

Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

Mobile: 07400 280561 (Office hours)
Email: rollestonpc@outlook.com
<https://rollestonondovepc.co.uk>

Our Ref: MD

01 April 2019

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on Monday 08 April 2019 commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. **TO RECEIVE APOLOGIES**
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
3. **PLANNING MATTERS**

3.1 Planning applications considered by email

Planning Application No.	Address	Proposal
P/2018/01392	35 Burnside	Construction of a single storey dwelling and associated access (amended plans received)
Previous comments reiterated to ESBC:		
a) The proposal is an overdevelopment of the site which would adversely impact on the neighbouring properties		
b) Concern regarding access/egress due to the narrow road, and		
c) The proposed development is back land development, i.e. garden infill		

Planning Application No.	Address	Proposal
P/2019/00280	54 & 56 Station Road	Removal of two Apple trees, one Pear tree and one Damson tree
Comments submitted to ESBC:		
<ul style="list-style-type: none"> Request that a tree survey is undertaken Cannot see any reason why the trees cannot be pruned if required 		

3.2 Planning applications for consideration at the meeting

Planning Application No.	Address	Proposal
P/2018/01482	34 Church Road	Conversion of the existing detached garage roof space to form ancillary living accommodation with associated roof alterations and installation of an external staircase (amended plans received) (Enclosure No. 1A)
P/2019/00192	Land adjacent to 157 Craythorne Road, Stretton	Outline application for the erection of two dwellings with all matters reserved (Enclosure No. 1B)

3.3 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2018/01584	14 Station Road	Demolition of existing conservatory to facilitate the erection of a single storey rear extension, first floor side extension and loft conversion (revised scheme to include a balcony)
Refused		
P/2019/00091	3 Oaktrees Close	Erection of temporary single storey wetroom pod to the rear of the property for use by disabled adult
Permitted		
P/2019/00154	19 Station Road	Erection of a single storey rear extension (revised scheme)
Permitted		
P/2019/00167	Alderbrook Lodge Burnside	Reduce height of Confider hedge to 6 metres and crown reduction to 1 Cedar tree by 25%
LPA has no objection and does not propose to make a TPO		
P/2019/00171	Garden land opposite Brooklyn Cottage Moseley Mews	Felling of 1 Plum tree and 1 Apple tree
LPA has no objection and does not propose to make a TPO		
P/2019/00203	92 Beacon Road	Erection of a single storey rear extension (revised scheme)
Permitted		

4. TO CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON 11 MARCH 2019 (Enclosure No. 2)

5. TO CONSIDER MATTERS ARISING FROM THE PREVIOUS MEETING

6. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

7. TO RECEIVE A REPORT FROM THE BOROUGH COUNCILLOR

8. TO RECEIVE REPORTS FROM PARISH COUNCILLORS

9. TO CONSIDER FINANCIAL MATTERS

9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re litter pickers, etc for Village Clean-up day	BACS (Paid 12/03/19)	156.17	26.03
Willshee's Skip Hire	Skip hire for Clean-up Day on 13 April (Pre-payment required to confirm order)	BACS (Paid 27/03/19)	230.00	38.33
1&1 Internet Ltd	Village website	DD (Paid 07/04/19)	5.99	1.00
Paperstone Ltd	Stationery (for filing cabinets)	BACS	62.94	10.49
Urban Vision Enterprise CiC	Rolleston on Dove NP: Preparation of the Basic Conditions Statement, etc	BACS	2,100.00	350.00
Viking	Stationery (for filing cabinets)	BACS	97.16	16.19
B A Gooding	Contribution to Flood defence barrier	Chq. No. 002873	840.00	-
P Taylor	Contribution to Floodstop barrier	BACS	984.00	-
A Mandelberg	Contribution to flood barrier	BACS	1,000.00	-
Staffordshire Parish Councils' Association	6 month trial membership	BACS	98.00	-
Staffordshire Parish Councils' Association	Local councillor training course (3 x delegates)	BACS	45.00	-
Amberol Ltd	Matting and liners for planters	BACS	649.44	108.24
Society of Local Council Clerks' (SLCC)	2019 Membership subscription (pro rata with Shobnall Parish Council)	BACS	90.32	-
Clerk	Salary	BACS	670.44	-
Clerk	Expenses	BACS	213.98	23.07
P Taylor	Reimbursement re Rolleston Remembers brochure	BACS	58.17	-
Midshire Business Systems Ltd	Photocopier: Copy charges	DD (25/04/19)	103.93	17.32
iD Mobile	Clerk's mobile	DD (25/04/19)	31.21	5.21
		TOTALS	7,436.75	595.88

9.2 Bank reconciliation

		Bank Accounts					
		Treasurer's Account £	Instant Access £	Income £	Expenditure £	Total £	
01 April 2018	Statement	14,884.88	45,860.15			60,745.03	
Movement in funds to date	PLUS Income			84,727.27			
	LESS Expenditure				79,119.16		
						66,353.14	Difference = £45.24 (Chq. No. 002871 £25.00 and 1&1 Internet Ltd DD £20.24)
31 March 2019	Statement	13,317.23	53,081.15			66,398.38	
	Totals agree with Clerk's Accounts records						
Free Reserves							
As at 01 April 2018:		£3,563.84					
As at 31 March 2019:		£2,901.00					

10. 2018/19 BUDGET AS AT 31 MARCH 2019 (Enclosure No. 3)

11. BEST KEPT VILLAGE

12. COUNCILLORS' TRAINING

12.1 Planning Training

Following attendance by three councillors on a Local Councillors training session run by the Staffordshire Parish Councils' Association (SPCA) a request has been made for all councillors to be trained in planning matters. The SPCA will deliver the training session at a venue provided by the council at a cost of £250. It has been suggested that the training could be arranged to take place after the May 2019 local elections and that, provided the venue offers enough space, an invitation be extended to another parish council(s) to join the session, thereby offsetting the cost between two (or more) councils.

Does the council want the planning training to be arranged, as set out above?

12.2 Councillor's Induction Pack

The Clerk is planning on providing an Induction Pack for all councillors to be distributed at the May 2019 meeting. The pack will include:

Members List	Training Policy
Meetings Timetable	Model Code of Conduct
Budget	Standing Orders
Financial Regulations	Parish Council Powers
Data Protection Policies	Equal Opportunities Policy
Health & Safety Policy	HR Policies
Community Engagement Strategy	Minutes of previous month's Parish Council meetings

Is the council happy for the Induction Pack to be provided as set out above? Are there any other items of information that councillors would like to see included in the pack?

13. BURNSIDE – RAILINGS

Report to follow.

14. GOVERNANCE – POLICIES (2ND TRANCHE) (Enclosures 4A – 4P)

To agree and adopt the following policies for immediate implementation:

Anti-fraud and Corruption Policy
Community Engagement Policy
Complaints Procedure
Dignity at Work, Bullying and Harassment
Disciplinary Procedure
Environment Policy
Equal Opportunities Policy
Grievance Procedure
Health and Safety Policy
Lone Working Policy and Guidance
Members and Officers Subsistence/Mileage Policy 2019/20
Openness and Transparency Policy
Risk Management Policy
Sickness and Absence Policy
Training Policy
Whistle Blowing Policy

15. ASSET REGISTER AS AT 31 MARCH 2019 (Enclosure No. 5)

16. FOOTPATHS AND STILES (Enclosure No. 6)

17. QUOTATION: JINNY TRAIL – TREE WORKS (Minute No. 8.4 11 March 2019 refers)

The following quotation has been received:

- Removal of two leaning limbs
- Other tree works
- All debris to be removed from site, area to be left clean and tidy

Total cost for above works: £425.00 inclusive

Does the council wish to accept the above quotation?

18. ACTION POINTS (Enclosure No. 7)

19. CORRESPONDENCE

19.1 East Staffordshire Borough Council (ESBC)

Sections 59 to 75 Anti-Social Behaviour, Crime and Policing Act 201, Sections 87 and 88 Environmental Protection Act 1990 (as amended by Section 19 Clean Neighbourhoods and Environmental Act 2005)

The following email has been received from ESBC:

“I write with reference to the existing Public Space Protection Orders (PSPOs) regarding the consumption of alcohol within the designated areas in the Borough of East Staffordshire and the dog control orders, which are both required to be renewed before they expire in October 2019.

The legislation states that the maximum time a PSPO can be implemented for is three years, before requiring a formal review. The PSPOs will expire unless they are reviewed and measures re-implemented

appropriately. There are no restrictions on the number of times the PSPO can be reviewed and re-implemented.

In addition, East Staffordshire Borough Council can consider introducing new PSPOs, varying the existing PSPOs by increasing or reducing the restricted area, altering or removing a prohibition or requirement included in the order, or discharging any existing ones where they are no longer required.

East Staffordshire Borough Council are writing to you in the first instance to determine your views on any additions or amendments to the existing PSPOs in respect of both alcohol and dog control and prior to carrying out a public consultation exercise to determine the views of the general public and other interested parties.

Please find below the website links to the existing alcohol and dog control PSPO's for your reference:

<http://www.eaststaffsbc.gov.uk/community-civil-enforcement/public-space-protection-orders/dogs>

<https://www.eaststaffsbc.gov.uk/community-civil-enforcement/public-space-protection-orders/alcohol>

The deadline for submission of responses is Friday 26 April 2019.

The Clerk has ascertained that there is currently only one PSPO in the village at Rolleston Cemetery – the PSPO requires dogs to be on leads.

Does the council wish to respond to the above consultation?

19.2 Staffordshire Parish Councils' Association (SPCA)

Weekly bulletins have been circulated to all Councillors

19.3 Field Drive – Street Sign

A resident contacted the council to say that the above street sign post had collapsed as the post rotted. Field Drive is a private road, but the parish council had provided the sign some years ago and was now requested to replace the post and reinstate the sign.

The Clerk liaised with the Chair and Vice-Chair and it was agreed that the council's contractor be requested to quote to undertake the works (to be tabled at the meeting).

19.4 Bryan Chinn

Mr Chinn contacted the council requesting a progress report on stiles and expressing his concern regarding the deteriorating condition of the portacabin at Craythorne Road Playing Fields.

20. EXCLUSION OF THE PRESS AND PUBLIC

Chair to move:

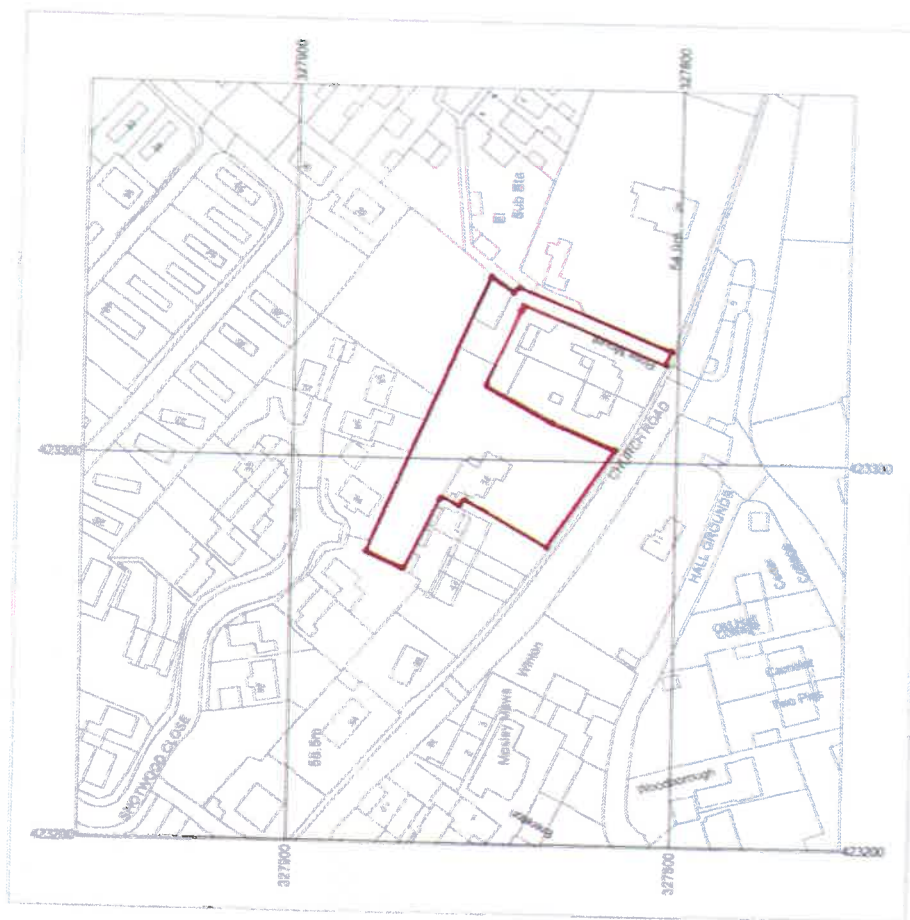
That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

21. FINANCIAL MATTERS (Enclosure No. 8 – Councillors only)

22. CRAYTHORNE PLAYING FIELD – FOOTBALL PITCHES AND PORTACABIN (Enclosure No. 9 – Councillors only)

NATIONAL
MAP CENTRE

OS Plan B&W



Scale 1:1250

34 Church Road, DE13 9BB



Supplied by:
Real Staffordshire
License number:
210202016
Serial number:
2004771

Plot centre co-ordinates: 423265, 327855
Downloaded from:
34 Church Road, DE13 9BB
Project name:
A REDEVELOPMENT OF THE LATEST OS PLAN REFERENCE GRID

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**Mr and Mrs Hackett's Triple Garage,
Site Location Plan.**

Scale 1/1250

December 2015



DE13 9BB, 148, 005/01A



At Church Road, Didsbury

REPRESENTATIVE

Supplied by: 12881 Stafford
License number: 180031961
Produced: 21/02/2019
Serial number: 2064788

[illegible][illegible]

A FELLOW TO SHOW THE POSITION OF THE FIRM, REEPLYING TO DR. S. 1214

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**Mr and Mrs Hackett's Triple Garage,
Block Plan** Scale 1/500

Scale 1/500

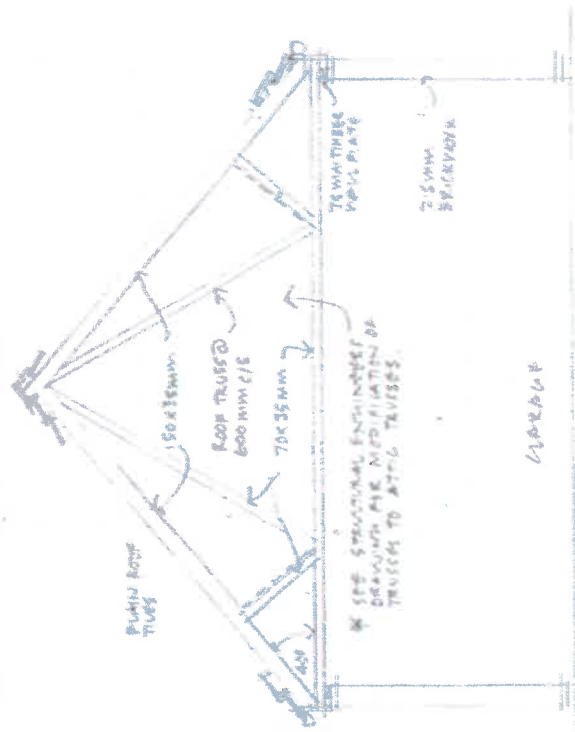
[illegible]



**Mr and Mrs Hackett's Triple Garage,
Roof accommodation, as proposed.**
December 2015 *2015/15/00 213/03A*



SECTION A 1/50 AS PROPOSED



Section
Scale 1/50

thru' roof space. AS EXISTING

REVA SKETCHES REVISIT TO GUY DOWNS AND
INCREASE ROOF PITCH TO 55°.

IAN GOODWIN
CHARTERED ARCHITECT

Mr and Mrs Hackett's Triple Garage
Sections, as proposed.
December 2016
DRAWING NO. 009/08A



PLAN, DIMENSIONS AND VERTICAL ELEVATIONS, ADDED IN
 1911, AS SECTION A.A. (R.M.A.).

IAN GOODWIN
 CHARTERED ARCHITECT

Mr and Mrs Hackett's Triple Garage,
 Roof Plan, as proposed. 1/50
 December 2018

by drawing No. 005/11A

REVISÉD PLAN

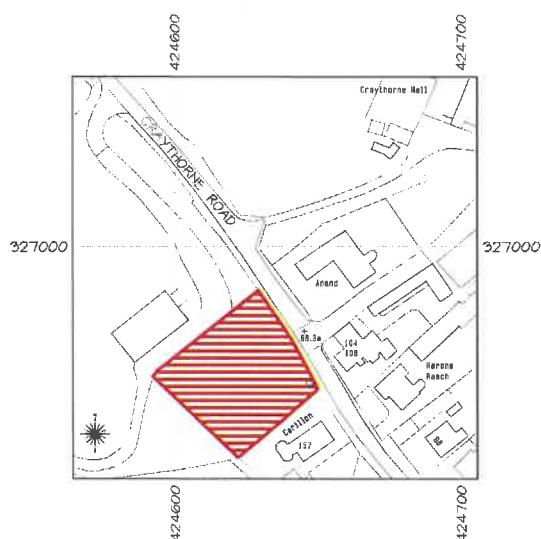


THEir NAME REAPPEAR MORE FREQUENTLY

A REVISER TO SHOW THE POSITION OF THE STAIRCASE, ROOPLIGHT AND DORMER 5/12/18.

**Mr and Mrs Hackett's Triple Garage,
Block Plan** Scale 1/500

P/2019/00192
Received 18 Feb 2019



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PAPER SIZE: A3

A	DATE	CLIENTS NAME CORRECTED

Date	Revisions

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Client
MRS PAT STONE

Location
PLOT OFF CRAYTHORNE ROAD
STRETTON
BURTON ON TRENT
STAFFORDSHIRE
DE13

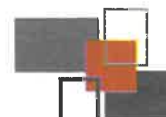
Proposal
ERECTION OF 2NO.
DETACHED DWELLINGS

Drawing Title
SITE
LOCATION PLAN

Scale
1:1250

Date JAN 2019	Drawn by MRP
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Dwg No. J2727-01	Revision A
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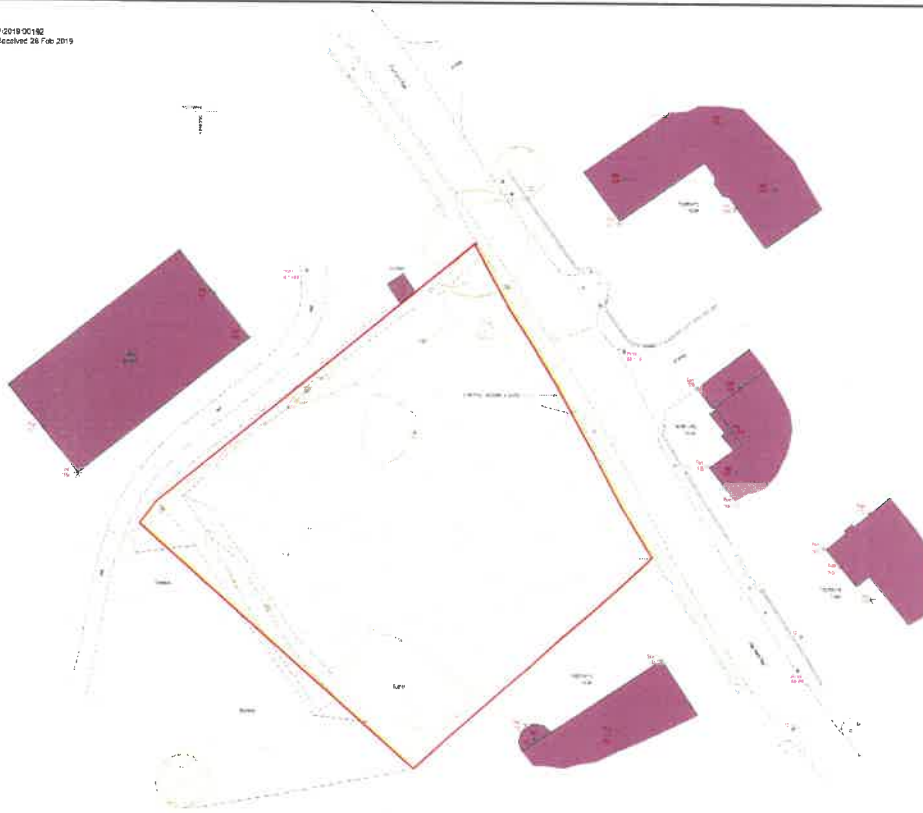


MAKING PLANS
architecture

100 Lodge, Twyford Road, Wilby, Derby, DE13 6JH
T: 01293 700 600 E: info@makingplansarchitecture.co.uk
W: www.makingplans-architecture.co.uk



P2018/00182
Received 28 Feb 2019

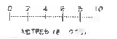


EXISTING SITE PLAN
1:200

PAPER SIZE: A1

NOTES

All dimensions must be checked on site and only valid for the drawing for planning purposes only.

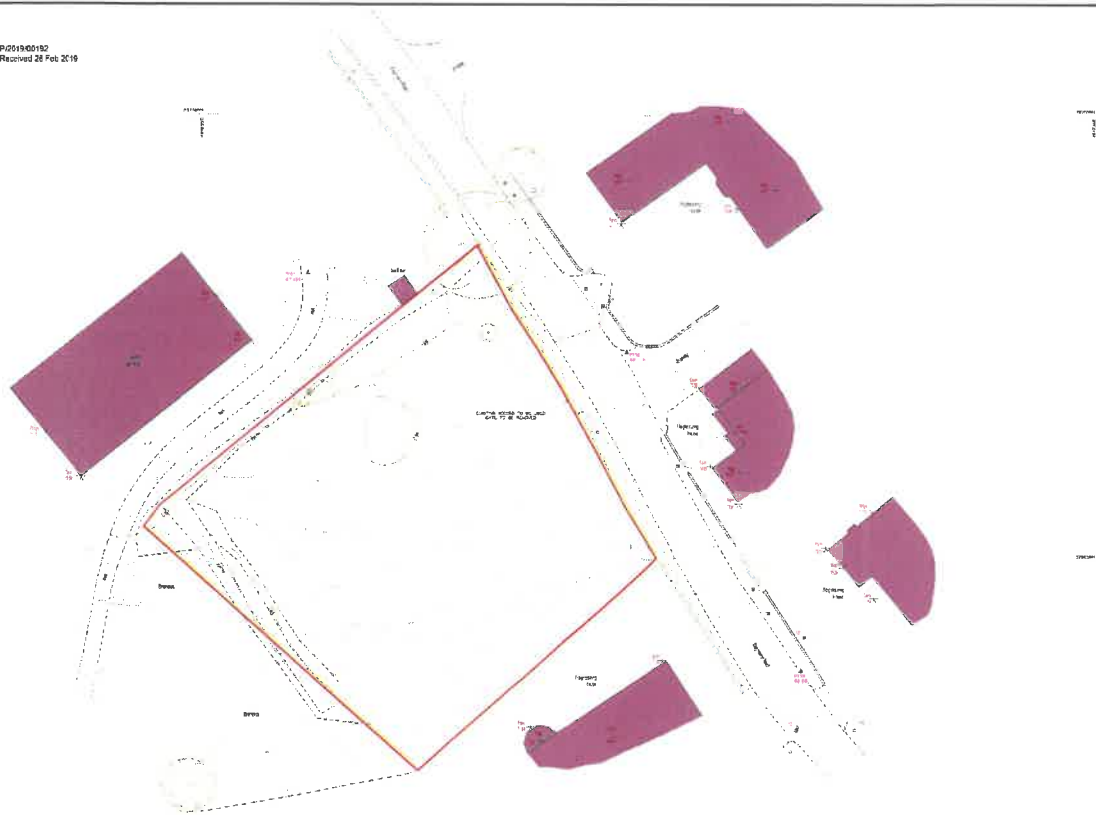


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P/2019/00192
Received 28 Feb 2019



PROPOSED SITE PLAN
1:200

PAPER SIZE: A1
NOTES

All dimensions must be checked on site and only scaled from this drawing for planning purposes only.



1. 100 METRES	100 METRES
2. 100 METRES	100 METRES
3. 100 METRES	100 METRES

Scale: 1:200

Location:
PLOT ON CRAWFORD ROAD
STATIONERY
STATIONERY
STATIONERY

Proposed:
STATIONERY OF THE
STATIONERY OF THE

Drawing Title:
PROPOSED
SITE PLAN

Scale: 1:200

Date: 2019-02-19
Drawn by: 1807

Drawn by: 1807
Reviewed by: 1807



1.0 Housing Needs Statement

- 1.1 JMI Planning have been approached to provide a Housing Needs Statement in relation to an application for two detached dwellings on an area of un-used land to the edge of Stretton, Burton upon Trent. The site is in a sustainable location with good access to public transport opportunities and all necessary amenities within Stretton. The site has excellent links to Burton upon Trent and the strategic highway network.
- 1.2 The scheme provides for the erection of two detached dwellings. The applicant alongside their architect, Making Plans, have completed significant market research and this has shown a need for this type of accommodation in the local area.
- 1.3 The applicant has approached local estate agents and has found that the market for bespoke detached housing on the edge of town is buoyant in this area.
- 1.4 The National Planning Policy Framework in paragraph 59 requires Local Planning ‘to support the Government’s objective of significantly boosting the supply of homes, it is important that a sufficient amount and variety of land can come forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed without unnecessary delay’.
- 1.5 The most recent Strategic Housing Market Assessment (SHMA) completed by ESBC in April 2014 advised that there is significant need for 3 and 4 bed houses in Burton upon Trent, these two sizes of properties take up 58% of the identified need for mainstream market housing in Burton. This shows a deficit in the scale of accommodation this application proposes, which backs up the anecdotal evidence and market research undertaken by the applicants.

- 1.6 The development is not sought on the basis of this being an affordable housing site under the exceptions policy. The applicants are seeking to provide 2 market homes, in a sustainable location, to meet a need identified by the Council in the SHMA.
- 1.7 The proposal constitutes sustainable development as defined by the NPPF. The application site is sustainably located within an established settlement which benefits from a range of services and facilities and good public transport links to larger urban centres.
- 1.8 The scheme therefore meets the requirements of the NPPF and can be considered sustainable development

2.0 Conclusions

- 2.1 The site provides for two detached family homes within Stretton. The site is an excellent location for family housing and is well linked to leisure, retail and employment opportunities via sustainable transport options.
- 2.2 Market research has shown that there is a significant need for bespoke detached housing in the local area and this is backed up by the Councils most recent SHMA establishes that Burton has a significant need for 3 and 4 bed housing.
- 2.3 It is therefore clear that this proposal would meet an unmet need within the housing market area.

MINUTES OF A MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 11 MARCH 2019 COMMENCING AT 7.30 PM

PRESENT

Councillor Wyatt (in the Chair)

Councillors Gooding, E McManus, S McManus, Robson, Sanderson and Stewart

In attendance

County Councillor White

6 Members of the Public

Mary Danby, Clerk

PUBLIC FORUM

No matters were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillors B Toon and J Toon

Jacob Fowkes, Youth Representative

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. PLANNING

3.1 Planning Applications considered by email

3.1.1 P/2019/00167

Alderbrook Lodge, Burnside

Reduce height of Conifer hedge to 6 metres and crown reduction of 1 Cedar tree by 25%

No comment.

3.1.2 P/2019/00171

Garden land opposite Brooklyn Cottage, Moseley Mews

Felling of 1 Plum tree and 1 Apple tree

Comments submitted to ESBC:

- The felling of the fruit trees is not justified
- Request that a tree survey is undertaken

3.2 Planning Applications

3.2.1 P/2019/00131

Land adjacent to 97 Station Road

Outline application for up to 18 dwellings including 10 affordable dwellings and details of access

Objection on the following grounds:

- ESBC is well above the 5 year housing numbers requirement stipulated by Government
- Additional housing is not required as the College Fields development has sufficient affordable housing to satisfy the needs identified in the housing survey
- The proposed development is not within the NDP
- The proposed development is outside the settlement boundary
- The proposed flood compensation areas are already within the flood plain
- There is a contradiction in the documentation which states that the area is not subject to flooding

- If the level is raised it will block the drainage channel leading to potential damage to neighbouring properties
- During the 2000 flood the Fire & Rescue Service parked their vehicle at 97 Station Road and pumped flood water out to the field, the proposal would adversely affect implementation of this emergency action in the future
- Flood prevention measures in the Tutbury area now sees flood water arriving in Rolleston on Dove
- The proposed layout is disappointing and is not in character for the area
- The proposal is Infill development
- There appears to be an error in the application form as the site has been the subject of previous applications on the site which have been refused
- Potential access/egress issues

3.2.2 P/2019/00154
19 Station Road
Erection of a single storey rear extension (Revised Scheme)

No objection

3.3 Planning Decisions
RESOLVED THAT:

- a) The planning decisions set out in the agenda be noted.
- b) Clarification be sought from ESBC on Planning Application Nos. P/2018/01128 and P/2018/01581 (which the council had objected to, but which had been given Conditional Approval) to enable the council to be better equipped to respond to similar applications in the future.

4. MINUTES

RESOLVED That the Minutes of the Rolleston on Dove Parish Council meeting held on 11 February 2019 be approved and signed as a true record subject to the following amendments:

Page 21 – Public Forum (a)

“Mr Baker reported that TREATS would be happy to provide ...” amended to read “It was believed that TREATS would be happy to provide ...”.

Page 23 – Minute No. 6 County Councillor’s Report

“Councillor White was not present at the meeting, a report was therefore not given” amended to read “Councillor White had given apologies and provided a report via email.”.

5. MATTERS ARISING

Page 14 – Village Green Application

County Councillor White reported that the Public Inquiry would commence on 12 March and was expected to conclude on 14 March. Over 150 Witness Statements had been received from which 15 witnesses had been invited to speak. The Planning Inspector will send the report to the County Council’s Rights of Way Committee within three weeks of the conclusion of the Inquiry. The Committee will consider the report in July (date to be confirmed).

Page 14 – Inconsiderate parking

It was agreed that an article be put onto the Facebook page asking people to park considerately in the village.

Page 15 – Village Map

The Chair undertook to speak to the landlord of The Spread Eagle asking for a completion date when the map would be reinstalled.

Page 24 – Minute No. 8.6

The Clerk was requested to contact the Youth Representative asking him to give a progress report at the next meeting confirming when the tractor will be moved to the Pumping Station.

Page 26 – Minute No. 12.5.2

The Clerk was requested to update the Village Directory.

6. COUNTY COUNCILLOR'S REPORT

- Beacon Road and School Lane (and possibly Station Road) will be resurfaced from late July – November 2019.
- Beacon Road: Large bore drainage pipe to be installed subject to Environment Agency sign off.
- Church Road drain: Severn Trent have tracked down the problem – an illegal connection has been identified and the property owner has been served a 35 Day Notice requiring this to be rectified.
- School Crossing Patrol: Recruitment advertisements will be published in the coming weeks - the Clerk will be notified so that the information can be circulated to groups in the village.

7. BOROUGH COUNCILLOR'S REPORT

No report was available as Councillor B Toon had given her apologies for absence.

8. PARISH COUNCILLORS' REPORTS

- 8.1 Councillor Stewart reported that the Jinnie Trail was looking very good following the recent maintenance works at the entrance.

- 8.2 Councillor Sanderson reported that Amberol had initially supplied the incorrect items, but this problem had now been solved and he had collected them and delivered them to the Nursery.

Councillor Sanderson also reported that the noticeboard had been delivered to the Clerk and he had collected this and taken it to the Contractor's yard.

- 8.3 Councillor Robson reported that the street light columns on The Lawns had been numbered and he had also noted that numbers had appeared on the pavement where no columns were currently. County Councillor White said that E.ON had an ongoing programme to replace columns with more energy efficient ones and the numbering would be where they were looking to install the new columns. Councillor Robson asked if E.ON would be undertaking a consultation exercise with affected residents – Councillor White said that he would make an enquiry on behalf of the council.

Councillor Robson reported that he had recently spoken with ESBC operatives who were litter picking in Craythorne Road. They said that they could not litter pick the ditch as it was too deep for their litter pickers to reach. The Clerk was requested to raise the concern with ESBC that the ditch was not being cleared of rubbish.

- 8.4 Councillor S McManus reported that an email had been received suggesting that the website was out of date. He said that the homepage is deliberately set up as a 'rolling' news page with each article being dropped down every time a new one is posted. This does mean that a historic post can still be read as if it were current and therefore could potentially be mis-leading. It was agreed to retain the current structure of the posts and not to retrospectively edit them.

Councillor S McManus referred to the Website Accessibility Regulations and said that he would looking at these and how they might relate to the council's website.

Councillor S McManus reported that the Rolleston Station Heritage Group had requested that two trees which have secondary trunks which are leaning be felled (both are close to the boundary with Station Road). They had also asked if some other self-set Ash trees that have very thin trunks and out-grown themselves also be considered for removal. These works would greatly further improve the appearance of the entrance to the Jinny Nature Trail and Station Site.

AGREED That a quotation be sought for the requested tree works.

9. FINANCE

9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Freeola Ltd	Village website	DD (taken 08/02/19)	13.10	2.18
Kedel Ltd	3 No. Benches (Elizabeth Avenue play area) 22 No. Posts (Shotwood Close POS)	BACS	2,130.84	355.14
PEAC (UK) Ltd	Photocopier: Lease Rental (Qtrly)	DD	210.74	35.12
P Gould	Mowing Contract	BACS	1,169.00	-
A Starbuck	Contribution to Flood defence barrier	Chq. No. 002872	960.00	-
1&1 IONOS	Village Website (Hosting)	DD	20.24	3.37
Willshee's Skip Hire	Skip hire for Clean-up Day on 16 th March (Pre-payment required to confirm order - authorised by Cllrs Wyatt and S McManus)	BACS	230.00	38.33
HMRC	Penalty fee re late registration of Transfer of Title on Shotwood Close POS (payment made prior to meeting to avoid further default charges being applied)	BACS	200.00	-
Clerk	Salary	BACS	650.62	-
Clerk	Expenses	BACS	207.34	13.08
HMRC	NI/PAYE: Month 12	BACS	200.12	-
The Community Foundation for Staffordshire	Best Kept Village Competition Entry fee	Chq. No. 002871	25.00	0.00
J Deacon	Jinnie Trail works (repair mortice post and fence at roadside £156; remove Russian Vines £120)	BACS	276.00	46.00
J Deacon	Environmental Officer (February)	BACS	873.01	145.50
Greenbarnes Ltd	Noticeboard (to be installed at John of Rolleston Primary School – Alderbrook site)	BACS	1,857.89	309.65
iD Mobile	Clerk's mobile	DD	28.06	4.68
		TOTALS	9,051.96	953.05

RESOLVED That the above payments be approved.

9.2 Bank Reconciliation

The Bank Reconciliation was noted.

10. 2018/19 BUDGET AS AT 28 FEBRUARY 2019

RESOLVED THAT:

- a) The report be received and noted.

- b) The Environment Agency funds be noted as a separate Earmarked Reserve.
- c) The General Reserve be set at £13,000 at the commencement of the 2019/20 financial year.
- d) Remaining unallocated funds to be used for Capital projects – to be reviewed by the new parish council following the May 2019 local elections.

11. BEST KEPT VILLAGE

Councillor Wyatt reported on a meeting of the Best Kept Village Sub-Committee held prior to the council meeting.

12. CORRESPONDENCE

12.1 Staffordshire County Council

Details were received of a Road Traffic Diversion on Beacon Road which would be in effect from 23-26 April 2019.

AGREED That the information be noted.

12.2 Meadow View Open Space

Members were advised that a Meadow View resident had contacted the council regarding dog owners exercising their dogs in the play area, adding that dogs were often not on leads. He was concerned that a child could possibly be attacked by a dog. He said that the notice on the gate saying that dogs must be kept on leads is widely flouted and the resident sees this as a relevant safety and environmental issue which needs addressing.

AGREED That a large sign re-enforcing the message that dogs should be kept on leads be installed and that an article be uploaded to the council's Facebook page.

12.3 Village Green Application

Eric Brown had asked that the following be received under "Correspondence": "All I ask, is that individual members of the parish council, explain the reasons for the failure to stand up and represent their so called support. This application may not be successful but that is not assisted by a "sit on the fence" attitude by our council. Are too many members of the council, resident in the village, for such a short time they have no idea of history? Some are on record as being opposed. Honesty please."

AGREED That the communication be received and noted.

12.4 Craythorne Playing Field: "Football Cabin"

Bryan Chinn had contacted the council expressing his concerns regarding the deteriorating condition of the "football cabin".

AGREED That the Football Club be contacted and asked when they would be undertaking maintenance/repair works on the "cabin".

13. STORAGE OF COUNCIL RECORDS

- 13.1** The council was asked to consider the purchase a lockable fire resistant 4 drawer filing cabinet for the Clerk to use to hold the current relevant information that the council is required to retain that has easy access plus the Land Registry information and transfers details.

RESOLVED That a pre-owned Phoenix 2224 4 drawer 90 minute fire proof cabinet (with key) be purchased in the sum of £350 plus VAT and delivery

- 13.2** The council was asked to consider the purchase of a standard lockable 4 drawer filing cabinet for the Clerk to use for the remainder of the council's records.

RESOLVED That a pre-owned 4 drawer filing cabinet (with key) be purchased at a maximum cost of £84 plus VAT and delivery

13.3 **RESOLVED** That the Clerk be authorised to purchase:

- a) 50 No. transfer files - £59.98 plus VAT
- b) 1 No. pack lateral suspension files - £20.99 plus VAT
- c) 2 packs pocket transfer files - £31.98 plus VAT

14. CRAYTHORNE PLAYING FIELD – FOOTBALL PITCH HIRE ENQUIRY

Councillors were advised that Hatton United JFC were looking to start up an under 18s football team for the 2019/20 season. They were looking to use the Craythorne pitch for Sunday mornings or afternoons (depending on the time of fixtures) for the season and they had asked if this would be possible and what the fee would be for a season's hire.

AGREED That the Clerk be requested to contact Rolleston FC on their intended use of the Craythorne pitches for the 2019/20 season and that a decision on the enquiry from Hatton United JFC be deferred until the next meeting of the council.

15. INVITATION TO RE-JOIN THE STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Councillors considered a six month trial membership of the SPCA at a cost of £98 (50% discount on the pro rata six month membership fee). If accepted, the trial membership would end mid-September 2019 and the council would need to decide before the end of the trial if it wishes to remain a member at the standard membership rate (pro rata for the remainder of the financial year).

RESOLVED That the six month trial membership offer at a cost of £98 be accepted and that the council review whether it wishes to remain a member at the September 2019 council meeting.

16. GOVERNANCE: POLICIES (1ST TRANCHE)

RESOLVED THAT:

- a) The following policies be approved and adopted with immediate effect:

- Code of Conduct

- Standing Orders

- Financial Regulations

- Statement of Internal Control and Annual Review of Effectiveness of Internal Control

- Data Protection policies:

- Councillor Privacy Notice

- Data Security Breach Reporting Form

- Document Retention and Disposal Policy

- Data Audit

- Email Contact Privacy Notice

- Information & Data Protection Policy

- Privacy Impact Assessment Form

- Publication Scheme

- Social Media Policy

- Subject Access Request Form

- The Management of Transferable Data Policy

- b) Committees be properly constituted (Scheme of Delegation) at the May 2019 council meeting.

**17. ACTION POINTS
RESOLVED THAT:**

- a) The current list be split into two sections: one for action by the parish council and the other for action by other agencies/local authorities
- b) The following items be added to the list:
 - Plaque – Elizabeth Avenue Play Area
 - Spread Eagle island sign
 - Tractor

18. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**19. STAFFING MATTERS
RESOLVED THAT:**

- a) The Clerk's appointment be formally approved following satisfactory completion of the probationary period.
- b) The Council split the cost of the Use of Home as Office Allowance with Shobnall Parish Council (the cost to RPC currently being £9.29 per month (£111.48 pa)).
- c) The Clerk's request to carry forward 16 hours annual leave to the 2019/20 holiday year be approved.

20. ST MARY'S PCC

RESOLVED That the response suggested by the Best Kept Village Sub-Committee be agreed.

21. QUOTATIONS

RESOLVED THAT:

- a) John Deacon's quotation to install a Parish Council noticeboard at John of Rolleston Primary School (Alderbrook site) in the sum of £100 plus VAT (materials and labour) be accepted.
- b) John Deacon's quotation to install 2 No. replacement benches and 1 No. new bench at the Elizabeth Avenue Play Area in the total sum of £172 plus VAT be accepted.

The meeting closed at 10.05 pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL
2018/19 BUDGET AS AT 31 MARCH 2019 AND 2019/20 BUDGET

	2018/19			2019/20
	Budget	Projected	Actual	Budget
	(Excl VAT)	(Excl VAT)	As at 31/03/19 (Excl VAT)	(Excl VAT)
	£	£	£	£
INCOME				
Precept	52,216	52,216.16	52,216.16	60,049
Council Tax Support Grant	1,830	1,830.00	1,830.00	1,665
Bank Account: Interest	-	24.50	24.61	15
VAT Reclaim	-	5,136.11	5,136.11	-
Grants	-	7,196.39	7,196.39	-
Sundry income	-	18,324.00	18,324.00	-
Total Income	54,046	84,727.16	84,727.27	61,729
OPERATIONAL EXPENDITURE				
Donations / Subscriptions	375	367.00	367.00	475
Salary / Expenses	8,100	10,000.00	9,547.45	12,000
Other Admin	2,636	2,636.00	2,859.72	2,636
Governance	3,088	3,399.92	3,885.92	3,200
Mowing	15,524	15,524.00	14,574.00	15,524
Bin Emptying	2,548	2,548.00	2,548.00	2,548
Environmental Contract	11,686	11,686.00	9,112.48	11,686
Website	240	164.63	262.39	100
Play Areas	5,490	5,490.00	4,644.77	5,000
Plants / Trees	1,788	2,325.03	2,775.03	1,788
Capital*	800	3,218.61	4,656.44	800
Contingency	-	-	-	5,000
Total Operational Expenditure	52,275	57,359.19	55,233.20	60,757
TOTAL EXPENDITURE	52,275	57,359.19	55,233.20	60,757
TOTAL INCOME	54,046	84,727.16	84,727.27	61,729
NET INCOME OVER EXPENDITURE	1,771	27,367.97	29,494.07	972

*includes noticeboard £774.12 (50% of cost) (shortfall met by County Cllr grant) and fire resistant filing cabinet

Current Capital Projects	£	£	£	£
Best Kept Village Works	10,000	-	-	10,000
Tractor Project	1,000	850.00	850.00	-
Shotwood Close POS	1,000	-	-	1,000
Brook Hollows	10,000	-	-	10,000
Groundworks (Neighbourhood Plan)	9,708	9,708.00	9,708.00	-
Free Reserves	3,564	144.52	663.00	3,564
Total Current Capital Project Expenditure	35,272	10,702.52	11,221.00	24,564

EA Funding	30,000	11,668.00	5,627.60	24,372
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Potential Capital Projects	£
Craythorne fence and car park	5,000
Elizabeth Avenue safer surfacing	TBC
Tree maintenance (Jinny Trail, Tafflands) 7 days	TBC
Jubilee Orchard tree removal	250
Bus shelter - Knowles Hill	5,000
Notice board - Knowles Hill	1,500

Bank Accounts as at 31 March 2019	£
Treasurer's Account	13,292
Instant Access Account	53,081
Total	66,373

AT YEAR END	£
Earmarked Reserves for the Current Capital Projects	24,564
EA Reserve	24,372
General Reserve	13,000
Capital Projects ("Wish list")	4,437
	66,373

**ROLLESTON ON DOVE PARISH COUNCIL
ANTI-FRAUD AND CORRUPTION POLICY**

1. Statement of Intent

- 1.1 In carrying out its functions and responsibilities Rolleston on Dove Parish Council ("RPC") will promote a culture of honesty, openness and fairness and requires elected members and employees at all levels to conduct themselves in accordance with the principles contained in The Relevant Authorities (General Principles) Order 2001 throughout their term of office or employment with RPC. The principles contained in the Order are detailed in Appendix A.

Consequently, RPC recognises and accepts the need for an Anti-Fraud and Corruption Policy.

RPC will not tolerate fraud and corruption in the administration of its responsibilities and will deal equally with offenders whether from inside or outside RPC.

- 1.2 Fraud and corruption are defined as follows:

- Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.
- Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation.

In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

This policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs. The policy is presented in six areas as follows:

Section 2: Culture

Section 3: Prevention

Section 4: Deterrence

Section 5: Detection and Investigation

Section 6: Awareness and Training

2. Culture

- 2.1 RPC promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.
- 2.2 RPC will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud RPC or who are corrupt or who instigate financial

malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore, any abuse may, where appropriate, be dealt with as a disciplinary matter.

- 23 Where fraud and corruption has occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

3. Prevention

3.1 Role of Elected Members

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect RPC from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for elected Members, RPC's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires elected Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality. In addition, elected members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the Borough Council's Monitoring Officer.

3.2 Role of Officers and Employees

3.2.1 Officer

Officers are responsible for the communication and implementation of this Policy in their respective work areas. They are also responsible for ensuring that employees are aware of RPC's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

Officers are expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities. All such concerns must be communicated to the Clerk.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed.

RPC recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts. RPC has a recruitment procedure which contains appropriate safeguards on matters such as written references and verification of qualifications held. In addition, where appropriate, the relevant DBS checks will be undertaken for employees who will be required to work with children or vulnerable people.

3.2.2 Employees

The work of employees is governed by RPC's Standing Orders and Financial Regulations and other relevant policies, i.e. Health and Safety etc.

In addition to the above employees are responsible for ensuring that they follow the instructions given to them by their line manager particularly with regard to the safekeeping of RPC's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace. Concerns must be raised through use of RPC's Whistle Blowing Policy.

33 Conflicts of Interest

Elected Members must act as laid down in the Code of Conduct and employees must act in accordance with parish policies to ensure that they avoid situations where there is a potential for a conflict of interests. Effective role separation will ensure that decisions made are seen to be based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.

34 Role of Internal Audit

The Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of RPC's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify the procedural changes necessary to prevent RPC from exposure to losses. Internal audit will also investigate cases of suspected irregularity or fraud.

35 Role of External Audit

The external auditor has a responsibility to review RPC's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and tests of the adequacy of the relevant financial systems and other arrangements for the prevention and detection of fraud. The outcome of these reviews and tests are reported each year in the Annual Return which is presented to elected Members for approval at Council.

4. Deterrence

- 4.1 Fraud, corruption and theft are considered to be serious offences against RPC and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case in a consistent manner.
- 4.2 Similarly, any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against RPC or have otherwise acted illegally.
- 4.3 RPC will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.

4.4 In all proven cases where financial loss has occurred and it is in the public's interest to do so RPC will seek to recover such loss and will give consideration to publicising the fact.

4.5 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of RPC's commitment to taking appropriate action on fraud and corruption when it occurs.

5. Detection and Investigation

5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.

5.2 In addition, it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination and RPC's Whistle Blowing procedure has been designed specifically to address this matter.

5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.

5.4 All suspected irregularities should be reported directly, or via an intermediary, to the Clerk. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.

5.5 Investigations will normally be conducted by the Clerk and reported to the Chairman who will determine whether or not referral to the Police is appropriate. The outcome of all investigations where loss has been suffered will be reported to RPC's external auditor.

5.6 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

5.7 Where necessary, following the investigation, RPC's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

6. Awareness and Training

6.3 RPC recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.

6.4 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of RPC's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

7. Conclusion

RPC has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. RPC is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding

fraudulent or corrupt activity that may affect its operations.

The Clerk has day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to be satisfied that RPC's exposure to potential fraud and corruption is minimised and that the results of this review are reported to the Council.

Adopted: xxxxx 2019

Review date: xxxxx 2020

DRAFT

APPENDIX A

THE GENERAL PRINCIPLES

Selflessness

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement

Members should take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

**ROLLESTON ON DOVE PARISH COUNCIL
COMMUNITY ENGAGEMENT POLICY**

1. SCOPE

This policy sets out the role of community engagement and its importance, how Rolleston on Dove Parish Council ("RPC") engages the wider community and identifies the needs / aspirations of the community and how RPC can improve community engagement.

Community engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations as well as other public-sector bodies.

It provides opportunity for local people to talk to RPC about their aspirations and / or needs in their community and neighbourhood.

It allows RPC to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well it is performing.

2. OBJECTIVES

The objectives of the policy are to:

- encourage effective local community engagement
- ensure that embedded throughout RPC there is clear understanding of the need to engage with the community about decisions that affect them
- enable aspirations / comments / suggestions obtained from community engagement to have an impact on decision making and the way services are being delivered.
- identify how RPC can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups).
- encourage feedback whether positive or negative

In order that:

- the problems and needs of local people are clearly identified so that appropriate new or improved facilities / services can be provided
- those participating feel empowered by being involved in decision making in their local community
- there may be enhanced leadership and greater interest in elections and standing for RPC

3. GENERAL PRINCIPLES

The key aspects of community engagement include:

- development of a network of relationships between RPC, individuals, voluntary and community groups
- clear, honest and open communication to ensure that information is made accessible to all groups
- listening and understanding from a range of people to identify aspirations, needs and problems of local people and groups
- providing accurate and unbiased information that sets out the significance of the issues and makes it clear what can be influenced by parishioners and when parishioners input is particularly required.

4. RPC AND COMMUNITY ENGAGEMENT

RPC will facilitate community engagement in the following ways:

- by holding an Annual Parish Meeting to allow residents to question and review how the elected members help shape the community. The main objective of the annual meeting must be to provide and encourage two-way communication between the community and Councillors.
- providing opportunities for parishioners to have their say about decisions, services and plans. All meetings of the Parish Council are open to the public and press. Residents can access agendas for meetings via the RPC website and noticeboards.
- making relevant information available on what decisions are being considered and how residents can influence or contribute to the discussions in good time. Methods used to ensure engagement will be through the RPC website, noticeboards, Facebook, notices, agendas, parish newsletter, word of mouth and having stalls at village events and such other methods as RPC considers appropriate.
- planning applications are considered at RPC meetings. The opportunities for people to speak applies equally to these agenda items. Equal opportunity is given to applications / supporters, objectors and local community groups.
- the Clerk is required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support.
- details of how to contact the Clerk are shown on the RPC website.
- RPC will produce and publish on its website a list of annual Council dates to include the start times of the meetings and the agenda for each meeting.
- RPC will be open and accountable in its dealings with residents and the community. It will make information on its policies and procedures freely available.
- RPC will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to RPC but also to other

organisations.

- Councillors will continue to represent RPC on various outside bodies to ensure that they are kept informed of the community's needs.

5. COMMUNICATION

RPC is committed to improving community engagement by:

- continuing all the above activities and services into the future and improving relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- RPC will be proactive and will be willing to consider any reasonable opportunities that support its purpose of getting information available and increasing contributions from the community, especially those difficult to reach.
- when dealing with controversial issues that affect a particular community then consideration will be given to holding a public meeting or some other suitable form of public consultation.
- consultations and surveys are to be considered when necessary and appropriate and results will be made available.
- continuing to work with others to produce and review community led policies.
- identifying and embracing opportunities to work with other local community groups when the need arises.
- publicising the positive results that have been achieved from working relationships between RPC and other community groups in order to encourage new relationships / partnerships to be formed and to raise community spirit.
- promoting elections and the importance of the democratic process and the value of being a Councillor.
- promoting the value to the parish of volunteering.

6. REVIEW

This policy will be reviewed three years after it has been adopted by RPC.

Adopted: xxxxx 2019

Review date: xxxxx 2022

**ROLLESTON ON DOVE PARISH COUNCIL
CODE OF PRACTICE FOR HANDLING COMPLAINTS**

1. PURPOSE AND SCOPE

- 1.1. Rolleston on Dove Parish Council ("RPC") aims to provide services at a satisfactory level. If you are dissatisfied with the standard of service you have received from RPC or are unhappy about an action or lack of action by RPC, this Complaints Procedure sets out how you may complain and how we shall try to resolve your complaint.
- 1.2. This Complaints Procedure applies to complaints about RPC administration and procedures and may include complaints about how RPC employees have dealt with your concerns.
- 1.3. This Complaints Procedure applies to complaints made against RPC's employees but does not apply to:
 - 1.3.1. complaints by one RPC employee against another RPC employee, or between a RPC employee and the RPC as employer. These matters are dealt with under RPC's disciplinary and grievance procedures
 - 1.3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 11 February 2019 and, if a complaint against a councillor is received by RPC, it will be referred to the Monitoring Officer of East Staffordshire Borough Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of East Staffordshire Borough Council.
- 1.4. The appropriate time for influencing RPC decision-making is by raising your concerns before RPC debates and votes on a matter. You may do this by writing to RPC in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the Public Forum section of Council meetings. If you are unhappy with a RPC decision, you may raise your concerns with RPC, but Standing Orders prevent RPC from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

2. KEY PRINCIPLES

- 2.1. RPC is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality.
- 2.2. In dealing with complaints RPC and its employees will comply with data protection legislation and RPC's policy thereon.
- 2.3. In dealing with complaints RPC and its employees will comply with RPC's Equal Opportunities Policy.

3. PROCEDURE

- 3.1. You may make your complaint about RPC's procedures or administration to the Clerk. All formal complaints against RPC must be communicated in writing (which includes by email)

and must state whether the complainant wishes their complaint to be treated confidentially. Complaints should be sent to Rolleston on Dove Parish Council, c/o 32 Hillcrest Rise, Burntwood WS7 4SH A marked for the attention of the Parish Clerk.

- 3.2. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint immediately. If the Clerk is absent when a complaint is made, the complaint will be dealt with immediately upon the Clerk's return from absence.
- 3.3. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of RPC ("the Chairman") who will report your complaint to the Council. Complaints should be sent to Rolleston on Dove Parish Council, c/o 32 Hillcrest Rise, Burntwood WS7 4SH marked for the attention of the Chairman of the Council and marked "Addressee Only".
- 3.4. Wherever possible, the Chairman will try to resolve the complaint immediately. If this is not possible, the Chairman will normally try to acknowledge the complaint immediately. If the Chairman is absent when a complaint is made, the complaint will be dealt with immediately upon the Chairman's return from absence.
- 3.5. The Clerk or the Chairman as appropriate will investigate each complaint, obtaining further information as necessary from the complainant and / or from staff or members of the Council.
- 3.6. The Clerk or the Chairman will notify the complainant within twenty working days of the outcome of the complaint and of what action, if any, RPC proposes to take as a result of the complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, the complainant will be kept informed in writing.)

4. APPEALS

- 4.1. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Council and usually within 8 weeks you will be notified in writing of the outcome of the review of your original complaint.

5. REVIEWS

- 5.1. This policy will be reviewed three years from the date of adoption by RPC.

Adopted: xxxxx 2019

Review date: xxxxx 2022

ROLLESTON ON DOVE
DIGNITY AT WORK, BULLYING AND HARASSMENT POLICY

This policy reflects the spirit in which Rolleston on Dove Parish Council ("RPC") intends to undertake all of its business. RPC recognises its legal duties to protect its employees and Councillors from bullying and harassment and to ensure that its employees do not bully or harass others. This policy should be read in conjunction with RPC's Grievance Policy and Disciplinary Policy.

1. SCOPE

This policy 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.

This policy covers, but is not limited to, physical and verbal bullying and cyberbullying (referred to together in this policy as "bullying").

This policy outlines the expected behaviour of all employees and Councillors and RPC's approach to the management of concerns raised under this policy.

2. KEY PRINCIPLES

RPC will not tolerate bullying or harassment of its employees or its Councillors.

RPC will not tolerate bullying or harassment of its employees or Councillors by other employees or Councillors. RPC will not tolerate bullying or harassment of its employees by visitors to RPC or members of the public.

RPC will follow the ACAS guidance on the definition of bullying and harassment which are behaviours unwanted by the recipient.

3. BULLYING AND HARASSMENT

Bullying is characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour. It is an abuse of use of power or authority which tends to undermine an individual or 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.

Cyberbullying is the use of information and communication technologies, particularly mobile phones and the internet, to deliberately or repeatedly threaten, harass, humiliate, defame or impersonate (to assume the character or appearance of another person fraudulently).

4. PROCEDURE

Any employee experiencing bullying or harassment should report this to the Chairman or alternatively raise a formal grievance under RPC's Grievance Policy.

Any complaint made against an employee will be investigated under RPC's Disciplinary Policy.

The complaint will be investigated either formally or informally and the complainant will be notified of the result of the investigation in writing.

5. DISCIPLINARY MATTERS

RPC considers bullying and harassment to be examples of serious misconduct.

Any allegation which, following investigation, is upheld, will result in disciplinary procedures for employees and may result in charges of gross misconduct and summary dismissal.

Allegations of bullying and harassment of employees or the public by Councillors may result in referrals to the Standards Process as a contravention of the Members Code of Conduct.

6. LEGAL ACTION

Employees and Councillors may be the subject of legal action by a recipient of bullying or harassment as a result of such bullying or harassment.

7. ADDITIONAL INFORMATION

For further information, please contact the Clerk or the Chairman of RPC.

Adopted: xxxxx 2019

ROLLESTON ON DOVE PARISH COUNCIL

DISCIPLINARY PROCEDURE

1. Purpose and scope

This procedure is designed to help and encourage all Council employees to achieve and maintain high standards of conduct whilst at work or representing the Council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009.

2. Principles

No disciplinary action will be taken against an employee until the case has been fully investigated.

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.

At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague (this may be the Clerk to another Council) during the disciplinary interview.

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.

An employee will have the right to appeal against any disciplinary penalty imposed.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3.1 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 Council rules or procedures
- Failure to perform your job to the standard expected or in line with job description / objectives
- Time wasting

**ROLLESTON ON DOVE PARISH COUNCIL
DISCIPLINARY PROCEDURE**

- Disruptive behaviour
- Misuse of the Council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions
- Failure to follow an agreed 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 Sick and Absence Policy.

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

- a) Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- b) Fighting, assault on another person
- c) Deliberate damage to property of the Council, its workers or members
- d) Gross incompetence in the conduct of work
- e) Gross negligence which results in the Council or employees being put at risk.
- f) Being under the influence of illegal drugs or excessive alcohol
- g) 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
- h) Serious acts of insubordination
- i) Serious breach of duty to keep information of the Council, its service providers and its clients confidential
- j) Unauthorised entry to computer records
- k) Serious breach of the Council's policies
- l) Any action, whether committed on or off the premises, that is likely to or does bring the Council into disrepute
- m) Serious negligence which causes or might causes significant loss, damage or injury
- n) Accepting bribes or incentive payments from suppliers
- o) Unauthorised use of Council funds or credit
- p) Working with an external agency to provide information which would be detrimental to and cause commercial risk to the 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 Chair. The complaint or allegation should be handled discreetly by

members of the Employment 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 given for misconduct / gross misconduct will depend on how serious the Council considers the alleged actions to be and 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 will 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 will be agreed with the employee and it will 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 five days of the letter being sent where practically possible.

At the meeting the Chair of the Employment Committee 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.

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 Chair of the Employment Committee. 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 Chair of the Employment Committee 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 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 the employee is accused of an act of gross misconduct, s/he may be suspended from work on full pay while the Council investigates the alleged offence. Only the Employment 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 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 part in the subsequent decision-

making to ensure impartiality. The Council will 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 / Gross Misconduct or Poor Performance.

An employee who wishes to appeal against a disciplinary decision should inform the Chair of the Employment 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 elected members 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 by a colleague or accredited Trade Union official or lay member and can make a reasonable request for such a person to accompany them. An employee can ask 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 Employment committee

The Council will set up an Employment Committee on an annual basis to hear disciplinary and grievance hearings so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members 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

A note-taker will 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. The Council will give this requirement careful consideration in order to respect employee confidentiality.

3.10 Grievances raised during disciplinarys

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 Council or individual Members. Disciplinary matters will be 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 the Council will exercise caution and specialist advice will 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 Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Adopted: xxxxx 2019

Review date: xxxxx 2022

**ROLLESTON ON DOVE PARISH COUNCIL
ENVIRONMENTAL POLICY**

All activities have some impact upon the environment. Rolleston on Dove Parish Council ("RPC") recognises its responsibilities to minimise the impact its operations have on the environment to the benefit of RPC and local residents.

1 PURPOSE AND SCOPE

The purpose of this policy is to establish broad objectives to enable the development of activities or procedures that will minimise negative effects on the general environment and enhance and protect RPC's immediate environs.

2 KEY PRINCIPLES

- 2.1 To strive to make a positive contribution to protecting and enhancing the local and global environment.
- 2.2 To be mindful of the fact that RPC's actions often have an impact on the environment when decision-making.
- 2.3 Where relevant to build environmental considerations and sustainability into RPC policies.
- 2.4 To minimise environmental pollution and waste in RPC activities and encourage the conservation, re-use and appropriate recycling of resources within the Parish.
- 2.5 To reduce the effect of adverse impacts, RPC will aim to embrace the following objectives:
 - Minimise material consumption and consider the lifecycle impact of any purchase;
 - Reduce waste and re-use material wherever possible and in particular to reduce the use of single-use plastic where possible;
 - Embrace recycling opportunities for re-used waste;
 - Improve the quality of its working environment;
 - Minimise CO² emissions produced by RPC activities;
 - Minimise energy use and emissions to air;
 - Encourage suppliers to raise their environmental performance;
 - Encourage users of RPC owned grounds and allotments to raise their environmental performance;
 - Conserving biodiversity on RPC owned grounds and allotments and to manage the same so as to encourage wildlife and plant-life where appropriate.

3 SPECIFIC ENVIRONMENTAL ACTIONS

3.1 Energy Efficiency

RPC is committed to responsible energy management and will, where possible, promote energy efficiency through its operations by the following actions:

- Increase awareness of energy efficiency amongst employees;
- Recommend energy conservation technology where applicable

3.2 Recycling and Conservation

Where possible, RPC's contractors should recycle, or re-use, any recyclable material.

3.3 Office Equipment

Generally, new equipment will be selected from product ranges with good environmental standards and ratings, both in use and disposal.

3.4 Local Sourcing

Where possible, RPC will seek to minimise environmental damage caused through transportation of goods by sourcing materials locally. This also has the positive effect of supporting the local economy.

4 PURCHASING

Where possible purchasing decisions will take account of both environmental and value for money factors.

5 GENERAL

Each employee and RPC member will:

- take responsibility for the implementation of the Environmental Policy
- encourage volunteers and members of other organisations to adopt good practices so as to improve the environmental performance of RPC and to improve its impact upon the environment

6 REVIEW

~~This policy will be reviewed three years from the date of adoption by RPC.~~

Adopted: xxxxx 2019

Review date: xxxxx 2022

ROLLESTON ON DOVE PARISH COUNCIL EQUAL OPPORTUNITIES POLICY

Statement of Commitment

Rolleston on Dove Parish Council is committed to the values of equality and diversity in its approach to cover the whole range from failure of good manners to direct discrimination. It believes that equal opportunities are essential to the values that lie at the heart of the Council and, as such should extend to the employment of its staff and its work with all individuals and organisations.

All employees and job applicants will be fairly treated regardless of sex, gender reassignment, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion or beliefs, pregnancy and maternity status (known collectively as 'protected characteristics' under the 2010 Equality Act), offending background, responsibilities for dependants or political affiliations, marital or civil partnership status and social class.

Recruitment and promotion processes, training opportunities, remuneration and any other benefit will be job-related and objective.

The Council recognises its duty under the Equality Act (2010) to make reasonable adjustments for disabled employees, to help them overcome disadvantages resulting from impairment.

The Council is equally committed to equality of service provision to all sections of the community. This is reflected in the requirements of all reports to Council and committees to consider the Equality Act implication of any decisions taken.

The Legal Position

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- DBS Disclosure information in accordance with section 124 of the Police Act 1997
- Employment Equality (Age) Regulations 2006
- Equality Act 2010

It is the Council's policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. The Council shall, at all times, strive to work within legislative requirements as

well as promoting best practice. The Council's long-term aim is that the composition of our workforce should reflect that of the local community and that all workers should be offered equal opportunities to achieve their full potential. This policy, and the measures the Council takes to implement it, has been devised on the basis of advice from the relevant governmental and professional bodies. We are committed to a programme of action to make this policy effective and to bring it to the attention of all workers. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees.

The following paragraphs deal with the specific categories of workers and areas of work which we have identified as potentially giving rise to equal opportunities issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

This policy is for guidance only and shall be provided to all workers, but does not form part of the contract of employment.

1. To whom does this policy apply?

1.1 This policy applies to the Council's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at the Council (collectively workers).

1.2 All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, the Council may be at risk of being held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behaviour.

1.3. The policy statement in paragraph 1.2 applies equally to the treatment of our visitors, clients, customers and suppliers by our workers and the treatment of our workers by these third parties.

2. Personnel responsible for implementation of policy

2.1 The Council has overall responsibility for the effective operation of its Equal Opportunities Policy (EOP) and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Council has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Clerk.

2.2 All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the Clerk to request training or an information pack.

3. Scope and purpose of policy

3.1 The Council will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

3.2 This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

3.3 The Council will take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities in accordance with its statutory obligations.

4. Forms of discrimination

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 3.1. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination. Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criteria cannot be objectively justified for a reason unconnected with gender, it would be indirectly discriminatory on the grounds of gender. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment.

5. Disability discrimination

5.1 If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise the Clerk of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. The Clerk may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

5.2 The Council will monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers. Where possible and proportionate, the Council will take steps to improve access for disabled workers and service users.

6. Fixed-term employees and agency and temporary workers

We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress within the Council to ensure that they are accessing permanent vacancies.

7. Part-time workers and seasonal workers

The Council will monitor the conditions of service of part-time and seasonal employees and their progression within the Council to ensure that they are being offered appropriate access to

benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately.

8. Breaches of the policy

8.1 If you believe that you may have been disadvantaged or harassed on any of the unlawful grounds listed at paragraph 3.1, you are encouraged to raise the matter through the Council's grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

8.2 If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Council will always take a strict approach to serious breaches of this policy.

8.3 As this policy applies equally to the Council workers' relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.

9. Monitoring and revision of policy

This policy is reviewed by the Council every four years, as well as revision in the light of changes in legislation and guidance, to regularly monitor the effectiveness of this policy to ensure it is achieving the objectives stated in the EOP statement by monitoring the composition of job applicants and the benefits and career progression of its workers. The Council is committed to providing relevant training for all staff on their responsibilities and duties under this policy.

Adopted on xxxxx 2019

Review date: xxxxx 2023

**ROLLESTON ON DOVE PARISH COUNCIL
GRIEVANCE PROCEDURE**

1. Purpose and scope

It is the policy of the Council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the Council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance.

This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008.

2. Principles

At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.

Grievances will be dealt with promptly and consistently.

At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.

An employee will have the right to appeal against any outcome of a Grievance Hearing.

At no time will an employee be penalised or victimised for having raised a Grievance against the Council.

3. Procedure

- 3.1** Wherever possible, any grievance should be raised informally with the Chair unless the complaint is about the Chair in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from an employee should share the grievance with the Grievance Committee established to handle employment matters and the issues will be treated with discretion and confidentiality at all times.

3.2 Written Statement

If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Chair.

3.3 Meeting or Hearing

Generally, within a reasonable period of time, e.g. five working days of receipt of a written complaint, the Chair of the Grievance Committee will arrange a meeting with the employee. The Chair of the Grievance Committee will endeavour to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The Chair of the

Grievance Committee will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as s/he shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised. It may be necessary to adjourn the meeting in order for an investigation to take place. Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the panel may wish to make its own investigations through interviewing these individuals and / or other witnesses separately. The Committee may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.

3.4 Response

The Chair of the Grievance Committee will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring mediation as a way in which to resolve differences between two parties.

3.5 Appeal

If the employee is dissatisfied with the decision they may appeal against the decision to the Chair or other elected Member by written notice within five working days of the decision. An Appeal may be raised if:

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

On receipt of the appeal the Council's Appeals Panel shall arrange to meet and consult with the employee, Members concerned and any other persons, as s/he shall consider appropriate, without unreasonable delay. The Appeal Hearing Chair shall consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. Where the Council's Chair has chaired the initial grievance meeting the Vice-Chair or Chair of another committee will hear the appeal as a Hearing Manager. The decision of the Appeal Hearing will be final. The Council will ensure that the Members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal will be conveyed to the employee in writing in a timely manner.

3.6 Bullying or Harassment

If a grievance concerns alleged bullying or harassment the matter should be reported promptly to an appropriate Member with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if

appropriate, an alternative solution agreed. The decision at this stage will generally conclude the enquiry. If a further appeal or review is available the employee will be notified. As a result of an investigation into a claim of harassment, disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members a Code of Conduct complaint lodged by the Council through the Standards process.

3.7 Right to be Accompanied

At any formal stage of the procedure an employee may be accompanied by a trade union representative or official of a trade union (appropriately accredited) but, as this is an internal procedure, they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

3.8 Hearing Panels

Hearing Panels to hear disciplinary and grievance hearings will be set up as required but Members of such panels will need to be properly advised. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be excluded as panel members.

3.9 Confidentiality

So far as is reasonably practicable, the Council will keep any grievance or complaint of harassment confidential between the Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

3.10 Record Keeping

In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

3.11 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 Council or individual Members. Disciplinary matters will be 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 the Council will exercise caution and specialist advice will be sought if this arises.

4. Getting it wrong

Following the repeal of the 2004 Dispute Resolution Regulations employees no longer have to raise a grievance before going to an employment tribunal. However, establishing a mechanism for differences and disputes to be resolved internally can often allow the employment relationship to continue. Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) when dealing with grievances can lead to an Employment Tribunal awarding an uplift of an award against the Council of up to 25%. Tribunals dealing with constructive dismissal and discrimination claims are particularly interested in whether the employer followed a procedure when dealing with an internal dispute 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 Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Adopted: xxxxx 2019

Review date: xxxxx 2023

**ROLLESTON ON DOVE PARISH COUNCIL
HEALTH AND SAFETY POLICY**

GENERAL STATEMENT

1. Rolleston on Dove Parish Council ("RPC") recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
3. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK

As the Council's Health and Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain records of risk assessments.
5. Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy under cover of the attached letter.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
9. Ensure that all equipment used by employees is regularly maintained and serviced.

All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.

3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.
7. Ensure that contractors and volunteers have adequate and appropriate insurance.

Eye Tests and Spectacles

1. RPC recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).
2. Subject to the clauses below RPC will contribute to the cost of an eye test for any employees that use display screen (computer monitor) equipment for a significant part of their working day on RPC business.
3. Subject to the clause below RPC will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician.
4. RPC will only contribute towards the costs of an eye test once in any twelve-month period.
5. If an eye test reveals that spectacles are required exclusively for VDU work, RPC will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. RPC will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

Vaccinations and Immunisations

1. RPC recognises its obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) to take suitable precautions to protect the health of employees at work.
2. Health and Safety Law requires that employees shall not be charged for vaccines or immunisations solely required as a means of protecting them at work.
3. Accordingly, RPC will reimburse any costs reasonably incurred by an employee for vaccines or immunisations which are required solely in connection with the employee's employment with RPC and in the performance of their duties. Such reimbursement claims should be made on the appropriate form and substantiated with a receipt for each of the costs claimed.
4. RPC will maintain occupation health records updated to show any vaccinations or immunisation course(s) undertaken by the employee in connection with the employee's employment with RPC.

REVIEW

Adopted: xxxxx 2019

Review date: xxxxx 2022

APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT

Date		Assessor	
Location of Assessment			

Risk	Yes/No	Action Required
Desk Area		
Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are there trailing electrical cables around your working area that need to be tied up?		
Is your working area warm, well-lit and well-ventilated?		
Do you need a desk lamp to improve lighting?		
Is your working area clutter free so that you can focus easily on the task?		

Display Screens Set-Up		
Is your desk chair set-up correctly? Is your back supported, are there arm rests and are your feet flat on the floor?		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse clean and within easy reach without having to stretch?		
Is your display screen clean and positioned so there is no glare from a window or light?		

APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT

Is your display screen level with your eyes so that it doesn't cause discomforts to your neck or head?		
Can you easily reach everything you need without twisting and straining your body?		

Fire and Electrical Safety

Are smoke detectors working and checked regularly, e.g. every month?		
Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?		
Does any electrical equipment spark or show signs or burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you regularly inspect your electrical equipment to check for signs of wear and tear?		
Do you switch off equipment when not in use?		
Do you have emergency arrangements in place in case of fire?		

Stress and Welfare

Do you take regular breaks away from your workstation?		
Do you carry out regular stretched at your desk to avoid stiff or sore muscles?		
Do you sit with a good posture or are you hunched over the desk?		
Do you have easy access to first aid equipment if required?		
If you regularly use a computer, do you have your eyes tested every year?		

APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT

Can you easily reach everything that you need without twisting and straining your body?		
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Manual Handling

Are all the items that you need for work within easy reach?		
Are heavy items stored on lower shelves to avoid the need to lowering them?		
Do you know how to correctly pick-up, carry and lower heavy items?		

Slips, Trip and Falls

Are floor coverings, such as carpets and rugs, secure?		
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?		
Are stairways and corridors clear of trip hazards?		
Is the floor around your desk clear of boxes, papers and wires?		

Lone Working

Are you familiar with your employer's lone working health and safety policy?		
Do you know the name and number of a manager or supervisor who you can get in touch with easily?		
Is your home kept secure whilst you're working there?		
Are important files and laptops kept locked away securely when not in use?		

APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT

Number of Actions Required	
Date Actions Completed	

1. Introduction

Rolleston on Dove Parish Council recognises that staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Rolleston on Dove Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

2. Scope of the Policy

2.1. This policy applies to all situations involving lone working arising in connection with the duties and activities of Rolleston on Dove Parish Council staff.

2.2. Lone workers include:

- Those working at their main place of work where:
 - Only one person is working on the premises
 - People work separately from each other, e.g. in different locations
 - People working outside normal office hours
- Those working away from their fixed base where:
 - One worker is visiting another premises or meeting venue
 - One worker is making a home visit to an individual
 - One worker is working from their own home.

3. Aims of the Policy

The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available so that employees can recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

4. Responsibilities

4.1. Rolleston Dove Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.

- Ensuring that there are arrangements for monitoring incidents linked to lone working and that they regularly review the effectiveness of the policy.
- Ensuring that all employees are aware of this policy.
- Ensuring that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

4.2. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in any training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

5. Guidance for Risk Assessment of Lone Working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings - what procedures are in place? Is the equipment safe for individual use?

6. Good Practice for Lone Workers

- 6.1.** During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with another party.
- 6.2.** If, during the trip away, any plans change significantly this should be communicated back to the other party.
- 6.3.** When meeting with contractors, arrangements must be made to meet in a public place and not in their home.
- 6.4.** If a visit is being made to a member of the public in their home a councillor must be informed of the visit and the approximate times.
- 6.5.** Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries with them.
- 6.6.** Lone workers should have a mobile phone and other personal safety equipment where this is necessary.

- 6.7.** All incidents must be reported to the Council. Employees/councillors should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. If emergency assistance is required whilst out and about all employees should dial 999.
- 6.8.** A member of staff is at liberty to refuse to meet with a councillor, contractor, member of the Public alone, if they feel threatened or feel it would be inappropriate.
- 6.9.** Whilst the Clerk of the Council's main place of work is their home, this is a private residence and, under no circumstances, should Councillors or members of the public attend the premises without prior, written, approval from the Clerk.

ROLLESTON ON DOVE PARISH COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE / MILEAGE POLICY 2019/20

1. Subsistence / Mileage Rates:

Motor Mileage Rates^{**}	
All cars and vans	45p per mile (first 10,000 miles) 25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Cycles	20p per mile
Subsistence Rates^{***}	
Allowance Period	Maximum Payable
Breakfast (before 11 am) ^{***}	£5.00
Lunch (between 12 noon and 2 pm)	£7.50
Tea (between 3 pm and 6 pm)	£3.50
Evening Meal (after 7 pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
Public Transport	
Reimbursement of public transport fares (2 nd class or economy class only)	

^{**}HMRC Approved Mileage Allowance Payments

^{***}The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

^{***}May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

2. Approved Duties

Members

- Attending conferences, e.g. National Association of Local Councils (NALC)
- Attending training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary (with the exception of attendance at scheduled parish council meetings)
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time

**ROLLESTON DOVE PARISH COUNCIL
OPENNESS AND TRANSPARENCY POLICY**

1. Legislation

The following list of legislation applies to the openness and transparency of Local Government:

- *The Openness of Local Government Bodies Regulations 2014*. These Regulations took effect on 06 August 2014
- *Law of Defamation*
- *Law on Public Order Offences* (Crown Prosecution Service guidance on communication using social media)
- *Localism Act 2011*
- *Accounts and Audit (England) Regulations 2011; Local Audit and Accountability Act 2014*
- *Freedom of Information Act 2008*
- *Public Bodies (Admission to Meetings) Act 1960*
- *Re-use of Public Sector Information Regulations 2005*
- *Data Protection Act 2018*

2. Definition of Reporting

The Openness of Local Government Bodies Regulations 2014 define reporting to include:

- Filming, photographing or making an audio recording of proceedings at a meeting (e.g. using a mobile phone, tablet, filming for a TV broadcast, recording for a radio broadcast)
- Using any other means for enabling people not present at a meeting to see or hear proceedings as it takes place or later (e.g. live streaming)
- Written reporting or commentary on the proceedings during or after a meeting or oral reporting or commentary after a meeting. Examples of written reporting or commentary include, e.g. blogging, posting comments on Facebook or Tweeting.

3. Filming and recording of parish council meetings

Any member of the public may take photographs, film and audio-record the **proceedings** and report on all public meetings.

No prior permission is required to carry out this activity, however, it is advisable that any person wishing to film or audio-record a public meeting should inform the Clerk so that all necessary arrangements can be made for the public meeting.

Oral (running verbal) commentary is not allowed during a meeting as this would be disruptive to the meeting. Oral commentary by a person present at the meeting can be provided after the meeting. A person will need to ensure that their oral or written reporting of a meeting does not give rise to a libel claim (Law of Defamation).

4. Tweeting, blogging and social media

Any person may report meetings via social media of any kind. This includes bloggers, Tweeters and, for example, Facebook and YouTube.

Councillors may Tweet or blog at meetings provided it is not disruptive and does not detract from the proper conduct of the meeting. Councillors are expected to comply with the adopted Code of Conduct.

5. Facilities provided by the parish council

Reasonable facilities will be provided to facilitate reporting / recording. This includes space to view and hear the meeting, seats and a desk.

The Council will also provide facilities such as to protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting.

6. Limitations

Freedom of speech within the law (see Legislation above) should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

The legislation limits what can be reported on which is only the proceedings of a meeting. The Council expects that any reporting will focus on the proceedings and those that participate in the meeting rather than those who are simply attending the meeting. Those who participate in the meeting include councillors, members of the public who are permitted to speak during the meeting, those invited by councillors to speak at the meeting and officers.

The Council will seek consent of reporting children and vulnerable adults who are present before the meeting commences. Consent will be sought from a child's parent, legal guardian or teacher. Consent will be sought from a vulnerable adult's medical professional, carer or legal guardian.

7. Disruptive behaviour

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film, etc the proceedings. Examples can include:

- Moving to areas outside the areas designated for the public without the consent of the Chairman
- Excessive noise in recording or setting-up or re-siting equipment during the debate / discussion
- Intrusive lighting and use of flash photography
- Asking for people to repeat statements for the purposes of recording

Anyone may be excluded from a meeting if they act in a disruptive manner.

Recording equipment must not be left in the room if the person has been excluded.

8. Start of the public parish council meetings

At the start of each meeting, the Chairman will remind everyone in attendance and who will be participating in the meeting that they may be filmed, recorded, photographed or otherwise reported about. The Chairman will remind everyone that reporting must be avoided in the separate sitting area of those who do not wish to be reported (as outlined above).

Adopted: xxxxx 2019
Review date: xxxxx 2022

**ROLLESTON ON DOVE PARISH COUNCIL
RISK MANAGEMENT POLICY**

1. PURPOSE AND SCOPE

Rolleston on Dove Parish Council ("RPC") recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities, and community against potential losses but acknowledges that risk cannot be totally eliminated. RPC will work to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision and will put in place a structure to manage risk.

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

Risk management will:

- a) strengthen the ability of RPC to achieve its objectives and enhance the value of services provided
- b) help to ensure that RPC has an understanding of "risk"
- c) help to ensure that RPC adopts a uniform approach to identifying and prioritising risks.

2. KEY OBJECTIVES

The key objectives of RPC's risk management strategy are to:

- a) integrate risk management into the culture of RPC
- b) manage risk in accordance with best practice
- c) anticipate and respond to changing social, environmental and legislative requirements
- d) prevent loss, disruption, damage and injury and reduce the cost of risk thereby maximising resources
- e) inform policy and operational decisions by identifying risks and their likely impact

3. PROCEDURE

RPC will seek to achieve the key objectives by:

- a) establishing clear roles, responsibilities and reporting lines within RPC
- b) providing opportunities for shared learning on risk management across RPC and promoting opportunities for training
- c) incorporating risk management considerations into RPC's management processes, e.g. project management
- d) effective communication with and the active involvement of employees
- e) monitoring risk management arrangements on an ongoing basis
- f) councillors and employees to have regards for risk in carrying out their duties

including adhering to relevant risk assessments

4. RESPONSIBILITY FOR RISK MANAGEMENT

It is the responsibility of all councillors, volunteers who work for RPC and employees whether full time part-time, temporary or casual to have regard for risk in carrying out their duties.

The co-operation and commitment of all RPC councillors and employees is required to ensure that RPC resources are not wasted as a result of uncontrolled risk.

5. REVIEW

~~This policy will be reviewed three years.~~

Adopted: xxxxx 2019

Review date: xxxxx 2022

**ROLLESTON ON DOVE PARISH COUNCIL
SICKNESS AND ABSENCE POLICY**

1. Policy Statement

Rolleston on Dove Parish Council is committed to promoting the health, safety and wellbeing of its staff by:

- providing appropriate support to facilitate staff retention and return to work after illness, for example through a phased return, counselling, occupational health, flexible working and reasonable adjustments;
- tackling issues which may result in absence due to work related stress or dignity at work issues;
- encouraging attendance, monitoring absence and the cost of sickness absence.

The Sickness Absence Policy aims to ensure that absence is managed in a consistent, supportive and effective way so that service is maintained.

Disability related sickness absence, and attendance at disability related medical appointments will be recorded but not categorised as sickness absence.

2. Medical Health Advice and Support

Occupational Health

If the Council are concerned about an employee's sickness absence, s/he may be referred to an Occupational Health adviser for a medical assessment to seek advice on reducing sickness absence and/or facilitating a return to work where this is possible.

If an employee is asked to attend an appointment with an Occupational Health physician s/he will receive a copy of the medical report and the Council will arrange a follow up meeting to discuss the findings with the employee.

Counselling Service

The Society of Local Council Clerks provides a counselling service for clerks. Counselling offers the opportunity to discuss feelings and thoughts on matters of concern with a trained professional. For more information go to the SLCC web site.

3. Sickness Notification and Certification Requirements

Notifying the Chair, Vice-Chair or senior Councillor: If an employee is absent due to sickness on a normal working day, s/he must notify the Chair, Vice-Chair or senior Councillor by telephone, text or email as soon as possible stating the reason for absence and the expected duration of the sickness absence where known.

If the Council does not hear from the employee during a normal working week a Member of the Council will endeavour to contact them at home. If the employee is unable to call him/herself s/he may ask someone to make contact on their behalf.

**ROLLESTON ON DOVE PARISH COUNCIL
SICKNESS AND ABSENCE POLICY**

If the employee is off for more than three consecutive working days, s/he must contact the Chair, Vice-Chair or senior Councillor by the fourth day (or next working day).

The employee is responsible for notifying the Council of their sickness absence and providing the appropriate certification statements as required. If the employee does not adhere to these notification and certification requirements, they may not be eligible for sick pay.

The Council acknowledge that there may be exceptional circumstances which prevent the employee from meeting the reporting and certification requirements, for example, in the case of a severe injury / hospitalisation.

4. Certification for Sickness Absence

Days 1 -7 of sickness absence

For the first seven calendar days of continuous sickness absence (i.e. including non-working days), the employee does not need to obtain a note from their GP to cover their absence.

On the employee's first day back at work s/he must notify the Chair, Vice-Chair or senior Councillor to confirm the dates of their sickness absence and the reasons for absence.

Where practicable, the employee will receive an email when their absence is logged confirming the period of absence. This process gives the employee the opportunity to check and confirm their absence record and ensure the information held is correct. It is the employee's responsibility to inform the Chair, Vice-Chair or senior Councillor if they think that their sickness absence record is incorrect when they return to work.

Sickness absence that exceeds 7 days

For absences that exceed seven continuous calendar days (including non-working days) the employee must provide a Med 3 form which is a 'Statement of fitness for work' (Statement). Known as the 'fit note', this was introduced in 2010. Follow the link to view a sample of the 'Statement of fitness for work' form <http://www.dwp.gov.uk/docs/med3-fitnote-sample.pdf>

The employee is responsible for ensuring that their medical Statements reach the Chair, Vice-Chair or senior Councillor promptly. Periods of absence that are not covered by a Statement will not qualify for sick pay. However, each case will be considered on its merits.

If the employee's GP provides advice that they may be fit for work they should notify the Chair, Vice-Chair or senior Councillor as soon as practicable.

The employee should send their Statements to the Chair, Vice-Chair or senior Councillor who will arrange for this to be logged and processed. If the Statement is not received by the 12th consecutive day of sickness, the employee may not be entitled to occupational sick pay.

5. Statement of Fitness for Work Certificate (Fit Note)

The employee's GP will either give them a Statement confirming that they are unfit for work for a specific period / until a specific date or their GP may advise that they are able to return to work and, in these circumstances, their GP will suggest options that may help them to return to work.

The purpose of the Statement or 'fit note' is to facilitate a return to work and may be more likely to be used in longer term sickness cases or those with an ongoing medical condition. The suggestions the employee's GP may advise include:

- Amended duties: This involves changes to their job and duties, if they are unable to complete all your normal duties and these may be amended in discussion with the Chair.
- A phased return: This allows the employee, initially, to work a reduced number of hours upon their return to work and increase the hours they work gradually until they return to their normal hours. This arrangement is normally agreed for a short period, normally of up to 4 weeks.
- In some cases the employee's GP may recommend that Occupational Health advice is sought.

6. Returning to work

When completing the Statement of Fitness for Work, the employee's GP will say whether they need to be reassessed before they return to work. If the employee's absence continues they will need to ensure that all absence is covered by a Statement.

If they do not need a further assessment, their return date will be their next normal working day after the end of the sickness period stated.

7. Sickness during holidays

If the employee is sick during holiday absence, their holiday may be reinstated subject to them providing a Statement from their GP to cover the period of sickness. Retrospectively dated Statements will not be accepted.

8. Managing Absence

In order to manage sickness absence effectively and consistently the Council will seek to support the employee during periods of illness and use the following interventions and procedures to facilitate a return to work, retain the employee in employment and improve attendance:

- Return to work discussions and/or interviews
- Keeping in touch during absence
- Monitoring and recording absence
- Carrying out sickness review meetings
- Providing management support
- Seeking medical reports and Occupational Health advice
- Managing absence through the procedures detailed below or through the disciplinary procedure where appropriate

9. Return to Work Discussions

The employee will have a return to work discussion with the Chair normally on their first day back at work.

The purpose of a return to work discussion is to ensure that the Council is aware of issues which affect the employee's attendance at work and their state of health so that the appropriate support and action may be taken. For example, the Council should be made aware of whether:

- the employee has an underlying medical condition;
- any adjustments are needed if they have a disability;
- the employee is suffering from stress which may relate to personal issues or to issues at work;
- the employee would like access to the counselling service; or
- there are personal issues outside work which are affecting their attendance.

Return to work discussions and sickness review meetings may help to improve attendance and resolve absence issues, as health and other associated problems are discussed openly in a supportive way with a view to addressing issues at an early stage.

Absence is monitored over a 12-month rolling period. So current absence will be calculated from the date of review for the previous 12-month period. If a period or pattern of absence continues beyond 12 months, such previous absence may be considered as part of the ongoing absence review.

The content of return to work discussions will vary depending upon the length, type of absence and concerns in relation to the employee's sickness record. It is likely to be a brief conversation about their health and offer of support. However, it may be a more detailed discussion or meeting depending upon the issues.

In the return to work discussion the Chair will:

- acknowledge and welcome the employee back to work;
- find out the reason and cause of absence if this is not known;
- make sure the employee is well and fully fit to return to work, taking into account any recommendations from their GP where relevant;
- identify whether there is any additional support the Council may provide; and
- bring the employee up to date with any changes or news.

A copy of the notes of the employee's return to work meeting will be given to them.

In some cases the employee may not feel able to discuss their medical condition with a particular Member. In these circumstances, s/he may request to speak to another Member about the reasons for absence.

Sickness information will be held confidentially and access restricted to authorised persons within the Council. Under the Data Protection Act, sickness information is considered sensitive data and the

Council is committed to ensuring that such data is treated confidentially and not shared more widely than is necessary, in accordance with the Act.

10. Medical Reports

If the Council is concerned about the employee's medical condition or its consequences as related to their employment, they may be asked to attend a medical. Other medical and/or specialist reports may also need to be obtained. The costs of providing these reports will be met by the Council.

In some cases the employee's GP may also recommend that Occupational Health advice is sought.

All absence attributed to stress where occupational stress is a contributing factor will be referred to Occupational Health as a matter of course after five working days continuous sickness absence.

If the employee withholds their consent to the Council seeking a medical report or refuse to attend an appointment with an Occupational Health adviser, the Council will have to make decisions about their absence and their health on the information available to it.

Under the Access to Medical Reports Act the employee has the right to see a medical report provided by their GP or medical consultant before it is sent to the Council. Further medical reports may be sought in relation to long-term sickness or capability issues.

11. Short Term Sickness

If the employee's attendance, due to short term or intermittent absence, becomes a matter of concern, for example, persistent short-term absences or a pattern the Chair will discuss this with them informally with a view to resolving issues and improving attendance. Poor attendance and reliability issues may have a negative impact upon the effectiveness of the Council.

Short term absence will initially be managed through informal interventions and where attendance does not improve / attendance targets are not met and concerns continue, through a formal process.

If attendance has not improved and there is no underlying medical condition, poor attendance may become a disciplinary matter and, if so, will be dealt with in accordance with the Council's Disciplinary Procedure.

12. Long Term Sickness

Long term sickness absence is defined as four weeks continuous absence. It will be managed with due regard to the Equality Act 2010 and the Code of Practice on Disability in Employment where the reasons for absence are related to an underlying medical condition or disability.

Managing long-term sickness issues involves holding a monthly sickness review meeting with the employee to:

- keep in touch;
- discuss and review the length and reasons for absence;

- establish a return to work date; and
- facilitate a return to work / improve attendance levels

13. Facilitating a Return to Work

In order for the Council to provide staff with appropriate support and facilitate a return to work the Council may need to:

- seek medical advice through the Council's nominated Occupational Health physician or from the employee's GP or medical consultant about the employee's health to establish when / whether a return to work is likely and how the Council can reasonably help to facilitate this.
- discuss and make reasonable adjustments if the employee is disabled that may facilitate a return to work or to retain them at work.
- consider whether a phased return to work is beneficial.
- discuss early retirement where appropriate, if this option is available to the employee.

14. Keeping in touch

During longer term sickness absence and if the employee's absence is likely to be four weeks or longer, it is important that s/he keep in touch with the Chair, Vice-Chair or senior Councillor at agreed regular intervals and let them know of any changes in his/her health or expected date of return.

Monthly review meetings will normally be held with the employee and may be arranged at work, at the employee's home or another agreed location and they have the right to be accompanied to these meetings.

In some cases, where there is a known medical reason for absence and there is a known date of return to work, meetings may be held at longer intervals by agreement, with contact mainly by telephone.

15. Phased returns

If the employee is recovering from illness and it is considered that a phased return to work would be beneficial the Chair, Vice-Chair or senior Councillor will discuss this with them. A phased return allows the employee to return to work starting on reduced hours for a short period and building up hours gradually to their normal hours. The employee will receive normal pay during this phased return which would be for up to a maximum of four weeks.

16. Procedure for Managing Long Term Sickness

During long-term sickness absence, it is important for the Chair to keep in touch with the employee and provide appropriate support and interventions to facilitate a return to work and retain the employee in employment where this is practicable.

17. Sickness Review Meetings

Long-Term Sickness Review Meeting

After four weeks continuous absence or intermittent absence the Chair will write to the employee and arrange a sickness review meeting with the Employment Committee.

The purpose of the meeting will be to discuss their sickness absence and identify any support the Council may be able to provide which may facilitate the employee's return to work. This may include seeking medical advice, arranging a phased return, changing working hours or making other reasonable adjustments.

The employee may be asked to attend a meeting with the Council's Occupational Health provider. The employee will be given a copy of any medical reports received and the implications will be discussed with them.

Follow up Sickness Review Meetings (monthly)

After eight weeks continuous absence or intermittent absence the Chair will write to the employee to give notice to attend a further sickness review meeting with the Employment Committee. The employee may also be asked to attend a meeting with an occupational health adviser if this has not already been arranged.

The purpose of follow up review meetings, which should be held monthly, is to:

- discuss their health;
- consider any medical advice received;
- review any actions which have been discussed
- consider any further support including reasonable adjustments where appropriate that the Council are able to offer to improve attendance or facilitate a return;
- identify a possible return to work date; and
- where appropriate, consider whether employment may be at risk.

However, if the employee is off on long-term sick leave and it becomes evident at any stage that a return to work is unlikely or that the employee will be unable to fulfil their role effectively for health reasons, they may be invited to attend a capability hearing and a potential outcome may be that employment is ended due to reasons of ill health. Before any decision is taken about their employment situation, the Council will seek medical advice and consider other action short of dismissal.

The Chair will advise the employee if their employment may be at risk and will carry out a capability review before further action is taken.

Notice of Meetings

The employee will be given at least five working days written notice to attend a meeting. They have the right to be accompanied by a trade union representative or a fellow clerk. If their companion is unable to attend the meeting within this timescale a further appointment will be made.

18. Statutory Sick Pay

The employee is entitled to receive statutory sick pay (SSP) provided they meet certain criteria:

- S/he must be too ill to undertake their work on any day for which they claim SSP;
- S/he must be absent from work for at least four consecutive days (including Sundays and Bank Holidays). This period of four consecutive days is known as a period of incapacity for work (PIW).
- S/he must supply evidence of the incapacity.

For the first 7 days of absence this can be in the form of a self-certificate. For periods of incapacity of 8 days or more, this evidence must be in the form of a GP Fit Note.

If an employee is off for two periods which are separated by eight weeks (56 days) or less, then the employee does not need to be absent for four consecutive days in the second period of absence in order to receive SSP.

The periods for which the employee is entitled to SSP are given in their contract of employment.

Adopted: xxxxx 2019

Review date: xxxxx 2023

**ROLLESTON ON DOVE PARISH COUNCIL
TRAINING POLICY**

Statement of Intent

Rolleston on Dove Parish Council ("RPC") is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff to be given the training necessary for their role and Councillors to attend training and conferences relevant to their office.

RPC employs a part-time Clerk. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its Clerk.

RPC will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. Training will be identified through the Clerk's annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Council for approval to ensure the training is relevant and fit for purpose before including it in the budget.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk may require specialised training in their respective field. Necessary training will be identified and either be carried out in-house or by specialist training centres as is appropriate. The Clerk may be required to attend these courses which will normally be undertaken in working hours. Any additional expenses will be met by RPC.

All new staff will be given training in health and safety and fire safety to ensure that they can undertake their jobs safely. Any immediate additional training needs will be identified and authorised.

Should the Clerk require or request additional specialist training RPC may require the Clerk to sign an agreement to pay back part or all of the training costs should they voluntarily leave RPC's employment within a year of completing the training.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake an appropriate induction course and the Clerk will be expected to go on to take the 'CiLCA' and Local Policy Certificates.

RPC will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Staffordshire Parish Councils Association (SPCA)* to enable staff and councillors to take advantage of their training courses and conferences. (*RPC is not currently a member of the SPCA.)

The Clerk will be expected to attend all relevant training days whenever possible and councillors will be expected to attend training days which are relevant to their office.

Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing appropriate documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and Councillors are encouraged to share their learning with other Councillors.

Reviews

This policy will be reviewed three years.

Adopted: xxxxx 2019

Review date: xxxxx 2022

Staff Training - Needs, identification & methods

1. Needs for Training

11. Typical aspects which might benefit from training are:

- Changes in legislation
- New and revised qualifications for the Clerk
- Accidents/injury
- Professional errors or omissions
- Introduction of new equipment
- New processes/working methods

12. Paid Staff

All paid staff should receive training applicable to their specific role, e.g. Clerk, grounds maintenance staff, litter pickers, etc.

13. Contractors

Contractors and self-employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at RPC expense. Consideration should be given to the qualifications and expertise available from the volunteers within RPC before committing to any training scheme.

14. Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of RPC.

2. How to Identify Training Needs

21. Staff appraisals
22. Questionnaires
23. Interview / discussion
24. Requests

3. Resourcing Training

31. Organisations offering training include:

- East Staffordshire Borough Council (ESBC)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks (SLCC)
- Staffordshire County Council (SCC)
- Staffordshire Parish Councils Association (SPCA)

4. Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list and any other relevant policies and documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Members List
3. Training Statement of Intent
4. Meetings Timetable
5. Model Code of Conduct
6. Budget
7. Standing Orders
8. Financial Regulations
9. Parish Council Powers
10. Privacy Policy and SAR Policy
11. Equal Opportunities Policy
12. Health & Safety Policy
13. HR policies
14. Community Engagement Policy
15. Minutes of Parish Council Meetings (limited to the previous month)

**ROLLESTON ON DOVE PARISH COUNCIL
WHISTLE BLOWING POLICY**

Responsibilities of Members of Staff on Discovery of Fraud, Misconduct, or Wrongful Doing by Others

As part of an effective system of internal control, the Council is required to have procedures in place for members of staff to be able to report, in total confidence, any evidence or suspicions of wrongdoing by others within their workplace.

Hopefully you will never have the need to use these instructions. However, if a situation does arise which causes you worry or concern, the procedures outlined below are designed to enable you to report to the right person who will know what to do next.

What to do and what not to do

First of all, **don't** worry. Instead, you should act in accordance with the instructions set out in this memorandum, which are designed to ensure that further impartial checks are carried out before any appropriate action is taken. These procedures should also give you the reassurance that all reported incidents will be properly and fully investigated. Whether this proves to be groundless or not, provided that you have acted in good faith and in the best interests of the Council when reporting your suspicions, there will be absolutely no adverse consequences for you.

Please note that you are **not** expected to know the precise nature of any wrongdoing, nor its extent. In particular, you are **not** authorised to carry out any investigation work on your own account to obtain evidence or confirm your suspicions.

In no circumstances should you confront any member of staff whom you suspect of any wrongdoing.

These arrangements are an important and integral part of the Council's control systems. All members of staff are given a copy of this memorandum and are expected to understand and comply with it.

Who you should contact?

The Clerk, who has responsibility for internal control.

Contact may be made either by telephone or in writing to the Council's office with the envelope marked "Private and Confidential - to be opened by addressee only".

If your suspicions involve the Clerk you should contact the Chairman of the Council. Depending on the nature of the suspicion, s/he will either take up the matter with the Clerk or contact the Council's Internal Auditors.

What happens next?

Once you have reported your suspicions, you should await acknowledgement. You should **not** discuss your suspicions with anyone in the meantime. You will always receive a written acknowledgment within two weeks.

You may be requested to attend an interview, and this will be arranged in absolute privacy.

Keep a copy of any report or item submitted. If you have not had any response from the Clerk within two weeks you should contact the Chairman of the Council.

You should also contact the Chairman of the Council if you are not satisfied in any way with the initial response you have been given, for example if you are asked to do anything in connection with your suspicions, which you consider improper, or beyond the scope of your normal duties.

Remember: you are **not** expected to form any judgment about your findings. The responsibility of every employee is primarily to notify one (or more if you wish) of the contacts named above, who will know what further procedures will need to be taken.

The Legal Position

The Public Interest Disclosure Act 1998 gives statutory protection to any employee who, with "reasonable belief", discloses information suggesting that a criminal offence has been committed or that there has been a failure to comply with any legal obligation, or that such facts are being deliberately concealed. The disclosure must be made to the employer's representatives, as directed in this memorandum unless there are exceptional circumstances for not doing so. Further guidance may be obtained in confidence from Smaller Authorities' Audit Appointments (Tel: 020 7543 5867).

Adopted: xxxxx 2019

ROLLESTON ON DOVE PARISH COUNCIL
FIXED ASSET REGISTER
YEAR ENDING 31 MARCH 2019

DESCRIPTION	LOCATION	NOTES	COST OR VALUE	DATE	DISPOSAL REASON	AMOUNT
STREET FURNITURE						
3 x Timber Bus Shelters	Knowles Hill, Cross Lane, Station Road	IV	£ 4,210.71			
2 x Brick Built Bus Shelter	Church Road, Station Road	IV	£ 18,250.00			
Litter Bins	The Croft, Land at Spread Eagle, Meadow View	IV	£ 2,100.00			
12 Planters	Burnside	IV	£ 2,621.35			
2 Raised planters	Spread Eagle Island	IV	£ 896.74			
Village Sign	Brookside	IV	£ 3,306.83			
Village Gateway Signs	Dovecliff Road, Church Road, Rolleston Road	IV	£ 3,546.59			
Craythorne Noticeboard	Craythorne Playing Fields	IV	£ 400.00			
Noticeboards	Meadow View, Burnside	IV	£ 4,000.00			
Noticeboard	John of Rolleston Primary School (Alderbrook site)	IV	£ 1,548.24			
Bus Shelter Noticeboards	Church Road, Station Road	IV	£ 500.00			
Ken Bradley Memorial Bench	Brookside	IV	£ 675.79			
Benches	Meadow View, Craythorne Woods, Craythorne, The Croft	IV	£ 1,600.00			
3 x Benches	Elizabeth Avenue	IV	£ 1,120.50			
2 x Picnic Benches	Craythorne Woods	IV	£ 1,125.61			
Cast Aluminium Signs	Jubilee Orchard / Village Green	IV	£ 800.00			
Boundary Posts	The Croft, Burnside	IV	£ 1,500.00			
Boundary posts	Shotwood Close Public Open Space	IV	£ 420.20			
Meadow View Boundary Posts	Meadow View	IV	£ 1,500.00			
Sand Storage Bins	Brookside, Meadow View, Station Road	IV	£ 720.00			
Portacabin	Craythorne Woods	IV	£ 500.00			
Gazebo				14.05.17	Snapped bearers	£ 82.00
Shelter	**Currently in Storage **	IV	£ 6,129.00			
Dog Waste Bag Dispensers x 4	Various	IV	£ 440.00			
GREEN EQUIPMENT						
Mower	Tafflands Bunker	IV		19.01.16	Contractors use own, item not working	£ 200.00
Strimmer	Tafflands Bunker	IV	£ 100.00			
OFFICE EQUIPMENT						
Laptop	Clerk	IV	£ 1,060.90			
Projector/laminator	Councillor Stewart					
Chain of Office	Chairman	IV	£ 530.45			
Fire resistant filing cabinet	Clerk	IV	£ 410.00			

ROLLESTON ON DOVE PARISH COUNCIL

08 APRIL 2019

**AGENDA ITEM NO. 16
FOOTPATHS AND STILES**

Burton Conservation Volunteers have provided the attached report for the council's consideration. BCV's report mentions that the council may be able to access stiles free of charge from the County Council – the Clerk has approached the County Council asking if this information is correct and it is hoped that a response will be received in time for the meeting.

Bryan Chinn contacted the council requesting a progress report regarding stiles, he also passed on a message from Eric Brown. Mr Brown said that when he resigned as a parish councillor, "he had presented the then chairman, Steve Sanderson, with a portfolio of photographs showing every one of the stiles and gateways on each of the public footpaths in the village." The photographs are held by the Clerk and these will be taken to the meeting.

Footpath survey, Marston Lane-Cornmill Lane; return via Home Farm Park

Marston Lane to Cornmill Lane: - Labour only, £500.00

Stile 1:

Stile off Marston Lane;



Finger post needs realigning, clean and paint, top rail needs replacing

We can easily replace the top rail and straighten up the fingerpost, but the clean and paint we would have to leave to others.

Stile 2:



Loose and leaning badly

These stiles have been replaced before by BCV and it was stated at the time, that they will always be problematic due to the wet site, making it difficult to get to the stile and the soft ground making it very difficult to get a firm fixing.

Needs a good cutback and some bracing due to the lean, though the stile is firm. Trying to straighten it would probably result in damage and the need for a new stile kit.

Stile 3:



By-passed, now redundant.

Stile 4:



Solid, needs a good cutback. Again, very muddy around the stile, so there is a lot of erosion around the base, effectively increasing tread height.

Waymarker:



Post not obvious, new waymarker discs will stand out better.

Post loose, new discs needed, major cutback req.

Stile 5:



Muddy, the tall side becoming loose, a metal gate alongside the stile has a broken rail with a jagged end.

Stile 6:



By-passed, now redundant. Stile 6-7 route not obvious at this point

Stile 7:



Steep muddy approach, side gate secured with barbed wire on 2nd visit



Steep, muddy, there is a side pedestrian sized gate, tied with barbed wire, or a tall stile on the top of the bank. Cutback needed around the stile and alongside steps, down to plank bridge. Whole area very steep and slippery.

Stile 8:



Leading out onto Cornmill lane, gate post side wobbly, best replaced, dangerous rot on sleeper 'bridge'.

I remember replacing this stile around 17 years ago and at the time, we had just removed the stile, leaving a gap open to the road, and cattle entered the field, then came over to see what was happening. We had to keep stopping work, to move the cattle, when they were too close to the gap, until the new stile was completed. With this in mind, we would need to liaise with the farmer, so the field would be empty, if we were to replace this stile.

I returned via the footpath traveling towards Shotwood Close, just before the Close, turned left onto path through Home Farm Park, back to Marston Lane

Cornmill to Shotwood: - Labour only £250.00

Stile 1;



Very muddy, with high erosion, both sides wobble slightly, due to soft ground.

Stile 2;



Leaning and splitting posts



Cutback needed

Tall post rocking and rotten, new waymarkers req.

Stile 3:



Extremely wet area

Both uprights loose and badly rotted a virtual lake in front of the stile, stepping stones/hardcore req. plus a completely new stile.

Path to Home Farm Park; Labour only: -£250.00

Stile 1;



Posts rotted at ground level



Another very wet stile, both uprights rotten at base, treads high due to erosion. Cutback needed, especially round metal waymarker. New stile required.

Stile 2;





Waymarkers have been melted, check locals, to see which discs they were

Both uprights and fingerpost wobbly, waymarker discs melted, so all need replacing.

Waymarker, Marston Lane;



Like all the metal waymarkers, this needs refurbishment, it may be worth considering getting them all shot-blasted and repainted, as they are good solid signs.

Conclusions;

Having worked on this footpath network in the past, I can see the problems that were commented on last time, have shortened the lifespan of the stiles and are still limiting accessibility at certain times of the year.

The paths are near the bottom of sloping ground, draining from Tutbury road and beyond, running down to the Mill Fleam. So, there will always be a certain amount of waterlogging. Also, ditches may have been dug in the past, along the hedgerows, to drain the land, and if these have filled in over the years, again waterlogging will result, exacerbated by high erosion points, where hedges are crossed by stiles.

The stiles locally seem to be higher than usual, so like for like stiles were installed last time, it would be useful to know why, and if lower stiles could be installed. This results in the need for two treads to get over, and slightly less ground fixing depth, as stile kits are standard sizes. Also, the high erosion means that some steps are 2-3" higher than when installed. This can be seen from the level of soil under stile treads, where it is not eroded. As a result, walkers will have to pull themselves up, using the hand hold side, creating a lot of turning moment, resulting in loosened/leaning stiles.

Potential solutions;

1. Hardcore dropped around stiles, to give a raised and hard walking surface, above the wet and muddy old ditches/water table, but be porous enough, to allow seepage through. This would also reduce the erosion problem, currently making stiles slippery and harder to climb. A land drain could be installed under the hardcore, if required. The hardcore could also be rammed around the stile uprights, giving a firmer fixing, in the soft ground.
2. Gates; would be more expensive, but avoid the difficulty of climbing high stiles, with slippery muddy boots, and the turning moment, caused by people pulling themselves up the steps. This path would never suit many people with limited mobility, due to the wet areas and the steep descent around stile 7. Similarly, the path to Shotwood Close, has steep sections, not to mention the wet areas. However, the Home Farm Park path, to Shotwood Close, could be accessible and benefit from gates.
3. Kissing gates; would be a more expensive option, but may be more acceptable to landowners, though the standard gates installed (by BCV) along the Brookside to Marston Lane path, seem to have worked well and been acceptable.

Estimate:

Path 1, Marston Lane-Cornmill Lane;

Three stiles, nos. 2,5 and 8, plus one waymarker post and cutback round stiles. 2 days' work plus kits etc.

Path 2, Cornmill -Shotwood;

One new stile, no. 3, plus one new waymarker post, stone to ram round loose uprights and cutback around stiles. 1 day's work, plus kits etc.

Path 3, Shotwood-Marston Lane;

Two new stiles, plus one new waymarker post and cutback around stiles. 1 days work, plus kits etc.

Burton Conservation Volunteers charge at the rate of £250.00 per day, this includes the survey etc. So, the 4 days for all paths would be £1,000.00, though if asked do all the above work, I would hope to do it in 3 days, as we could organise our work/deliveries better.

We would be happy to tamp in any hardcore, if it was deposited at the stiles.

BCV are not VAT registered, so any materials would be best sourced by the P.C. and stile/gate kits may be available, to them, Foc. from SCC.

Summary

If required to do all three paths, total req.

Stile/gate kits x 6

Waymarker post x 3

Spare top rail x 2

BCV £750.00

Lawrence Oates (BCV Project officer)

19-3-2019



Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
ROLLESTON ON DOVE PARISH COUNCIL ACTION						
September 2018	13	Craythorne Playing Fields	Clerk	Clerk to check that the Title has been registered to the council	Ongoing	
December 2018	8.1	Elizabeth Avenue playing field grass damaged	P Gould	Contractor to visit the site, inspect the condition of the grass and report back to the council	Ongoing	Report awaited
	10	Monitoring of mowing contract	P Gould	To email the Clerk with a photograph to say that cuts have been done with effect from January 2019		Request relayed to Mr Gould
January 2019	6	Reinstatement of map on Spread Eagle Inn wall	Cllr Wyatt	Landlord has agreed to reframe the map and reinstall at no cost to the council		
February 2019	8.7	Burnside railings and bridges	Clerk	Staffordshire Highways to be asked to confirm ownership in an attempt to find a way to repair/maintained the railings and bridges		Staffordshire Highways response awaited
	12.3	Footpaths/stiles	Clerk	Burton Conservation Volunteers to be asked to survey the footpath from Marston Lane to Cornmill Lane	11/03/2019	Report received 19/03/19 - agenda item for 08/04/19 RPC meeting
	12.5	Village Directory	Clerk	To be updated and consideration given to the Directory being printed on the council's photocopier	Ongoing	
	16	Policies	All	Policies to be split into two tranches, 1 st tranche to be considered and adopted at the March meeting, the 2 nd tranche at the April meeting	Ongoing	1st tranche adopted and implemented. 2nd tranche to be adopted at 08/04/19 RPC meeting
March 2019	17	Plaque - Elizabeth Avenue	Cllr Wyatt/John Deacon	Plaque to be installed close to spinner	Ongoing	
	17	Spread Eagle Island sign	John Deacon	To be cleaned	Apr-19	
	17	Tractor	Jacob Fowkes	Progress to be reported to April RPC meeting	08/04/2019	
	Part 2	Beacon Road Electricity Sub-station	Clerk	Lease with E.on to be completed and land registered with HM Land Registry	Ongoing	The Clerk has traced the Deed pack, this is now with the Solicitor who will work towards finalising the Lease for RPC approval and sign-off

TO BE ACTIONED BY OTHER AGENCIES/LOCAL AUTHORITIES

December 2018	15	Yellow lines / one-way system on School Lane		Added to Action Points list		
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