.

**Do we need your consent to process your sensitive personal data?**

• In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, 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 we hold 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.

**We use your personal data 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 or telephone;

• 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.

**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 sports 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 that use.

**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 do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have 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). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it 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.

**1) The right to access personal data we hold on you**

• 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.

**2) The right to correct and update the personal data we hold on you**

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

**3) 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).

**4) The right to object to 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.

**5) 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.

**6) 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 telephone, email, or by post (see Contact Details below).

**7) 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 we 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.

**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on this web page [http://www.ashurstparishcouncil.org]. This Notice was last updated in May 2018.

**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 Data Controller, Ashurst Parish Council

Email: ashurstclerk@outlook.com