

WALTON PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
The Old Brewery
Craw Hall
Brampton
CA8 1TR
Tel: 016977 3382
Email: clerk@waltonparish.co.uk

2nd May 2019

Dear Councillor,

You are summoned to attend a meeting of **WALTON PARISH COUNCIL** that will be held in **THE READING ROOM, WALTON**, on **THURSDAY 9th MAY 2019**, at 7.30pm or at the close of the Annual Parish Meeting whichever is the later.

Allison Riddell

AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **APOLOGIES FOR ABSENCE** – To receive and accept apologies for absence.
5. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
6. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)

7. MINUTES

- 7.1 **MINUTE OF THE MEETING HELD ON 11TH MARCH 2019** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 11th March 2019. (copy herewith)

8. **APPOINTMENT OF CLERK** – To formally agree the appointment of the Clerk and confirm hours of work and salary scale point. (Information on NJC salaries and conditions of service herewith)
9. **REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on the following outside bodies and agree any additional bodies at the meeting:-
 - Walton Village Hall Management Committee
 - Carlisle Parish Councils Association
 - Brampton and Beyond Community Trust
 - Save Our Pub

10. **STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt standing orders and financial regulations. (2018 NALC model standing orders and current financial regulations circulated by email)
11. **ASSETS** – To review and update, if required, the assets register. (copy herewith)
12. **INSURANCE** – To confirm the parish council has insurance cover in respect of all risks and consider acceptance of quote received. (Invitation to renew from Came and Came Company Insurance & quotes from broker circulated by email)
13. **SUBSCRIPTIONS** – To review the Parish council's subscriptions -
 - 13.1 **CALC** – To consider an invitation to renew the CALC annual subscription for 2019/20, amount to be confirmed at meeting.
14. **POLICY REVIEW** – To review and/or adopt the following core policies:-
 - 14.1 **COMPLAINTS PROCEDURE**
 - 14.2 **PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY**
 - 14.3 **MEDIA AND PRESS POLICY**
 - 14.4 **HEALTH AND SAFETY POLICY**
 - 14.5 **EQUALITY AND DIVERSITY POLICY**
 - 14.6 **EQUAL OPPORTUNITIES POLICY**
 - 14.7 **DOCUMENT RETENTION POLICY**
 - 14.8 **FRAUD/CORRUPTION DETECTION & PREVENTION POLICY**
 - 14.9 **FILMING POLICY**

(copies herewith)
15. **GENERAL DATA PROTECTION REGULATIONS (GDPR)** –
 - 15.1 **DATA PROTECTION OFFICER** – To consider the appointment of the Clerk as Data Protection Officer for 2019/20.
 - 15.2 **GDPR POLICY REVIEW** - To review and/or adopt the following core policies:-
 - 15.2.1 **PERSONAL DATA BREACH POLICY**
 - 15.2.2 **PRIVACY POLICIES**
 - 15.2.3 **EMAIL CONSENT**
 - 15.2.4 **DATA PROTECTION POLICY**
 - 15.2.5 **DRAFT PERSONAL DATA ASSESSMENT**

(copies herewith)
16. **MEETING CALENDAR** – To consider and agree dates of future meetings.
17. **GENERAL POWER OF COMPETENCE** – As per standing orders (in an election year), members to make arrangements with a view to the Parish Council becoming eligible to exercise the general powers of competence.

- 18. PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (*Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman.*)
- 18.1 REPORTS** – To receive reports, if applicable, from City and County Councillors.
- 19. REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.
- 20. TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered
- 20.1 L/A REAR OF 1 AND 2 WHITEHOUSE, WALTON (19/0309)** – Erection of 1 bungalow and garage (plot 3) without compliance with condition 2 imposed by planning permission 18/0777 to raise the roof height by 500mm.
- 20.2 L/A WHINGARTH, WALTON (19/0275)** – Erection of 1 dwelling (outline)
- (Information available on Carlisle City Council's website)
- 21. FINANCIAL MATTERS**
- 21.1 BANK RECONCILIATION TO 30.04.19** – Report by Clerk. (copy to follow)
- 21.2 EXPENDITURE TO APPROVE** –
- Clerk's salary - to date
 - Grass cutting - to date, if applicable
- Expenditure to be confirmed at meeting. (Clerk's salary scale to be agreed at meeting and grass cutting invoice not received at time of agenda publication).
- 21.3 S137 SPENDING** – To note that there was no spending in the financial year to 31st March 2019 under s137.
- 21.4 INTERNAL AUDITOR** – To consider the appointment of the internal auditor.
- 21.5 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019 AND EXEMPTION CERTIFICATE–**
- 21.5.1** To consider the approval of the Annual Governance Statement for year ending 31st March 2019.
- 21.5.2** To consider the approval of the Statement of Accounts for year ending 31st March 2019
- 21.5.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2019.
- 21.5.4** To agree that Walton Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.
- (copy of Accounts, AGAR and Exemption Certificate to follow)
- 21.6 CHEQUE SIGNATORIES** – To agree and amend, if required, cheque signatories for the council's bank accounts. (Bank mandate will be updated if any amendments are required).
- 22. PLAY AREA INSPECTION–** To consider the quote received, previously circulated.
- 23. VILLAGE GREEN AND COMMON LAND**
- 23.1 VILLAGE GREEN** - To receive an update regarding the drainage issues on the village green.
- 24. VILLAGE PUB** – To receive an update, if applicable.

- 25. CALC** – To receive, note and where applicable respond to the following correspondence, circulated prior to the meeting by email:-
- 25.1 CALC CIRCULARS** – April & May 2019.
 - 25.2 COMMUNITY INFRASTRUCTURE LEVY BRIEFING NOTE**
 - 25.3 CUMBRIA PARTNERSHIP NHS MERGER**
 - 25.4 NORTH WEST COASTAL ACCESS UPDATE** – April 2019
 - 25.5 TRAINING**
 - 25.6 VOLUNTEERING FAIR**
 - 25.7 ST. CUTHBERT'S GARDEN VILLAGE UPDATE**
- 26. CORRESPONDENCE RECEIVED BY THE CLERK** - To note items of correspondence received since the last meeting and take actions as appropriate. (circulated prior to the meeting by email)
- 26.1 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE PILOT SCHEME** – Email from the Implementation Officer.
- 27. LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-
- 27.1 LOCAL COUNCIL REVIEW** – Spring 2019
 - 27.2 NOTICE OF EXECUTIVE KEY DECISIONS** – 30th April 2019
- 28. AGENDA ITEMS FOR NEXT MEETING** - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before - date to be confirmed.
- 29. DATE OF NEXT MEETING** – July 2019 (exact date to be confirmed)– Reading Room, Walton, 7.30pm.

WALTON PARISH COUNCIL

Minutes of a Meeting of Walton Parish Council held on **Monday 11th March 2019** in The Village Hall, Walton at 7.30pm.

Present: Cllrs J Fowler (Chairman), B Hogg, T Mark, T Mounsey, A Armstrong & S Wood

In Attendance: Syd Bowman and five members of the public.

Apologies: T Brocklebank, F Winter

Action**1084/19 Minutes of Previous Meetings Held**

Minutes from January 14th meeting signed by Cllr Fowler.

1085/19 Requests for Dispensations

No requests for dispensations were received.

1086/19 Declarations of Interest

No declarations of interest were made.

1087/19 Public Participation

1087.1 Cllr Bowman gave an update on the City and Council elections. 52 current members will reduce to 39 elected members due to the changes in wards and districts.

Cllr Bowman is retiring in May.

1087.2 No comments from the public.

Signed (Chairman):.....

13 May
2019

1088/19 Village Green, Common Land and other matters.

1088.1 Inspection in January showed improvements to the green with regard to drainage work done, however February report identifies a hole next to the Reading Room. United Utilities have inspected it and claim it is not their responsibility. Agreed to contact Highways via hotline and arrange a meeting to show where problems are (which also includes drainage around bus shelter area)

TM/TM

1088.2 Play area annual inspection is due. Visual inspection to be carried out Saturday 16th March to determine if any maintenance is required.

BH

1088.3 Village Pub

Letters have been sent to Chris Hardman and Dr.Jason Gooding.

Acknowledgments have been received.

Agreed to follow up on replies to find out what progress has been made.

Clerk

1088.4 Litter Pick

Organised for Sunday 24th March at 11.00.

Syd Bowman will pick up the equipment (Hi Viz, Poly bags, Pick sticks) and leave in arranged place for the weekend.

Equipment must be returned ready for Monday morning. Council will pick up the collected rubbish bags.

Soup and a roll will be served in the village hall afterwards.(12.00)

1088.5 Defibrillator Checks

Dee Lockhart will take over the role of weekly checks from John Evans. The

Parish Council thank John for his support over the last 5 years.

1088.6 Parish Council Clerk

The position has been re advertised on the notice boards, facebook and website with a closing date of March 25th.

JF/TB/SW

1088.7 Speeding in the village. It has been noted that there is a problem with speeding at the top of the village past the Wilson homes. Enquiry to be made to obtain a SID camera to make culprits aware of their speed.

AA

In addition, a point was made to the farming community to communicate with the various contractors driving through the village at sileage time to temper their speed in critical areas.

1088.8 Parish Council elections are to be held if there are more than 8 applications to join the Parish Council. Application forms can be obtained from J Fowler and P Cronin.

1089/19 Planning Matters

1089.1 Planning application 19/0150. No comments or objections.

Signed (Chairman):.....

13 May
2019

1089.2 Proposed building plot at Whingarth. No objections as long as correct planning applications are followed and maintenance costs of the track are equally divided.

1090/19 Outside bodies

Village Hall Committee have organised the litter pick on Sunday 24th March with Soup and a sandwich to finish off.

1091/19 Financial Matters

1091.1 Accounts are upto date for the end of February 2019.

PC / JF

1091.2 Cheques presented as per Schedule of Payments to the following:

Caroline Thirwell Salary arrears and expenses £427.20

HMRC PAYE January £62.60

Cumbria Payroll Services £16.80

T Mark, A Armstrong were signatories.

1091.2 Precept. 2019/2020 figures were retrospectively explained and agreed.

1091.3 Insurance due May 2019

1091.4 Consider quote for Play area inspection

1091.5 Regulations, Standing Order to be reviewed with new Clerk.

1091.6 End of year Financial Audit – to appoint an independent auditor

**New Clerk
New Clerk
New Clerk
New Clerk /
JF**

1092/19 Other Matters

None

1093/19 Council Matters and Agenda Items for Future Meetings

None

1094/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council will be held on Monday 13th May 2019 in the Village Hall, Walton at 7.30pm. However, depending on who takes the position of the Parish Clerk, this date may need to be reviewed. Due to the Elections, a meeting of the new Parish Council must be held before the 24th May 2019.

Next meeting will include the Annual Parish Meeting and Parish Council Annual Meeting.

Meeting closed at 9.00pm

Signed (Chairman):.....

13 May
2019



National Association of Local Councils

109, Great Russell Street, London, WC1B 3LD

and

Society of Local Council Clerks

Registered Offices

1, The Crescent, Taunton, Somerset, TA1 4EA

National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004

This publication covers the salaries and conditions of service of full-time and part-time Clerks and other officers of Town, Parish and Community Councils (Referred to as Local Councils).

In this Document the National Association of Local Councils and the Society of Local Council Clerks are referred to respectively as NALC and SLCC.

Part 1 of this document covers the national agreement on terms and conditions, Part 2 details the model contract of employment while Part 3 contains guidance on good employment practice and current employment law as it applies to Local Councils

Part 1 The National Agreement

1. NALC and SLCC advise Local Councils that they have jointly agreed the appropriate salary ranges and core terms and conditions for the Officers of Town, Parish and Community Councils. The Terms and Conditions are based on the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services and regularly reviewed and agreed by NALC and SLCC acting together. Councils are strongly recommended to adopt this agreement and to conduct their employment relations in line with the guidance attached.

2. A Council, in appointing the Clerk to the Council, is choosing the holder of a responsible public position who will have the qualities, including: competence, initiative, energy and imagination, necessary to administer properly the Council's affairs and to carry out the tasks associated with the wider role of the Council as a representative and ambassador. The Council should act as a responsible employer in the recruitment, employment and management of its staff and make use of good employment practice in conducting its relations with its staff.
3. The agreement on terms and conditions, the model contract and the guidance on good employment practice all provide a framework for attracting, retaining and motivating the appropriate calibre of staff to work in modern local councils. The final decision on salary has to be agreed between the council and the officer at appointment, but this National Agreement between NALC and SLCC provides a reasonable salary and terms and conditions standard for clerks.
4. Under the Employment Rights Act 1996 the implementation of a new scheme of terms and conditions cannot be implemented to the detriment of the current post holder. In the event that the implementation of this scheme implies a reduction in salary, existing post holders will have protected rights for a period of 5 years. Councils and Clerks should contact their respective County Officer or SLCC advisor for guidance in this event.

SALARIES

5. NALC and SLCC strongly advise that the starting salary of a Clerk to the Council should, as a minimum, be paid in accordance with the ranges set out below. This has been derived from an independent bench marking exercise carried out on behalf of the SLCC and NALC across a sample set of Clerk's positions. The job profiles for the benchmarks are included at the end of this document. Councils and Clerks should establish the appropriate similar job specification taking account of the particular realities of the role in question. On request to NALC & SLCC a specific job evaluation can be carried out to set the salary baseline for any local council. There will be a charge for this service.
6. Salary is calculated by reference to the numbered positions on the spinal column points chart issued annually by NALC and the SLCC. The spinal column points used will be those of the National Joint Council for Local Government Service.

Scale	Points below substantive range	Substantive benchmark range	Points above substantive range
LC1	15-17	18-22	23-25
LC2	26-29	30-34	35-38
LC3	39-42	43-47	48-51
LC4	52-55	56-60	61-64

7. Where the Clerk has exceptional responsibilities which would not be sufficiently remunerated by LC4 upper range it is recommended that a salary is fixed after a formal evaluation and joint consultation with NALC and the SLCC.

8. Having established the benchmark salary for the post, the Council will

EITHER

Adopt a salary scale within the range. The salary will rise annually, by automatic increase on the 1st April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum.

OR

Adopt a single salary point (a 'spot salary') within the range. Where a single salary point is adopted, the Council should review the salary annually.

In either case, the starting point or single salary point is to be chosen by reference to the following factors, insofar only as they vary from the description of the benchmark post:

- experience and expertise
- qualification
- whether the clerk is also the responsible Financial Officer
- whether the council has developed increased functions as a result of Quality Council status or Band C/ Best Value applicability
- the extent of functions devolved from principal authority level
- staffing levels

9. Under the National Agreement, professional development through a recognised institution or programme will be rewarded by a salary movement of one upward point on the spinal column in respect of each level attained.
10. Details of the current salary ranges, with benchmark post guidance, and recognition of qualification are published regularly by NALC and the SLCC.
11. Apart from salary the general terms and conditions for clerks follow the principles of proper employment practice and specifically the general agreement by the National Joint Council for Local Government Services. These terms and conditions are expressed in the model contract agreed by NALC and SLCC and the good practice guidance which is attached to this agreement. The model contract and good practice guidance cover such things as pension entitlement, holiday pay, sickness allowance, grievance and disciplinary procedures and other good practice arrangements.

WORKING TIME

12. The standard working week for full-time Clerks to the Council and other Officers is 37 hours. For part-time officers, the Council will determine the hours to be worked and must ensure that the working week, or overall staffing provision, is sufficient to meet the demands of the Council's work. Further advice and information on this is set out in the Guidance Notes.
13. The National Agreement requires that part-time officers are remunerated *pro rata* at an hourly rate derived from the salary for a full-time post described above. The hourly rate is calculated by dividing the annual full-time salary, including any additions or allowances by 52 weeks, to produce a weekly figure, and to divide that figure by 37, being the standard number of hours worked by a full-time officer.
14. Under employment legislation any part-time member of staff must be offered on a *pro rata* basis the same terms and conditions as those of a full-time worker in a comparable post. This includes supervisory enhancements, expenses, overtime/time-in-lieu, leave, pension or gratuity, etc. For a comparable post where there is a sole employee the comparison must be with an employee in the local council sector.

PROFILE 1

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. **e.g. Small or medium parish.**

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves;

Exchanging orally or in writing varied information with a range of audiences:

or:

Exercising advisory, guiding, negotiating or persuasive skills: **e.g. Up to 6 meetings a year**

The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The jobholder generally has access to guidance on unusual or difficult problems. **e.g. No devolved functions**

The job involves some direct impact on the well being of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.

The job involves limited, or no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others **e.g. No Staff**

The job involves some direct responsibility for financial resources. The work regularly involves either:

Handling of cash, or processing of cheques, invoices or equivalent

or:

Being accountable for small expenditures from an agreed budget or equivalent income **e.g. Typical budget of up to £25,000**

The job involves some direct responsibility for physical resources. The work regularly involves either:

Some responsibility for security of buildings, external locations or equivalent

Or:

Day-to-day maintenance of equipment or premises:

Or:

Ordering, or stock control of, a limited range of supplies.

PROFILE 2

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g. *Small or medium parish.***

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves either:

Exchanging orally or in writing varied information with a range of audiences: or:

Exercising advisory, guiding, negotiating or persuasive skills **e.g. *6 – 12 meetings per year.***

The job involves working within recognised procedures, within which the jobholder is required to organise own workload. The work involves making decisions as to when and how duties are to be carried out, and responding independently to unanticipated problems and situations. The jobholder generally has access to guidance on serious problems **e.g. *2 devolved functions.***

The job involves considerable direct impact on the well-being of individual, or groups of, people **e.g. *Many statutory functions.***

The job involves considerable direct responsibility for the supervision, direction, co-ordination or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training. **e.g. *Small team of up to 10 staff.***

The job involves considerable direct responsibility for financial resources. The work involves either: Accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important

or:

Being accountable for considerable expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. **e.g. *Typical budget £25,000 – £250,000***

The job involves considerable direct responsibility for physical resources. The work involves either:

Cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent

or:

Security of buildings, external locations or equivalent

or:

Ordering, or stock control of, a range of equipment and supplies

14 DECEMBER 2018

EMPLOYMENT BRIEFING E02-18 | 2019-2020 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	Below LC Scale (for staff other than clerks)
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	LC1 (5-6) (below substantive range)
16	£18,319	6	£19,171	£9.96	16/17	
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	LC1 (7-12) (substantive benchmark range)
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		LC1 (13-17) (above substantive range)
23	£21,693	14	£22,462	£11.67	23	
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		LC2 (18-23) (below substantive range)
26	£23,866	19	£24,799	£12.89	26	
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	
30	£27,358	24	£27,905	£14.50	30	LC2 (24-28) (substantive benchmark range)
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	
35	£31,401	29	£32,029	£16.65	35	LC2 (29-32) (above substantive benchmark range)
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
39	£35,229	33	£35,934	£18.68	39	LC3 (33-36) (below substantive range)
40	£36,153	34	£36,876	£19.17	40	
41	£37,107	35	£37,849	£19.67	41	
42	£38,052	36	£38,813	£20.17	42	
43	£39,002	37	£39,782	£20.68	43	LC3 (37-41) (substantive benchmark range)
44	£39,961	38	£40,760	£21.19	44	
45	£40,858	39	£41,675	£21.66	45	
46	£41,846	40	£42,683	£22.18	46	
47	£42,806	41	£43,662	£22.69	47	
48	£43,757	42	£44,632	£23.20	48	LC3 (42-45) (above substantive benchmark range)
49	£44,697	43	£45,591	£23.70	49	
50	£45,816	44	£46,732	£24.29	50	
51	£46,957	45	£47,896	£24.89	51	
52	£48,138	46	£49,101	£25.52	52	LC4 (46-49) (below substantive range)
53	£49,331	47	£50,318	£26.15	53	
54	£50,421	48	£51,429	£26.73	54	
55	£51,832	49	£52,869	£27.48	55	
56	£53,131	50	£54,194	£28.17	56	LC4 (50-54) (substantive benchmark range)
57	£54,455	51	£55,544	£28.87	57	
58	£56,272	52	£57,397	£29.83	58	
59	£58,082	53	£59,244	£30.79	59	
60	£59,901	54	£61,099	£31.76	60	
61	£61,732	55	£62,967	£32.73	61	LC4 (55-62) (above substantive benchmark range)
62	£63,541	56	£64,812	£33.69	62	
63	£65,372	57	£66,679	£34.66	63	
64	£67,167	58	£68,510	£35.61	64	
65	£68,869	59	£70,246	£36.51	65	
66	£70,607	60	£72,019	£37.43	66	
67	£72,387	61	£73,835	£38.38	67	
68	£74,217	62	£75,701	£39.35	68	

*** Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours

WALTON PARISH COUNCIL
ASSET REGISTER 2014/15

Ref No	Date Purchased (if known)	Description	Location	Identification/ Serial Number	Purchase Value (or current value if purchase price unknown)	Discharge/Disposal
1	1976 ?	Bus Shelter	Village Green	n/a	£4,400	
2	n/a	Village Green	Walton	n/a	£1	
3	7/31/1996	Replacement Slide	Village Green	n/a		Disposed 2011
4	6/8/1977	Roundabout	Village Green	n/a		Disposed 2011
5	10/24/1978	Swings	Village Green	n/a		Disposed 2011
6	20/10/93?	1 x wooden bench	Village Green	n/a	£262	
7		1 x metal bench	Village Green	n/a	£800	
8	6/6/2006	1 x metal bench	Outside Centurion	n/a	£780.20	
9		1 x fingerpost	Outside Centurion	n/a	£1,200	
10		1 x fingerpost	Opposite Church	n/a	£1,200	
11		1 x bollard	Opposite Church	n/a	£300	
12		1 x fingerpost	Whitehill	n/a	£1,200	
43	11/24/2010	1 x laptop	Clerks Property	TBC		Disposed Feb 2014
44	2006	1 x laptop	Clerks property	Unknown		Disposed Feb 2014
15	10/30/2004	1 x PC	Clerks property	Unknown		Disposed 2012
16	10/22/1997	1 x filing cabinet	Village Hall	n/a	£30.00	
17		1 x shredder	Clerks property	n/a		Disposed Jan 2012
18	7/6/1999	1 x printer/fax	Clerks property	Unknown		Disposed Jan 2012
19	3/22/2010	1 x noticeboard	Village Green	n/a	£1,900.00	
20	6/8/1993	1 x noticeboard	Bus Shelter	n/a		Disposed December 2012
21	11/7/2009	1 x noticeboard	Reading Room	n/a	£140.19	
22	10/16/1992 10/9/1996	3 x wetpour areas	Play Area	n/a		Disposed May 2011
23	9/7/1994	2 x goalposts	Village Green	n/a	£24.00	
24	6/22/1983	Typewriter	n/a	n/a		Disposed Jan 2012
25	8/1/1991	Safety Barriers	Village Green	n/a	£423.20	
26	2/21/2012	Map Board	Land Opposite Pub	n/a	£2,319.02	
27	08.01.12	Kingston 8gb USB Drive	Clerks Property	n/a	£4.99	Disposed Apr 2017
28	04.05.12	1 x noticeboard	Nickies Hill	n/a	£889.00	
29	01.03.14	1 x defibrillator and cabinet	Village Hall	n/a	£1,000	G40
30	23.06.14	1 x Printer	Stored by Chairman at 'Carspeed Autoparts'	n/a	£99.99	
31	27.05.10	1 x 2 seat swing	Village Green	n/a	£1,294.00	
32	27.05.10	Cradle seat swings wooden posts	Village Green	n/a	£1,570.00	
33	27.05.10	Gyrospiral with metal post	Village Green	n/a	£2,315.00	
34	27.05.10	Henry the horse springer	Village Green	n/a	£643	
35	27.05.10	Pod Swing	Village Green	n/a	£3,172.00	
36	27.05.10	Speedy Gyro	Village Green	n/a	£2,087.00	
37	27.05.15	Vivacity	Village Geren	n/a	£7,146	
38	27.05.10	Table and stools	Village Green	n/a	£634	
39	27.05.10	Table and Stools	Village Green	n/a	£634	
40	27.05.10	14 x pieces of wavy log stockading	Village Green	n/a	£616	
41	27.05.10	225 x Envirosmart Grassmat	Village Green	n/a	£6,525	
		1 x Computer, Sscreen & Keyboard	Stored by Chairman at 'Carspeed Autoparts'	n/a	£450	
42	27.05.10	2 x log	Village Green	n/a	£40	
TOTAL					£44,100	

WALTON PARISH COUNCIL**Complaints Procedure****INTRODUCTION**

Complaints about an employee of the council (i.e. the clerk) should be dealt with as an employment matter. The complainant can be assured that the matter will be dealt with internally as such and appropriate action taken as required.

Complaints about a councillor are now subject to the jurisdiction of the Standards Board. Complainants should be advised to contact the Monitoring Officer, Carlisle City Council for further information.

The code of practice within this guidance is therefore aimed at those situations where a complaint has been made about the administration of the council or about its procedures. It is not really an appropriate forum for a complaint against individuals, as the provisions available above should cover these situations.

Under the Local Government Act 2000, the standards committee of the principal authority is empowered to promote and maintain high standards of conduct by the members of the parish town or community council. Whilst this does not necessarily affect complaints about maladministration and procedure, the local council may consider it good practice to notify the standards committee that a local code for such complaints has been adopted. Every effort must be made not to confuse this procedure with that available for complaints against individual members.

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council (through the Clerk or Chairman) in advance of the meeting at which the item concerned is to be discussed. There is also the opportunity to raise your concerns in the public participation section of Parish Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council 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.

The procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the clerk or chairman.

The clerk represents the position of the council at the meeting. If the clerk is putting forward the justification for the action or procedure complained of, he or she should not advise the council or committee.

At all times, the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

CODE OF PRACTICE

Before the Meeting

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk. The address and number is set out below.
2. If the complainant does not wish to put the complaint to the clerk, they may be advised to put it to the chairman of the council. The address and number is set out below.
3. The clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. 7 clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

6. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, clerk to explain the council's position.
12. Members to ask any question of the clerk.
13. Clerk and complainant to be offered opportunity of last word (in this order).
14. Clerk and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
15. Clerk and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

Contact Details

CLERK – Walton Parish Council, Unit 2, The Old Brewery, Craw Hall, Brampton, Cumbria
CA8 1TR

Tel: 016977 3382

Email: clerk@waltonparish.co.uk

This policy was adopted on 18th May 2015

Reviewed on

INFORMATION AVAILABLE FROM WALTON PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
Class 1 - Who We Are And What We Do (This Will Be Current Information Only)		
Who's who on the Council and its Committees	Website Hard copy from Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from Clerk	Free 10p/sheet
Class 2 – What We Spend And How We Spend It		
Annual return form (current year)	Website	Free
Report by auditor	Hard copy from Clerk	10p/sheet
Finalised budget	Hard copy from Clerk	10p/sheet
Precept	Hard copy from Clerk	10p/sheet
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard copy from Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p/sheet
Class 3 – What Our Priorities Are And How We Are Doing		
Parish Plan (current and previous year as a minimum)	Hard copy from Clerk	10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk	10p/sheet
Class 4 – How We Make Decisions Current and Previous Council Year as a Minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas and associated papers	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk	10p/sheet
Class 5 – Our Policies And Procedures Current Information Only		
Policies and procedures for the conduct of council business:	Website	Free
Procedural standing orders		
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Hard copy from Clerk	10p/sheet
Internal policies relating to the delivery of services		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	Hard copy from Clerk	10p/sheet
Data protection policies	Hard copy from Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists And Registers Currently Maintained Lists and Registers Only		
Any publicly available register or list	Inspection – contact Clerk	
Assets Register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Inspection – contact Clerk	
Class 7 – The Services We Offer Current Information Only		

Community centres and village halls	Hard Copy Inspection – contact Clerk	10p/sheet
Parks, playing fields and recreational facilities	Hard Copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/sheet
	Inspection – contact Clerk	
Bus shelters	Hard Copy	10p/sheet

Contact details:

Allison Riddell, Clerk to Walton Parish Council, Unit 2, The Old Brewery, Craw Hall, Brampton, CA8 1BJ
Tel: 016977 3382 or email: clerk@waltonparish.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority

Adopted by Walton Parish Council on 3 November 2008
Updated May 2015
Reviewed

Walton Parish Council

Freedom of Information Policy

A Publication Scheme was adopted by Walton Parish Council and has been operational since 3 November 2008.

Introduction

The model publication scheme was prepared by the Information Commissioner. It has been adopted by the Parish Council and does not require further approval, being valid until further notice.

The publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, if and where this information is held by the Council.

The Scheme commits the Council to: -

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- Specify the information which is held by the Council and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the Council makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

Classes of Information

Who we are and what we do - Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing - Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions - Policy proposals and decisions. The decision making processes, internal criteria and procedures, consultations.

Our policies and procedures – The current written policies and procedures for delivering our functions and responsibilities.

Lists and Registers - Information held in registers required by law and other lists and registers relating to the functions of the Council.

The Services we Offer - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The Classes of Information will NOT generally include: -

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The Method by which Information Published under this Scheme will be Made Available

1. The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Information will be provided on the Parish Council's website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Parish Council will indicate how information can be obtained by other means and provide it by those means.
3. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
4. Information will be provided in the language in which it is held or in such other language that is legally required. If the Parish Council is legally required to translate any information, it will do so.
5. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.
6. Charges which may be made for Information are published under this scheme.
7. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified, transparent and kept to a minimum.
8. Material which is published and accessed on a website will be provided free of charge.
9. Charges will be made for information subject to a charging regime specified by Parliament.
10. Charges will be made for actual disbursements incurred such as: - Photocopying, Postage and Packaging and the costs directly incurred as a result of viewing information, or as a result of preparing information in a non-standard format or a different format to that held by the Parish Council.
11. Charges will also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
12. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Written Requests

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

Approved and Adopted at the Parish Council Meeting held on 18th May 2015.

Reviewed on

WALTON PARISH COUNCIL

MEDIA AND PRESS POLICY

1. GENERAL STATEMENT OF POLICY

This policy is to guide both Councillors and Officers of the Council in their relations with the news media in such a way as to ensure the smooth running of the Council.

This policy does not seek to be comprehensive but sets out to provide guidance on how to deal with some issues that may arise when dealing with news media organisations including press officers attending meetings.

The Council is accountable to the electorate for its actions and shall therefore be proactive in making all reasonable efforts to make its decisions and policies known to the electorate.

2. GENERAL PRINCIPLES FOR OFFICERS AND MEMBERS

- 2.1 Officers and Members should always have due regard for the long term reputation of the Council in all their dealings with the media and should act with integrity at all times when representing or acting on behalf of Walton Parish Council.
- 2.2 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.
- 2.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 2.4 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), disciplinary procedures and long term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Parish Clerk before any response is made to the media.
- 2.5 A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

3. CONTACT WITH THE MEDIA

- 3.1 When responding to approaches from the media, the Chairman of the Council should be the authorised contact with the media in consultation with the Parish Clerk. However, if the subject of an enquiry relates to the work of one of the Council's Committees, the Chairman of the Council may delegate the authorised contact role to the Chairman of that Committee.
- 3.2 Statements made must reflect the Council's opinion.

- 3.3 Unless a Parish Councillor has been authorised by the Council to speak to the media on a particular issue, Parish Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view. Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the news media, whether or not they relate to matters of Council business. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the news media.
- 3.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 3.5 Letters representing the views of the Council should only be issued by the Parish Clerk following agreement by the Council or relevant Committee.
- 3.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

4 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS

- 4.1 Agendas and minutes of meetings will be supplied to media outlets together with dates of meetings being available on the Council's website.
- 4.2 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.
- 4.3 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.
- 4.4 Any filming or taping of Council or Committee proceedings by the media must be with prior notice to the Parish Clerk and Chairman of the particular meeting.

5 PRESS RELEASES

- 5.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.
- 5.2 Any Officer or Member may draft a press release, however they must all be issued by the Parish Clerk following agreement by the Council or relevant Committee.

6 ELECTIONS

- 6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:
- "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, personalisation of issues or personal images making should be avoided."
 - "Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."
 - "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election."
- 6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 NOTICES

- 7.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the authorised councillor or Parish Clerk.
- 7.2 The Council notice boards will be used for the advertising of agendas, minutes and other council information. If there is sufficient space, information from other bodies may be posted by an authorised member of the Council.

8. URGENT SITUATIONS

- 9.1 In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Parish Clerk with the agreement of the Chairman of the Council or relevant Committee following circulation of a draft version to other Members for comment.
- 8.1 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:
- a) the Vice Chairman of the Council may act in the absence of the Chairman;
 - b) the Vice Chairman of a Committee may act in the absence of the Chairman;
 - c) the Parish Clerk may act in the absence of the Vice Chairman of the Council or a Committee.

9. PARISH COUNCIL CORRESPONDENCE

- 9.1 The point of contact for the Parish Council is the Clerk and it is to the Clerk that all correspondence for the Parish Council should be addressed.
- 9.2 The Clerk should deal with all correspondence following a meeting.
- 9.3 No individual Parish Councillor should be the sole custodian of any correspondence or information in the name of the Parish Council (or its committees/sub-committees). In particular Parish Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a "need to know"
- 9.4 All official correspondence should be sent by the Clerk in the name of the Parish Council, using Council letter-headed paper.
- 9.5 Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person.

10. PARISH COUNCIL CORRESPONDENCE WITH EXTERNAL PARTIES

- 10.1 The Clerk sends out the Council's correspondence to other bodies and correspondence from individual Parish Councillors should be avoided; however, there may be exceptional situations when it is appropriate for a Parish Councillor to issue correspondence in his/her own name. Such correspondence must be authorised by the Parish Council and the correspondence must make it clear that it has been written in an official capacity and has been authorised.

Approved and Adopted at the Parish Council meeting held on 15th May 2015

Reviewed on

WALTON PARISH COUNCIL

HEALTH & SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall be part of the annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance With the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Irthington Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises.
- 2.2 All employees have the responsibility to co-operate with the Clerk and Councillors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.4 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.
- 2.5 The Accident Record Book is kept with the Clerk.

3. FIRST AID

- 3.1 First Aid boxes are located as follows:

Box 1: Parish Council Office

- 3.2 Appointed persons responsible for boxes are:

The Clerk

4. FIRE SAFETY

- 4.1 The responsibility for maintenance of fire extinguishers at the parish council office lies with Brampton Rural Housing Society.

5. TRAINING

- 5.1 The Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached as Annex 2.

7. SPECIFIC POLICIES

7.1 Policies for particular premises and activities are attached as Appendixes:

1. Lifting and Handling.
2. General Advice to Employees.
3. Notice to Contractors.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached at Appendix 3.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed in the Parish Council Office.

11. TRAINING

11.1 The Parish Council has overall responsibility for training.

11.2 Employees will be provided with specialist training relating to their duties.

11.3 Training records are kept by the Clerk in staff records.

11.4 Training will be identified and monitored by the Parish Council. The Clerk will arrange any necessary training.

11. MONITORING

12.1 The Clerk is responsible for investigating any accidents and reporting them to the Parish Council.

12.2 The Clerk is responsible for investigating work-related causes of sickness absences and reporting them to the Parish Council.

12.3 The Parish Council is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

Approved and Adopted at the Parish Council meeting held on.....

NOTE

Electricity at Work Regulations 1989
The Management of Health & Safety At Work Regulations 1999
Manual Handling Operations Regulations 1992
The Personal Protective Equipment At Work Regulations 1992
The Health & Safety (Display Screen Equipment) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Workplace (Health, Safety & Welfare) Regulations 1992
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
The Fire Precautions (Workplace) Regulations 1997, as amended 1999
The Health & Safety (Young Persons) Regulations 1997

LIFTING AND HANDLING

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

GENERAL ADVICE TO ALL EMPLOYEES

1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter. Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.
Use care in opening doors outward.
Take care on stairs and use the handrail.
Mop up spills of liquid, do not leave it to someone else.
Do not climb on chairs, window sills to reach shelves or to open windows.
Use a step-ladder.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

4. HORSEPLAY

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

NOTICE TO CONTRACTORS

For Walton Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Parish Council premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Parish Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Parish Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Parish Council will retain the right to stop any operation, plant or equipment, or the Action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Parish Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Parish Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Parish Council's representative to order such a stoppage.
6. The Parish Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Parish Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

WALTON PARISH COUNCIL

EQUALITY & DIVERSITY POLICY

INTRODUCTION

The aim of this policy is to communicate the commitment of Walton Parish Council, its Members and Officers to meeting the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services, which are efficient and effective; accessible to all; and which meet different people's needs.

2. POLICY STATEMENT

It is Walton Parish Council's policy to provide representation, information, facilities, services and employment to all irrespective of:

- ◆ Gender, including gender reassignment
- ◆ Marital or civil partnership status
- ◆ Having just had a baby or being pregnant
- ◆ Having or not having dependants
- ◆ Religious belief or political opinion
- ◆ Race (including colour, nationality, ethnic or national origins)
- ◆ Disability
- ◆ Sexual orientation
- ◆ Age

Walton Parish Council is opposed to all forms of unlawful and unfair discrimination. All people and employees will be treated fairly and will not be discriminated against on any of the above grounds. All decisions about will be made objectively and without unlawful discrimination.

Walton Parish Council recognises that supporting Equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies that impact on the village, community and surrounding areas.

Walton Parish Council aims to create a culture that respects and values each other's' differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevent individuals or groups from realizing their potential and contributing fully to the community to develop a culture that positively values diversity.

Walton Parish Council will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

3. EQUALITY COMMITMENTS

Walton Parish Council is committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization.
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate.

4. IMPLEMENTATION

The chairman has specific responsibility for the effective implementation of this policy. In order to implement this policy he or she shall:

- Communicate the policy to Members, the Clerk and members of the public
- Incorporate equal opportunities into general practices
- Ensure that other persons or organisations will comply with the policy in their dealings with the Council

5. MONITORING AND REVIEW

Walton Parish Council will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed annually, and action taken as necessary.

In addition to the Council's internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

6. THE LAW

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

- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Inclusive of any/all updates or replacement Acts to the above.

Approved and adopted at the Parish Council meeting on 9th May 2019

WALTON PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY

INTRODUCTION

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually. Other policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

THE LAW

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

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Inclusive of any/all updates or replacement Acts to the above.

It is unlawful to discriminate against an individual on the following grounds:

- **Age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as "protected characteristics".

This policy was adopted on 15th May 2015
Reviewed on

WALTON PARISH COUNCIL

RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

Walton Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk to the Parish Council.

The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy/Publication Scheme
- Data Protection policy

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

PLANNING PAPERS • Permission Granted

All papers retained until the development has been completed to allow the Council to check that the development proceeds in accordance with the terms of the permission.

- **Appeal decisions**

These should be retained indefinitely as it may be required should there be longer term implications e.g. the decision creates a precedent for other developments in the locality.

- **Permission Refused**

All papers should be retained until the period in which an appeal can be made has expired. If a resulting appeal is dismissed the documentation should be retained in case further applications relating to the same site result.

- Structure Plans and Local Plans should also be retained.

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCIL

Document	Min Retention Period	Reason
Minutes & Correspondence		
Signed Minutes of Council Meetings	Indefinite	Archive
Agendas	Electronically indefinite	Archive
Correspondence & papers on important local issues & activities	Indefinite	Archive
Routine correspondence, papers & emails	Retain as long as useful	Management
Finance & Payroll		
Receipt and Payment accounts	6 years	Archive
Accounts/Financial Annual Return	Indefinite	Archive
Receipt Books of all kinds	6 years	VAT
Bank Statements (including deposit/savings accounts)	Last completed Audit year	Audit
Bank Paying-in Books	Last completed Audit year	Audit
Cheque Books Stubs	Last completed Audit year	Audit
Quotations and Tenders	12 years/Indefinite	Statute of Limitations
Paid Invoices	6 years	VAT
Paid cheques	6 years	VAT
VAT records	6 years	VAT
Payroll records	12 years	Superannuation
Insurance Policies		
Cert of Employers Liability	No longer required as linked to Employer Tax Records	Management
Cert of Public Liability	21 years	Legal requirement
Insurance Claim Records	7 Years after all obligations are concluded (allowing for claimant to reach age of 25)	Legal requirement
Policy renewal records & correspondence	While Valid	Management
General Management		
Investments	Indefinite	Audit/ Management
Title Deeds, leases, agreements, contracts	Indefinite	Audit/ Management

Members allowances	6 years	Tax, Statute of Limitations
Health & Safety		
Equipment Inspection Records	25 Years	Management
Risk Assessments	3 Years from last assessment	Management
Members		
Register of Members Interests	1 year after individual ceases to be a Member	Management
Miscellaneous		
Complaints	1 Year after closure of case	Management
Deeds/Leases	Indefinite	Archive
Press Releases	6 months	Management
Public consultation: surveys & returns	1 Year	Management
Register of Officers Interests	Indefinite	Management
Reports, newsletters etc from other bodies	Retain as long as useful	Management
Personnel/Human Resources		
Disciplinary records	Retain for period of employment	Management
Personal files (not payroll information)	6 years after ceasing employment	Management
Planning		
Applications - All consultative documents including plans	Not retained	Held by Planning Authority
Applications upon which Council has commented - All consultative documents including plans	Not retained	Held by Planning Authority

There are no firm guidelines for the retention of general correspondence. However, a six-monthly review of all documentation may be carried out with items marked for destruction and the remainder being considered for archiving. This includes email correspondence.

Approved and Adopted at Parish Council meeting held on 18 May 2015
Reviewed on

WALTON PARISH COUNCIL

FRAUD/CORRUPTION DETECTION & PREVENTION

Introduction

This document sets out the Council's framework for preventing and detecting fraud and the procedure for the reporting or investigating of occurrences of fraud.

The Council is committed to promoting a culture of honesty, openness and fairness and will not tolerate fraud.

The Council requires all Members of the Council to conduct themselves in accordance with the Members Code of Conduct. The work of all Members and officers of the Council is also governed by legal requirements, the Financial Regulations, Standing Orders and other relevant policies of the Council e.g. Data Protection Policy etc. This Policy applies to all Members and officers.

Individuals and organisations external to the Council e.g. suppliers, contractors and services providers, will also be expected to act with integrity and without thought or actions involving fraud and corruption.

Definitions

Fraud and Corruption are defined by the Audit Commission 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, or the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.*

The Council must be aware of the risk of fraud and corruption, and put in place measures and wherever possible earmark resources to help prevent and detect fraud and corruption including the operation of management control systems and the maintenance of an effective system of internal audit.

Responsibility for the implementation and monitoring of the Policy lies with the Clerk who will also ensure that the Policy is regularly reviewed and updated where relevant.

Measures to prevent or detect Fraud

- All payments approved by the Council
- Cheques verified against invoices prior to signing
- Two authorised bank signatories, independent of the cheque raising process
- A Councillor will verify the invoices against the cheques & initial
- Cheque stubs initialled by signatories when signing to verify the stub matches the cheque

- Employ a qualified Clerk
- Council receives regular budget updates and bank reconciliation reports
- Internal Audit carried out by a qualified accountant, independent of the Council
- Review of the effectiveness of the Internal Audit, annually
- Financial Risk Assessment, annually reviewed
- Financial details are available for Councillor inspection at any time
- Standing Orders
- Financial Regulations
- Legally advertised and minuted meetings

Measures to mitigate against Fraud

- Fidelity Guarantee with the Insurance Company of £250,000

Implementation

This policy was adopted on 9th May 2019

The Council agrees to regularly review this policy.

WALTON PARISH COUNCIL

Policy and Guidelines for broadcasting or using Social Media at Council meetings

The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

1. The Council will make the meeting room available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas. The filming or recording should relate only to the public meetings itself and must not extend to anybody seated in the public section who does not form part of the proceedings. Filming, photographing or audio recording a member of the public without their prior express permission is not permitted.
3. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
5. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
6. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
7. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
8. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
9. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
10. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views

expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

11. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

12. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

13. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

Policy Adopted on 16th March 2015

Reviewed

**NOTICE TO BE DISPLAYED AT ALL
MEETINGS OF WALTON PARISH COUNCIL, ITS
COMMITTEES AND SUB COMMITTEES**

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

WALTON PARISH COUNCIL

Data Security Breach Reporting Procedure and Form

A data security breach can happen for a number of reasons: Loss or theft of data or equipment on which data is stored, inappropriate access controls allowing unauthorised use, equipment failure, human error, unforeseen circumstances such as a fire or flood, hacking attack, 'blagging' offences where information is obtained by deceiving the organisation who holds it. This form will be used to report such breaches.

Example: Reportable Theft or loss of an unencrypted laptop computer or other unencrypted portable electronic/digital media holding names, addresses, dates of birth and National Insurance Numbers of individuals. A manual paper-based filing system (or unencrypted digital media) holding the personal data relating to named individuals and their financial records etc. More information can be found using the below link:

https://ico.org.uk/media/for-organisations/documents/1562/guidance_on_data_security_breach_management.pdf

Breach Containment and Recovery

Article 2(2) of the Notification Regulation states:

The provider shall notify the personal data breach to the competent national authority no later than 24 hours after the detection of the personal data breach, where feasible. The provider shall include in its notification to the competent national authority the information set out in Annex I. The Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR) provide rules about sending marketing and advertising by electronic means, such as by telephone, fax, email, text and picture or video message, or by using an automated calling system. PECR also include other rules relating to cookies, telephone directories, traffic data, location data and security breaches. Detection of a personal data breach shall be deemed to have taken place when the provider has acquired sufficient awareness that a security incident has occurred that led to personal data being compromised, in order to make a meaningful notification as required under this Regulation.

Procedure

The Data Processor (Clerk or Councillor) must inform the Data Controller for Walton Parish Council, The Local Council Public Advisory Service, as soon as a breach has occurred. The Data Controller must report personal certain types of data breaches to the ICO without 'undue delay', and where possible no later than 72 hours after having become aware of the breach. An individual who has suffered damage as a result of a breach can claim compensation from the Data Controller or the Data Processor. The following form is to be completed and kept on file.

Date and time of Notification of Breach	
Notification of Breach to whom Name Contact Details	
Details of Breach	
Nature and content of Data Involved	
Number of individuals affected:	
Name of person investigating breach Name Job Title Contact details Email Phone number Address	
Information Commissioner informed Time and method of contact https://report.ico.org.uk/security-breach/	
Police Informed if relevant Time and method of contact Name of person contacted Contact details	
Individuals contacted How many individuals contacted?	

<p>Method of contact used to contact?</p> <p>Does the breach affect individuals in other EU member states?</p> <p>What are the potential consequences and adverse effects on those individuals?</p> <p>Confirm that details of the nature of the risk to the individuals affected: any measures they can take to safeguard against it; and the likely cost to them of taking those measures is relayed to the individuals involved.</p>	
Staff briefed	
Assessment of ongoing risk	
Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data	
Recovery Plan	
Evaluation and response	

WALTON PARISH COUNCIL

GENERAL PRIVACY NOTICE

Your personal data – what is it?

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

Who are we?

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

Other data controllers the council works with:

- Local Authorities - Carlisle City Council, Cumbria County Council
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

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

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

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

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

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

The council will comply with data protection law. This says that the personal data we hold about you must be:

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

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

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

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

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

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

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

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our web page http://www.waltonparish.co.uk/folder_contents.php?dir=other_docs_pdfs

This Notice was adopted on 9th May 2019.

Contact Details

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

The Data Controller, Walton Parish Council, Unit 2, The Old Brewery, Craw Hall, Brampton, Cumbria CA8 1TR

Email: clerk@waltonparish.co.uk

WALTON PARISH COUNCIL

PRIVACY NOTICE

For staff*, councillors and Role Holders**

*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

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

Who are we?

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

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

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

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.

- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

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

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

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

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

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

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

3. *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. *The right to object to processing of your personal data or to restrict it to certain purposes only*

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

5. *The right to data portability*

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

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

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

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

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our web page <http://www.farlamparishcouncil.com/page5.html>

This Notice was adopted on 9th May 2019.

Contact Details

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

The Data Controller, Walton Parish Council, Unit 2, The Old Brewery, Craw Hall, Brampton, Cumbria CA8 1TR

Email: clerk@waltonparish.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

WALTON PARISH COUNCIL

WEBSITE PRIVACY POLICY

Our website is operated by Walton Parish Council which is responsible for the processing of your personal data and is the data controller for all such information. We regard your privacy as very important. Any personal information you provide to us through this website will be dealt with in accordance with this Privacy Policy and the Terms of Use. This Privacy Policy describes the information we may collect from you and the purpose for our collection of it.

1. General Data Protection Regulations

As data controller and when handling any personal information we take all necessary steps to comply with the Data Protection Act 1998 (as modified by the General Data Protection Regulations 2016) and relevant subordinate legislation. When you supply any personal information to us we will meet our legal obligations to you in the way that we deal with that information. In accordance with the Data Protection Principles we are required to collect personal information fairly and to let you know how we will use it (see section 2 below) and whether we will pass the information onto anyone else (see section 3 below). We will comply with the Principles by ensuring that:

- all personal information supplied to us is held securely
- information will be held only as long as necessary for our services
- we use up to date industry procedures to keep personal data as safe and secure as possible against loss, unauthorised disclosure or access (see section 5 below).

2. What personal information do we collect and why do we collect it?

We may collect the following types of information:-

(a) web analytic data;

(b) cookies;

(c) contact information and other personal information

When someone visits this website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. Similarly, like many sites we reserve the option to collect information about online behaviour using cookies, which contain identification information that enables us to see how users are interacting with the site and how frequently they are returning. The cookies do not contain any information which enable you to be personally identified and are not combined with other information the Council holds to provide personally identifiable information.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it. Only the information in (c) is Personal Data which falls within the provisions of the Data Protection legislation. We may come to hold your Personal Data (such as name, e-mail address and other contact information) when you contact us to make comments, submit a problem or request information from us, or register to receive e-news posts from us and provide your name or return contact information.

3. To whom will we supply your personal data?

Data about traffic and usage of the site together with information collected about online behaviour using cookies may be shared with third parties but only in aggregated anonymous form.

We do not disclose personally identifying information except in very specific instances.

It is not our normal policy to release (sell, trade, provide or rent) your information to other parties. If a good reason for changing that policy were to arise it would remain the case we would not release any of your personal data without having first obtained your consent at the point of collection of your personal data. If you do give us that permission we will only share information with organisations we have carefully selected and believe to be reputable. (see also paragraphs 3.1 and 3.2).

Where an individual provides personal information (such as name, e-mail, address and other contact information) to us via our website for whatever purpose (e.g. registration, survey, feedback etc.) that personal information will only be used for the purpose of communicating with you in relation to the matter raised or for any other purpose for which you have given your consent.

The Council will regard it as normal processing to share communications internally between staff and current Council members to ensure that any issue raised is properly dealt with.

Specific personal information may be released where we are required to do so e.g., court order or for any of the Council's statutory purposes.

3.1 Will you use my personal information for direct marketing? Can I prevent this?

Personal data obtained from optional surveys or contests may be used by us for the purpose of making you aware of other services or promotions from the Council, which we think you may be interested in. It is not our normal policy to release such information to other parties for direct marketing. If a good reason for changing that policy were to arise it would only be in a case where the third party had been carefully selected/vetted, and we would not release any of your personal data without having first obtained your consent at the point of collection of your personal data. Such consent may also be withdrawn at any time by sending an e-mail to clerk@waltonparish.co.uk and typing Remove in the subject line. In addition, if we send you a direct marketing communication it will include an option to remove yourself from the mailing list.

3.2 Is my personal information sent abroad?

Countries in the European Economic Area (EEA, which includes the UK at time of writing) are required to have a similar standard of protection of personal data. Lower standards often apply outside that area. The Parish Council does not propose releasing such material outside the EEA. In addition, before releasing any data to a third party under the constraints above, guarantees will be elicited that processing of this personal information will continue to be restricted to the EEA, and we will take all reasonable steps to ensure that data is held with adequate security.

4. Links to other websites

This Privacy Policy only extends to the Walton Parish Council website and does not, therefore, extend to your use of, provision of data to and collection of data on any other website to which you may link by using the hypertext links within our website.

5. Security

We take care to ensure the security of the Walton Parish Council website and your personal information. We have put in place appropriate technical and organisational measures to ensure the safety and security of the information we collect on line. Any third party processing such information on the Council's behalf is contractually obliged to put in place similar measures. However, you should consider any communication that you transmit to us (such as data, questions, answers, comments or suggestions) as non-confidential. The Council will not be liable if information that belongs to you is intercepted and used by an unintended recipient.

6. Changes to this Privacy Policy

We may edit or amend this Privacy Policy from time to time. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent notice on the Home page of the website.

7. Access to personal information and contacting us

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

If you wish to find out what information we hold about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or driving licence. You will receive a response to your request within 20 days

If you wish to make such request, or have any questions about this Privacy Policy, please contact us in writing via:

The Parish Clerk, Walton Parish Council, Unit 2, The Old Brewery, Craw Hall, Brampton, Cumbria CA8 1BJ

Email: clerk@waltonparish.co.uk

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website **www.ico.org.uk/concerns**

This policy was last updated 9th May 2019

WALTON PARISH COUNCIL

Email Consent Log

Consent notice to use when contacted by email

Under new General Data Protection Regulations which came into effect on 25th May 2018, Walton Parish Council is required to obtain your consent to hold your personal information.

Please could you confirm by return email that you are happy for Walton Parish Council to hold your personal information to enable us to deal with your query and let us know how you would like us to contact you in future (by phone, by post or by email). We will keep the information as per our document retention policy and it will not be provided to third parties or used for any other purpose. We will email our privacy notice to you or it can be viewed on our website.

If you wish to amend the details we hold for you, please let us know

If you no longer wish us to hold your personal information after we have dealt with your query, please let us know.

Sample consent evidence log

Name of sender (data subject)	Name of person obtaining consent (data controller)	Date consent given

WALTON PARISH COUNCIL

DATA PROTECTION POLICY

The Data Protection Act

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people electronically or on paper.

As a local authority Walton Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information. The Parish Council has also notified the Information Commissioner that it holds personal data about individuals. When dealing with personal data, the Walton Parish Council Clerk and Councillors must ensure that:

Data is processed fairly and lawfully

This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.

Data is processed for specified purposes only

Data is relevant to what it is needed for

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

Data is accurate and kept up to date

Personal data should be accurate, if it is not it should be corrected.

Data is not kept longer than it is needed

Data is processed in accordance with the rights of individuals

This means that individuals must be informed, upon request, of all the personal information held about them.

Data is kept securely

This means that only staff and Councillors can access the data. It should be stored securely so it cannot be accessed by members of the public.

Storing and accessing data

Walton Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that councillors and Clerk must be honest about why they want a particular piece of personal information. If, for example, a member of the public

gives their phone number to the Clerk or a member of Walton Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Walton Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be kept in a secure location at the home of the Parish Clerk and are not available for public access. All data stored on the Parish computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be burned or deleted from the computer.

The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them

- They must be sent all of the personal information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the Council and amended in line with inflation from time to time. Currently this fee must not exceed £10.

Disclosure of personal information

If a Councillor needs to access personal information to help carry out their duties, this is acceptable. They are only able to access as much personal information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area that the subject lives in. However, before they access any sensitive personal information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

Confidentiality

Walton Parish Council councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

This policy was adopted by Walton Parish Council on 15th May 2015

Reviewed on

Draft Assessment of Personal Data held by Walton Parish Council

Type of Data	Why it is collected	Where it comes from	Who it is shared with	Consent obtained	How it is protected
Electoral Roll	For Council use only. Details of names and addresses of electorate	Carlisle District Council	Clerk only for PC business	Not required	Stored securely in locked filing cabinet in office
Letters from residents	Queries or complaints from residents	Residents	Clerk and councillors	Letters to remain confidential unless consent is given to share contact details with councillors	Currently do not hold electoral roll Stored securely in locked filing cabinet in office. Clerk is in the process of sorting through and destroying old correspondence
Emails from residents	Queries or complaints from residents	Residents	Clerk and councillors	Emails to remain confidential unless consent is given to share contact details with councillors	Stored securely in locked filing cabinet in office. Computer is password protected as are the council internet accounts. The computer has a firewall and anti-virus software and is updated regularly
Staff employment details Job applications, CV's Staff complaints and reporting issues Grant applications	For contract of employment To appoint new staff To deal with complaints To apply for grant funding	Clerk None at present None at present Various organisations	Clerk and councillors Clerk and councillors Clerk and councillors Clerk and councillors	Contract demonstrates consent Not required under 'legitimate interest' Not required under 'legitimate interest' Not required as public organisations	Stored securely in locked filing cabinet in office Stored securely in locked filing cabinet in office Stored securely in locked filing cabinet in office Stored on computer (see above) or in locked filing cabinet
Planning applications	To enable the Council to respond to planning application consultations	Carlisle District Council	Public document	Not required	Paper copies stored in locked office
Contracts with individuals and organisations	To carry out the Council's legal role e.g grass cutting	Cumbria County Council Individuals or organisations	Clerk and councillors	Not required	Stored in locked office
Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)	Sharing of information	Third party organisations	Clerk and councillors	Not required as public organisations	Stored on computer or/and in file in locked office
Email addresses	To communicate with residents in response to queries or complaints	Residents	Clerk only	Obtain consent and keep a copy of it	Stored on computer (see above)
IP address	To communicate with residents in response to queries or complaints	Residents	Clerk only	Cut and paste information into a new email to remove the IP address	Stored on computer (see above). Clerk no longer forwards on personal emails but saves them and sends them as an attachment or copies and pastes information from the email
Purchase history Downloads	Purchases from suppliers For information to enable Council to carry out its role	Companies Various	Clerk and councillors Clerk only	Not required Not required	Stored on computer or/and in file in locked office Stored on computer (see above) or in locked filing cabinet
Pay and PAYE information	To enable Council to carry out its role as an employer	Clerk	Clerk and councillors	Not required as public organisations	Stored on computer (see above) or in locked filing cabinet
Financial information /history	To enable Council to carry out its role	Various	Clerk and councillors	Not required as public organisations	Stored on computer (see above) or in locked filing cabinet
Suppliers - contracts/contact details/invoices/quotations/bank account details/insurance/references Subscription Services	To enable Council to carry out its role	Various	Clerk and councillors	Not required	Stored on computer (see above) or in locked filing cabinet
Information relating to children	To enable Council to carry out its role	Various	Clerk and councillors	Not required	Stored on computer (see above) or in locked filing cabinet
Website	To canvas views of children in relation to projects directly affecting them Sharing of information to enable council to carry out its role	None Various	None Everyone	Parental Consent Required for this if under 17 Yes if information about a member of public is published on the website, but no information is published at present	To be stored on computer (see above) or in locked filing cabinet Website currently operated by Councillor Slack who has a separate secure laptop & printer for PC use. Information forwarded for the website is stored on the office computer (see above) Stored on computer (see above) or in locked filing cabinet
Chairman's Newsletter/Report	Sharing of information	Various	Residents	No personal information is included in the newsletter reports	Stored on computer (see above) or in locked filing cabinet
Agendas and minutes	Sharing of information about Council's activities to comply with it legal obligations	Produced by the clerk	Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes	Stored on computer (see above) or in agenda/minutes folders which are kept in the Council office
Property	Property records	Historical District Council County Council Members	Public document	Not required	Stored in file in Council office
Councillors - Declarations of interest/personal contact details/Email addresses	Democracy - legislative requirement		Public knowledge	Not required	Stored on computer (see above) and/or in file in office Available online via City Council/PC website
Chairman					
Date					

Item 15.2.5