

November 2022 Hampshire County Councillor Report _____	2
Streetlights _____	13
WCC Local Plan Reg 18 _____	14
Storage _____	19
Filming Equipment _____	20
Pavilion Committee Report _____	22
Play Area Works Report _____	23
004514-LK -Vita Play Limited Quotation for Owslebury Parish Council - Owslebury Play Area - Remedials & Grass Matting 08-11- 2022 _____	24
Payments and Receipts October _____	27
Owslebury Senior Club Grant _____	28
Budget 2023 2024 _____	29
Model Standing Orders 2022 _____	31
FILMING AND RECORDING OF MEETINGS HELD IN PUBLIC	
2022 _____	56
Training and Development Policy 2022 _____	59
Dignity at Work _____	63
Dignity at Work - Oct 2022 _____	65
Guidance for using the Dignity at Work Policy _____	72
Civility and Respect Pledge _____	78

COUNTY COUNCILLOR ROB HUMBY'S REPORT NOVEMBER 2022

Street Lighting

As the clocks have now gone back the darker evenings mean that HCC streetlights will be coming on earlier than is needed during spring and summer.

If you notice a fault, please report using the link:

<https://www.lightsoninhampshire.co.uk/Public/Default.aspx>

Hampshire Highways win awards

As we tackle climate change, we need to be as innovative as possible in doing so. I am delighted to tell you about innovative work of [Hampshire County Council](#) Highways being recognised.

Did you know that some of the material used for road repairs in Hampshire has been recycled from other roadworks, as part of an award-winning Carbon Strategy?

It's among the steps being taken by Hampshire Highways to reduce the carbon footprint of road maintenance operations and to make the 5,500 mile network more resilient to climate change. Their trailblazing work with partners has just earned two top industry awards.

The work to become carbon neutral won the Environmental Sustainability Award and the Judges' Special Merit Award in the national Highways Awards last week. One of the ways Hampshire Highways is working to be carbon neutral is through this purpose-built recycling facility in Micheldever, where material dug up in road repairs is brought back to be processed and used elsewhere on the road network.

They are also continually trialling and adopting new, sustainable products and methods for highways maintenance.

These are an amazing achievement' and especially given the strong UK-wide competition.

It is great to see that with the Environmental Sustainability award, the County Council's trailblazing collaborative work with our partners has come under the national spotlight. It is particularly notable that the quality of work and good reputation of the Hampshire Highways partnership has been publicly recognised by their professional peers with the Highways Industry Special Merit Award.

My congratulations to all involved and thanks for their fantastic hard work and dedication.

Redbridge Causeway Works

I'm very aware that the works on the Redbridge bridges have been causing much inconvenience for those who travel across it and also access Southampton via the Redbridge roundabout.

Work is progressing well to complete the refurbishment of the Redbridge Causeway bridges, which vary in age from 50 to 90 years, to ensure they remain fit and strong for the next 30 years.

The structures carry around 60,000 vehicles in and out of Southampton over Test Lane, the railway and the River Test on a regular day and the harsh marine environment has accelerated deterioration of the concrete bridges which hold the A35.

In the third and final phase of this challenging £25 million engineering scheme, engineers are working to steadily remove and repair defective concrete under the eastbound bridges and to replace the southern parapet on the Redbridge Viaduct.

Much of the work to the parapet is taking place behind the concrete crash barrier and beneath the Redbridge Viaduct away from view.

There is severe deterioration of the bridge structure in places. The work the team is doing not only repairs this but also places a cathodic system in place to extend the life of the repaired structures for decades to come.

Meals on Wheels – here to support this winter

To coincide with national Meals on Wheels Week this autumn, Hampshire County Council is reminding local residents that Meals on Wheels are available to anyone with a long term health condition who may struggle to shop for or prepare food for themselves.

[Meals on Wheels – here to support this winter | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2023/10/10/meals-on-wheels-here-to-support-this-winter)

County Council to consider recommendations for future bus and community transport support

Recommendations for Hampshire County Council's passenger transport budget for the next financial year aim to ensure that within a reduced budget, the right support remains in place to keep vital bus and community transport services running

[County Council to consider recommendations for future bus and community transport support | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2023/10/10/county-council-to-consider-recommendations-for-future-bus-and-community-transport-support)

County Council selects contractor to deliver the Botley Bypass

Hampshire County Council has appointed Milestone Infrastructure, a part of M Group Services' Transport Division, as their contractor for delivering the planned Botley Bypass

[County Council selects contractor to deliver the Botley Bypass | Hampshire County Council \(hants.gov.uk\)](#)

Keeping Hampshire moving in all weathers – highways teams get winter-ready

To keep Hampshire moving during the wetter and colder months of winter, Hampshire Highways are ready – with crews on standby 24/7, ready to salt the road in snow and icy conditions, as well as deal with the impacts of high winds, heavy rain and flooding, such as those seen on the weekend of 22 and 23 October

[Keeping Hampshire moving in all weathers – highways teams get winter-ready | Hampshire County Council \(hants.gov.uk\)](#)

Celebrating Hampshire's inclusive fostering community in Foster Focus Week

Fostering Hampshire Children is celebrating its inspiring foster carers and calling for more people to open their doors to some of Hampshire's most vulnerable children

[Celebrating Hampshire's inclusive fostering community in Foster Focus Week | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire groups invited to apply to Leader's Community Grant Scheme to create warm hubs this winter

Communities across Hampshire are being invited to apply to Hampshire County Council for support from the Leader's Community Grants Scheme in order to create a network of warm hubs this winter

[Hampshire groups invited to apply to Leader's Community Grant Scheme to create warm hubs this winter | Hampshire County Council \(hants.gov.uk\)](#)

Up to £5,000 available for communities to waste less

Repair cafes, libraries where people can borrow useful things for their home, projects and adventures, as well as reusable nappy libraries are some of the many creative ways communities are pulling together to waste less and help tackle climate change

Final decision on future of Firvale Residential Respite Unite

Hampshire County Council has taken the decision to close social care provision at Firvale Residential Respite Unit in Basingstoke, while committing to further investment in a range of tailored respite services that respond more effectively to families' needs

You could be a winner by helping plan Whitehill and Bordon travel schemes

Residents in Whitehill and Bordon are being asked to help Hampshire County Council plan and design potential future improvements to local roads and footways that will help local people travel in and around the area, more easily and actively, while helping to reduce carbon emissions

[You could be a winner by helping plan Whitehill and Bordon travel schemes | Hampshire County Council \(hants.gov.uk\)](#)

County Council pays tribute to vital role of Hampshire's farmers following year of challenges

Hampshire County Council has paid tribute to the vital role of the region's farmers following a year of intense financial and environmental challenges

[County Council pays tribute to vital role of Hampshire's farmers following year of challenges | Hampshire County Council \(hants.gov.uk\)](#)

Securing the best deal for residents: County Council prepares to put Pan-Hampshire County Deal plans to Government

Negotiations are poised to take place with central Government on plans for a Pan-Hampshire County Deal, with the aim of investing in Hampshire's economy and improving the lives of all residents and communities across the area – by bringing decisions and powers close to people and places in the region

[Securing the best deal for residents: County Council prepares to put Pan-Hampshire County Deal plans to Government | Hampshire County Council \(hants.gov.uk\)](#)

Award-winning carers got the extra mile in fostering child into adulthood

A couple from Hayling Island who decided to move house to better suit the needs of their disabled foster child have been recognised by Hampshire County Council in its 2022 Children and Families Awards

[Award-winning carers go the extra mile in fostering child into adulthood | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire Trading Standards sets out safety tips for a trick-free Halloween

Halloween revellers are being reminded to play it safe and they can still enjoy a spook-tacular celebration – by following Hampshire County Council's Trading Standards' ten top tips

[Hampshire Trading Standards sets out safety tips for a trick-free Halloween | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire fostering campaign scoops Pride award

Fostering Hampshire Children's winter 2021 campaign to find new foster carers has received a gold award in the 'Public Sector Campaign' category at this year's Pride awards for the South of England and Channel Islands

[Hampshire fostering campaign scoops PRide award | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-fostering-campaign-scoops-pride-award)

Hampshire Welcomes Investment Zone opportunity to boost employment and local economy

With the potential to attract significant business investment and create more jobs for Hampshire residents, Hampshire County Council's Leader, Cllr Rob Humby, has set out the Authority's backing for new Investment Zones

[Hampshire welcomes Investment Zone opportunity to boost employment and local economy | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-welcomes-investment-zone-opportunity-to-boost-employment-and-local-economy)

Overnight repair for destroyed New Forest road surface

Hampshire Highways pulled out all the stops to repair and reopen a severely damaged main road through the New Forest – all within 48 hours of a serious vehicle fire

Head to the library this winter for a warm space and a warmer welcome

Hampshire County Council is reminding people to visit their local library to enjoy a warm, welcome, and supportive space to spend time this winter

[Head to the library this winter for a warm space and a warmer welcome | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/head-to-the-library-this-winter-for-a-warm-space-and-a-warmer-welcome)

County Council selects contractor for M27 Junction 10 Upgrade

Hampshire County Council has appointed Volker Fitzpatrick as their design and build contractor for delivering the planned M27 Junction 10 improvement scheme

[County Council selects contractor for M27 Junction 10 upgrade | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-selects-contractor-for-m27-junction-10-upgrade)

County Council sets out support package for pupils as cost rises force increase in school meal price

Hampshire County Council has set out a financial support package to help schools cover school meal costs and contribute towards school uniform for vulnerable families this winter

[County Council sets out support package for pupils as cost rises force increase in school meal price | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-sets-out-support-package-for-pupils-as-cost-rises-force-increase-in-school-meal-price)

Have your say on walking and cycling improvements around Andover Rail Station

Hampshire County Council wants to know what residents, commuters and businesses think of proposals to make it easier for people to walk and cycle to and from Andover rail station

[Have Your Say on walking and cycling improvements around Andover Rail Station | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2020/05/14/Have-Your-Say-on-walking-and-cycling-improvements-around-Andover-Rail-Station)

Work to start soon on road improvements in Farnborough

Residents, commuters and visitors to Farnborough will benefit from a range of improvements to the local road network that aim to reduce congestion, make walking and cycling easier and more appealing, and enable bus passengers to enjoy faster, more reliable journey times

[Work to start soon on road improvements in Farnborough | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2020/05/14/Work-to-start-soon-on-road-improvements-in-Farnborough)

Proposals for future Firvale respite care to be considered

Proposals will be considered by Hampshire County Council later this month to permanently close Firvale Residential Respite Unit in Basingstoke, which has been temporarily closed since the start of the Covid-19 pandemic in March 2020

[Proposals for future Firvale respite care to be considered | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2020/05/14/Proposals-for-future-Firvale-respite-care-to-be-considered)

Let's 'Chat About'...wellbeing on World Mental Health Day

This 'World Mental Health Day', Hampshire County Council is launching a new initiative to support people to have meaningful conversations to alleviate loneliness and improve wellbeing

[Let's 'Chat About'...wellbeing on World Mental Health Day | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2020/10/10/Let-s-Chat-About-wellbeing-on-World-Mental-Health-Day)

Work to start on Stubbington village centre highway improvements

Residents will soon be able to walk and cycle more easily and safely in Stubbington village when improvements to two roundabouts are completed

[Work to start on Stubbington village centre highway improvements | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2020/05/14/Work-to-start-on-Stubbington-village-centre-highway-improvements)

Speeding up bus journeys in Portchester

Bus passengers travelling in and around Portchester can look forward to more reliable journey times as Hampshire County Council has started work on a highway scheme to give buses priority at Castle Roundabout on the A27

[Speeding up bus journeys in Portchester | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2022/08/16/speeding-up-bus-journeys-in-portchester)

Reminder to use or exchange your 'old' stamps

Do you have a stock of stamps you are unlikely to use before 31 January 2023? Royal Mail are introducing a new style of stamp at the end of January and current stamps will no longer be valid after that date.

There are only 100 days to go until non-barcoded stamps can no longer be used.

You can swap old style stamps via: <https://www.royalmail.com/sending/barcoded-stamps...> where a form can be printed or requested, call 03457 740740 to request a form or go to the Customer Service Point at your local delivery office.

Energy efficiency upgrades



How could £10,000 in energy-efficiency upgrades transform your home?

Check if you're eligible for fully-funded energy-efficiency upgrades.

Apply before:
31st December 2022

#STAYWARM&SAVE

Department for Business, Energy & Industrial Strategy

Sustainable Warmth

CityEnergy

Local residents could get support to manage energy-efficiency upgrades.

Government-funded Sustainable Warmth grants are designed to support those households most impacted by rising energy bills; residents can check if they are eligible here: <https://www.hampshire-applications.co.uk/>

Energy Support



From 1 October, the Government's Energy Support began, although, this time the council has no role in administering it, I still thought it would be helpful to try and explain how it works. I have tried to be as succinct as possible.

My main message though is to please be aware of any scams. I've received various texts in the last week encouraging me to apply for a discount. **YOU DO NOT NEED TO APPLY.**

There are three aspects to the scheme:

1. The Energy Price Guarantee. The government is helping every household by limiting the unit price paid for gas and electricity. Hence, a typical household will now pay around £2,500 a year for the next two years compared with a predicted average of £6,000 without this intervention. Please be aware though that your bill will still depend on how much you use.
2. The Energy Bill Support Scheme. This will provide every household with a £400 discount on bills this winter. With £66 discounts on the October and November bills and £67 off each month from December until March. The most vulnerable households will also continue to receive £1,200 of support provided in instalments over the year.
3. Businesses big and small, charities, schools, care homes etc will receive equivalent support through the Energy Bill Relief Scheme. This means that non-domestic customers will pay wholesale energy costs below half of expected prices this winter.

To reiterate, you do not need to do anything to receive this support. It will automatically be applied to your energy bill.

There is much more detailed information available here, including for those who are on pre-payment meters - <https://bit.ly/3fCwn8g>

Warm spaces

Our library network offers warm space for anyone needing a place to spend some time, connect with others, to work or study. Libraries also provide support with the distribution of Warm Bags and Food Vouchers through the Household Support Fund www.hants.gov.uk/librariesandarchives/library/libraryfinder

Food and essentials Families struggling with the cost of essentials - such as food and fuel - are encouraged to visit the connect4communities website below. You may be eligible for a Council Tax reduction.

www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities

We offer a range of **grants** to community organisations working with residents to support their physical and mental wellbeing including grants up to £5,000 to support communities, for example by setting up a Warm Space. Further information is available here: www.hants.gov.uk/costofliving/community-support

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as:

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

They also have the power to issue fixed penalty fines for things like:

- litter
- graffiti
- fly posting
- dog offences

Other governing bodies

- [Fire and Rescue Authority](#)
- [Police and Crime Panel](#)
- [The Hampshire Partnership](#)
- [Lord-Lieutenant of Hampshire](#)
- [New Forest National Park Authorities](#)

Reporting Highway Problems

Links to report road issues are here:

Potholes:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

MEETING REPORT: Streetlights in Hilly Close & Beech Grove
DATE: 14/11/22
WRITTEN BY: The Clerk
AGENDA ITEM: 85/22 (a)

I have contacted Hampshire County Council regarding the Streetlights in Hilly Close and Beech Grove. They are all already on the Partial Night Lighting initiative.

I asked why the Parish Council pay SSE directly and not Hampshire. I was informed of the following:

The lights in Hilly Close were installed in two phases in 1979 and were adopted by the County Council shortly thereafter.

There were, however, several lights installed outside the old people's cottages in Beech Grove circa 1975 which, from the letters I have here, were intended to be owned by the Parish Council. At some point it appears our records have been amended to include these as Hampshire County Council assets, but I have no documentation to prove when that was. Your Council's payments to SSE would appear to be a legacy of that but I can confirm we have been paying energy bills for these lights for several decades.

I would suggest you write to SSE and confirm that payment for these lights are being made by Hampshire County Council and cease further payments asap.

I have spoken to SSE and they suggested to email the unmetered department which I have done.

I have also Hampshire County Council if they will pass the cost of the Streetlights onto the Parish Council. They have reply that they would not pass the cost onto the Parish Council.

I have received a credit note from SSE on 01/11/22 for £532.21, which will be credit to our account. They have refunded all invoices from August 2021.

Dear Sir/Madam,

Notification of Public Consultation on the Regulation 18 draft Local Plan 2039

I am writing to inform you that the **Regulation 18 Draft Local Plan** will be open for public consultation for a period of **6 weeks** from **2nd of November until 23:59 hours on 14th of December**.

Please click [here](#) to view the consultation documents and respond to the consultation.

The consultation welcomes views on the key issues of the Local Plan, and we want as many people as possible to be part of this process that will set out the future of the district.

The Local Plan will cover all of Winchester District except for the part within the South Downs National Park (which has its own Local Plan). The Local Plan will set out the development strategy and policy framework for the area and allocate or designate land accordingly. Once adopted, will be used to guide decisions on planning applications up to 2039.

In advance we have organised a number of specialised online events and in person drop in events across the district where you can come and talk to council officers about the draft Local Plan. The details of how we are engaging with people is included in the Local Plan consultation calendar. We would really appreciate if you could help us to spread the message about these events and you are invited to attend the events that are convenient to you.

Where to view the documents:

The Regulation 18 draft Local Plan 2039 and supporting documents will be available for comment from 2nd November 2022 until 23:59 14th December 2022 as follows:

- a. On the new Local Plan website at www.localplan.winchester.gov.uk
- b. On Winchester City Council's website at www.winchester.gov.uk
- c. In local libraries as set out in the table below:

Library	Location	Opening hours
Alresford Library	Alresford Library 20 Broad Street New Alresford SO24 9AQ	Tuesday 1–5pm Thursday 9:30am–1:30pm Friday 1–5pm Saturday 9:30am–1:30pm Closed on Monday, Wednesday and Sunday
Bishops Waltham Library	Bishops Waltham Library Free Street, Bishops Waltham Southampton SO32 1EE	Tuesday 1–5pm Wednesday 9:30am–1:30pm Friday 1–5pm Saturday 9:30am–1:30pm Closed on Monday, Thursday and Sunday

Chandler's Ford Library	Oakmount Avenue, Chandler's Ford, Eastleigh, SO53 2LH	Monday 9:30am–5pm Tuesday 9:30am–5pm Wednesday 9:30am–5pm Thursday 9:30am–5pm Friday 9:30am–1:30pm Saturday 9:30am–5pm Closed on Sunday
Eastleigh Library	1, Swan Centre, Eastleigh SO50 5SF	Monday 9:30am–1:30pm Tuesday 9:30am–5pm Thursday 9:30am–5pm Friday 9:30am–5pm Saturday 9:30am–5pm Closed on Wednesday and Sunday
Havant Library	Havant Meridian Centre, Havant, PO9 1UN	Monday 9:30am–5pm Tuesday 9:30am–5pm Thursday 9:30am–1:30pm Friday 9:30am–5pm Saturday 9:30am–5pm Closed on Wednesday and Sunday
Hedge End Library	11 Upper Northam Rd, Hedge End, Southampton SO30 4DY	Monday 9:30am–5pm Wednesday 9:30am–5pm Thursday 9:30am–5pm Saturday 9:30am–1:30pm Closed on Tuesday, Friday and Sunday
Martial Rose Library	St. Edburga Building, Sparkford Rd, Winchester SO22 4NR	Monday 9am–5pm Tuesday 8am–12am Wednesday 8am–12am Thursday 8am–12am Friday 8am–8pm Saturday 12–6pm

		Sunday 12–11pm
Waterlooville Library	The Precinct, London Rd, Waterlooville PO7 7DT	Monday 9:30am–5pm Tuesday 9:30am-1:30pm Wednesday 9:30am–5pm Thursday 9:30am–5pm Friday 9:30am–5pm Saturday 9:30am–5pm Sunday Closed
Winchester Library	Winchester Library The Arc Jewry Street Winchester SO23 8SB	Monday 9:30am–5pm Tuesday 9:30am–5pm Wednesday 9:30am–1:30pm Thursday 9:30am–5pm Friday 9:30am–5pm Saturday 9:30am–5pm Sunday Closed

Supporting Documentation

- **Habitats Regulation Assessment (HRA)** – a document which is an assessment of the impact of the plan on protected animal species and where they live, keeping this impact to an absolute minimum by avoiding or compensating for it.
 - o The European Habitats Directive (92/43/EEC) requires ‘appropriate assessment’ of plans and projects that are, either alone or in combination with other plans and projects, likely to have a significant impact on sites designated under the Directive.
- **Integrated Impact Assessment (IIA)** – the IIA comprises numerous assessments at all stages throughout the plan making process, such as the Sustainability Assessment, Strategic Environmental Assessment, Health Impact Assessment and an Equalities Assessment. These are all necessary and consider diverse potential impacts of the new Local Plan.
- **Non-technical summary of the IIA**

Public Events

As part of this public consultation, we are holding a number of public drop-in events around the district:

KINGS WORTHY

Monday 7 November

14:30-19:00

The Worthys Jubilee Hall,
London Road, Kings
Worthy, Winchester, SO23
7QN

WINCHESTER

Tuesday 22 November

14:30-19:00

St. Giles Suite, Mercure
Winchester Wessex Hotel,
Paternoster Row, SO23 9QL

COLDEN COMMON

Thursday 24 November

14:30-19:00

Colden Common
Community Centre, St
Vigor Way, Colden
Common, SO21 1UU

BISHOP'S WALTHAM

Friday 18 November

14:30-19:00

The Jubilee Hall, Little
Shore Lane, Bishops
Waltham, Southampton
SO32 1ED

WHITELEY

Friday 11 November

14:30-19:00

Whiteley Community Centre,
Whiteley, Fareham, PO15
7LA

LITTLETON & HARESTOCK

Tuesday 29 November

15:30-19:00

Littleton Memorial Hall,
The Hallway, Winchester,
SO22 6QL

For these in person events you will not need to register to attend, but you will need to register for the online events.

We are also holding two specialised online events that can be booked online via Eventbrite:

Specialist online events

Event 1: Raising the Bar on Design:

Link: [Raising the Bar on Design Tickets, Tue 15 Nov 2022 at 13:00 | Eventbrite](#)

15th November 12:00-13:30

Event 2: Setting the standard for Net Zero Carbon Homes:

Link: [Setting the Standard for Net Zero Carbon Homes Tickets, Wed 23 Nov 2022 at 12:00 | Eventbrite](#)

23rd November 12:00-13:00

How to have your say:

All representations must be received by 11.59pm on 14th December 2022.

We hope that you and your local residents are able to take the time to respond to our local consultation. Please do email if you need additional support with the consultation on **Citizenspace** or have residents who require additional needs due to a lack of internet access. There is also a video on how to submit your comments linked here: <https://www.youtube.com/watch?v=LcxhVnMTw3E>

Why submit your comments on Citizenspace?

It is extremely important that we accurately attribute any comments that we do receive to the correct policy, allocation or section of the Local Plan which is the main reason why we are encouraging people to submit their comments on citizenspace to ensure that this happens. Please find a link to the consultation [here](#).

Thank you for your interest in the new Winchester District Local Plan.

Strategic Planning Team

MEETING REPORT: Storage of Paperwork
DATE: 14/11/22
WRITTEN BY: The Clerk
AGENDA ITEM: 87/22

I have contacted the Parish Councils insurance company and they have confirmed that all paperwork kept in my property is insured. They have sent me the following wording from the policy:

Part A Property Damage and Business Interruption

SECTION 1 PROPERTY DAMAGE

Basis of settlement

Buildings and Contents

The actual cash value of the **Property Insured** at the time of its loss or destruction, or the amount of the damage, or if replaced the cost of replacement as new or the cost of reinstatement as new, subject to the provisions of the Reinstatement (Day One) Non Adjustable Extension, other than

a) Documents, records and property of like kind The replacement cost of the paper or materials plus the cost expended in reinstatement or rewriting the information contained therein but excluding the value of the information to the **Insured**.

I have contacted several storage firms in Winchester regarding the storage of the Councils records. The quotes are as follows:

Quote 1 (16ft Room)

£16.39 per week for the first 52 weeks plus the cost of a padlock fully insured

Total Per Year: £852.28

Quote 2 (20ft Room)



£50.00 per 4 weeks Plus £3.00 for insurance per 4 weeks



Total Per Year: £689.00

I have contacted several smaller parish Councils asking how they store their paperwork and they all store it at home apart from the minutes which they have sent to Winchester Records office. Winchester Records office will only accept minutes and no other paperwork.

Camcorders

A memory card will need to be brought. A memory card is £5.99 for 32GB

Website	Cost	Specifications
 <p>The image shows a black DREANNI camcorder with a 3.0-inch LCD screen displaying a landscape with a rainbow. Below the camcorder are two 32GB memory cards and a black remote control with a red power button and a Wi-Fi symbol.</p>	<p>£69.99</p>	<p>Amazon</p> <p>DREANNI Camcorder Video Camera 2.7K 42MP 18X Digital Zoom Camera Recorder 3.0 Inch LCD Screen Vlogging Camera For YouTube with Remote Controller, 2 Batteries</p> <p>This video camera produces video at 2.7K UHD resolution at 30FPS and 42MP photos which allow this video camera to produce high quality, realistic images! It has a 3.0-inch 270-degree rotating screen and 18X digital zoom. Compact and portable camcorder,</p>
 <p>The image shows a black MELCAM camcorder with a 3.0-inch IPS screen displaying a family of three. Below the camcorder are two 32GB memory cards, a black battery charger, and a black remote control.</p>	<p>£72.99</p>	<p>Amazon:</p> <p>MELCAM Video Camera Camcorder 1080P IR Night Vision Digital Camera with 3.0 Inch IPS Screen 16X Digital Zoom Vlogging Camera for YouTube with Remote Control, 1 Battery Charger, 2 Batteries</p> <p>This 1080P camcorder is equipped with a powerful CMOS image sensor. When recording video at 1080P and 30FPS or taking still images at 36MP resolution, it has excellent performance. IR night vision function helps you capture clear images (black and white) in low light. With the viewing range up to 178° of the 3.0" IPS display and 16X digital zoom is enough to easily take selfies and shoot from a distance.</p>

 <p>A black ZORNIK camcorder with a 3.0-inch LCD screen displaying a bouquet of colorful flowers. A small share icon is in the top right corner of the image area.</p>	<p>£69.99</p>	<p>Amazon</p> <p>ZORNIK Camcorder, IR Night Vision Video Camera HD 1080P 36MP 16X Digital Zoom 3.0 Inch LCD 270 Degrees Rotatable Screen Vlogging Camera (3051LRM)</p> <p>The camcorder is 36 megapixels, full HD 1080P camera, 16x digital zoom, infrared night vision function, can support motion detection and slow motion, and has a 3.0-inch IPS screen. It is simple, lightweight, and easy to use.</p>
 <p>A black and gold Amazon Basics tripod with a carrying bag. A small share icon is in the top right corner of the image area. Below the image, it says "Roll over image to zoom in".</p>	<p>£17.99</p>	<p>Amazon</p> <p>Amazon Basics 127-cm (50-Inch) Lightweight Tripod with Bag</p> <p>Adjustable-height tripod made of lightweight aluminum; weighs just over a pound (450 g) 3-way head allows for tilt and swivel motion; portrait or landscape options Quick-release plate helps ensure fast transitions between shots 3-section, lever-lock legs for easy height adjustments; zippered storage bag included Measures 41.91 cm (collapsed); extends up to 127 cm</p>

Owslebury Sports Field update.

Overall update

The original plans that you were shown were roughly costed at the start of the Summer. This came in at around £600K just for the pavilion. It is felt that is too much, so we are currently looking at alternative designs to bring the cost down. A more traditional pavilion that is prefabricated like the one installed at Wellow CC <https://www.wellow-plaitfordcc.com/> with shell costs £50-£60K + Vat, fit out roughly the same plus the foundations. We could have something similar for around £170/200K.

Funding

We have been turned down by National Lottery for a grant. They have huge demand, and we are not a priority. We are going to go back with our new plan and for a smaller amount. We have been turned down by South Downs but have been asked to apply again which we are confident we will get something from them. Other grants and funding channels are still being explored but it is felt the new figure of £200K is much more achievable.

Strategy moving forward

We feel we need to get the village green up and running as much as it can be. We don't know how long it will take to raise the funds for the pavilion plus we think it is important to show the village that we are serious about what we are doing. This involves starting to bring the green back in to use through getting our cricket teams back playing at the ground.

For this to happen we need for the cricket pitch to be brought back up to the standard required. It would be great if we can get the 4G wicket which has been donated installed for next season. We would need to place a shipping container and portaloo on site for storage and for basic facilities.

We would also like to start the rewilding, planting the jubilee trees, the boundary hedge, and generally tidying up the area. Costs and volunteers for this still to be confirmed.

We would also like to start a kids and youth cricket section for the village and surrounding areas. We have spoken to Twyford CC juniors about how they can support us in creating our own youth cricket section as they currently have waiting lists so its win win for both sides. We have also discussed this with HCC about doing this ourselves with their support.

We are also planning for village events like a family softball & BBQ Day to help launch these first upgrades we are proposing.

Approvals needed.

- Rewilding and tidying up of the Village green.
- Boundary hedge to be planted.
- Cricket pitch brought back into use.
- Container and portaloo to be installed.
- Jubilee trees to be planted.
- Update village on our progress.

MEETING REPORT: Play Area Repairs
DATE: 14/11/22
WRITTEN BY: The Clerk
AGENDA ITEM: 920 (b)

When asking for the repairs to the play area I received the following response from one of the companies:

Please find attached, the quotation for the remedial works and grass matting as requested.

Please see my feedback below regarding the other items requested in the list you sent over;

- **Grass Matting**

The report states to lift and relay the grass matting around the play area

My feedback – the grass matting has sunken into the ground completely, we strongly advise against lifting and relaying the same matting due to the following;

Lifting the sunken grass mat will be a very expensive job as the grass matting is sunken completely into the ground, it will need digging out, then

jetwashing clean as they will be caked in earth and grass. Once the matting is lifted after spending so much time in the ground, it will snap easily due to the rubber deteriorating.

Even lifting the matting to lay new will not be a great idea due to the above plus the costs of disposing of this grass matting caked in earth and grass will be very high, plus the areas around the equipment will be left as mud and the grass will need to regrow through the matting

My advice is to lay fresh grass matting over the top of the existing matting, this is a cheaper and cleaner option for you.

- **Replace bearing on climbing frame**

Report states - The bearing is worn - Replace as required

My feedback – I visited site and spun the part in question without difficulty, it moved freely and made no noise, at this stage I would suggest to monitor, there is no immediate need for change, the moderate risk is regarding the loose fixings and movement in the unit because of this.

- **Replace bearing and seat on roundabout**

Report states -The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

My feedback – The bearing is only showing signs of wear, this is not an immediate requirement, monitor for now and replace later with more wear.

The seat – The report states - The seat has been damaged - Monitor for any further deterioration and replace as required

My feedback – There is a small crack in one of the seats – I have requested a quotation from Wicksteed but this is not an urgent requirement as there is no immediate risk

- **Replace basket swing seat**

Report states - The seat has minor damage or wear - Monitor for any further deterioration and replace as required

My feedback – There are minor scuffs, this basket seat has plenty of life left in it, no need for urgent replacement.

I hope this helps, if you decide you do wish to have the quotations for any of the bearings etc, please let me know and I will supply them for you.

Juanita Madgwick
 Owslebury Parish Council
 PO BOX 783
 WINCHESTER
 SO23 3RD



8th November 2022

Our Ref: 004514-LK

Dear Juanita,

Thank you for the opportunity to provide you with a quotation for the remedial works and grass matting at Owslebury Play Area, please find associated costs as follows:

Grass Matting Unit One

- Supply and installation of approx. 57m2 stabilisation mesh
- Supply and installation of approx. 57m2 Grass-Lok grass mat safety surfacing
- Secure with anchor pegs

Subtotal: £2,006.40
VAT £401.28
Total: £2,407.68

Grass Matting Unit Two

- Supply and installation of approx. 68m2 stabilisation mesh
- Supply and installation of approx. 68m2 Grass-Lok grass mat safety surfacing
- Secure with anchor pegs

Subtotal: £2,393.60
VAT £478.72
Total: £2,872.32

Grass Matting Unit Three

- Supply and installation of approx. 45m2 stabilisation mesh
- Supply and installation of approx. 45m2 Grass-Lok grass mat safety surfacing
- Secure with anchor pegs

Subtotal: £1,584.00
VAT £316.80
Total: £1,900.80

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

VAT Number 977 4787 42
 Company Number 7437573

Mob: 07917 350349
 Office/Fax: 01962 620874
 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk



Basket Swing

- Supply and installation of approx. 24m2 stabilisation mesh
- Supply and installation of approx. 24m2 Grass-Lok grass mat safety surfacing
- Secure with anchor pegs

Subtotal: £844.80
VAT £168.96
Total: £1,013.76

Seesaw

- Supply and installation of approx. 22m2 stabilisation mesh
- Supply and installation of approx. 22m2 Grass-Lok grass mat safety surfacing
- Secure with anchor pegs

Subtotal: £774.40
VAT £154.88
Total: £929.28

Fixings

- Tighten all fixings on the Proludic multiplay unit
- Reconnect shackles on all swing chains and grease bushes – swing bay 2 flat, 2 cradle

Subtotal: £120.00
VAT £24.00
Total: £144.00

Grand Total of all works:

Subtotal: £7,723.20
VAT £1,544.64
Total: £9,267.84

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

VAT Number 977 4787 42
 Company Number 7437573

Mob: 07917 350349
 Office/Fax: 01962 620874
 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk

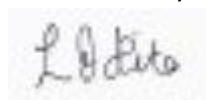


General Notes:

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials
- Quotation is valid for 14 days from date of issue
- Unless otherwise shown, all prices are exclusive of VAT at the prevailing rate
- Payment terms are 14 days from date of invoice
- Full T&Cs available upon request

We trust that the foregoing meets with your acceptance. If we can be of any further assistance, please do not hesitate to contact the undersigned.

Yours faithfully



Lesley Kite
Regional Sales Executive.

Vita Play Limited

Vita Play Limited
Woodhams Farm New Barn, Springvale Road
Kings Worthy
Winchester, SO23 7LB

VAT Number 977 4787 42
Company Number 7437573

Mob: 07917 350349
Office/Fax: 01962 620874
Email: info@vitaplay.co.uk
Web: www.vitaplay.co.uk



Owslebury Parish Council
2022/23

PAYMENTS	Amount (£)	Payee	Payment Type
87	16.00	3 (Phone)	DD
88	24.99	Storage Boxes - Amazon	CC
89	47.99	Storage Boxes - Amazon	CC
90	117.67	IONOS Website	DD
91	5.44	Stamps x 8 2nd Class	CC
92	138.93	Basket Ball Backboard and Hoop	CC
93	66.00	Shred On Site	
94	1,180.71	Swanmore PC (ACSO) - Oct	
95	447.20	Clerks Salary - Oct	
96	111.60	HMRC	
97	7.20	Clerks Expenses - Oct	
98	11.68	Parking Sign	CC
99	38.70	OPMC - Hall Hire October	

Voucher	Amount (£)	Payee	
RECEIPTS			

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/10/2022

CASH BOOK BALANCE		£	£
	Balances 1st April 2022		23,938.59
	income		34,225.16
	expenses		-28,551.83
	CASH BOOK BALANCE		29,611.92
	add u/p cheques		2,113.31
	less o/s receipts		-45.00
	Control total		<u>31,680.23</u>
BANK STATEMENTS			
	Treasurers account	31,680.23	
	Business 30 Day notice	0.00	
	Business Instant access	0.00	
	Per bank statements		<u>31,680.23</u>
	Difference		<u>-0.00</u>

2. SHORT TERM DEPOSIT

Lloyds 1 year (start 27/01/22)

50,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

79,611.92

Owslebury Senior Club Grant

Dear Juanita,

I am writing to you and the Parish Council to ask if it is possible to reinstate the £200 grant that we have had from the Parish council in the past before all the lockdowns.

Winchester Well-being are helping us with the monthly minibus outings and volunteer drivers but they are now asking us for an increase in the price of diesel at 1.25 per mile.

We do hold fund raising events to help keep our costs down and we had a very successful coffee morning and plant sale in April this year raising just over £450 for the club and we have raised the cost per trip for everyone but a grant would be very helpful for our funds.

If this could go on the agenda for your next meeting I would be grateful.

Owslebury Parish Council
 Estimated outcome for 2022/23 and
 Budget for Financial Year April 2023 - March 2024

Income	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts to Nov 21/22	Budget Receipts 2022/23	Actual Receipts to Sep 2022/23	Projected Receipts 2022/23	Budget Receipts 2023/24	Comments
	£	£	£	£	£	£	£	
Precept	22,316	23,816	28,579	29,722	29,722	29,722	29,722	
Council Tax Support								
CIL Money		3,951						
Ring fenced Xmas lights		685	250					
Ring fenced other								
Ring fenced Eastleigh	3,890							
General donations	333		50		69	69		
Sports Club	305	310	45					
Play Area Income	171							
Sub Station Rent	100	100	100	100	100	100	100	
Insurance Refund			55		1,238	1,238		
Interest Received								
Fixed deposit	301	316	50	150		50	50	
Fixed assets sale								
VAT Refund	1,160	1,091	3,893					
Total Receipts	28,576	30,269	33,022	29,972	31,129	31,179	29,872	

Expenditure	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses to Nov 21/22	Budget Expenses 2022/2023	Actual Expense (Sep 22) 2022/2023	Projected Expenses 2022/2023	Budget Expenses 2023/2024	Comments
Staff Costs								
Clerk's Net Salary	4,994	4,821	5,085	5,750	2,438	4,874	6,200	
Income Tax	1,198	1,205	1,271	1,440	553	1,106	1,500	
Clerk's travel	134	16	103	150	44	74	150	
ACSO	1,574	8,414	9,248	8,900	5,106	10,200	11,000	
Administration / General Expenditure								
Chairman's Expenses	80	80	80	100	40	80	80	
Councillors Expenses	20			50			50	
Clerk & Councillors Training	200		95	350	73	200	400	
Publications	112	120		50			50	
Postage	33		12	30	8	20	30	
Clerk's Broadband Allowances	196	152	242	120	64	128	150	
Clerk's Working from Home Allowances	125	125	125	125	62	125	125	
Telephone				160	81	161	180	
Stationary	215	135	114	250	118	180	250	
Meeting Expenses	318	141	370	400	155	320	450	
Insurances	740	750	782	1,000	583	583	700	
Audit	405	415	420	500	435	435	500	
Office Equipment	94		670	700		300	300	
Website	306	299	359	360	72	370	400	
Credit Card	32	32	32	32	32	32	32	
PO Box	285	294	300	325	315	315	400	
Street Lighting	118	82	274	100	221	770		
Land Registry					3	10	50	
Election Costs				50				
Shredding							100	
General Maintenance								
Grass Cutting	1,620	1,860	2,615	3,500	1,310	2,810	5,000	
Dog Waste Collections	660	885	660	700	195	660	800	
Play Area Repairs & Inspections	667	2,185	79	1,000	590	1,000	2,500	
General Maintenance / Repairs	216	265	261	500	86		500	
Tree Works			2,150	500			500	
Lengthsman scheme		56	56	60		60		
Community Assets Maintenance			1,012		1,240	1,240	1,500	
Playarea Works				2,500				
Subscriptions								
Hampshire Association of Local Councils (HALC)	280	270	294	300	296	296	320	
Society of Local Council Clerks (SLCC)				250		250	250	
Winch. District Ass'n o Local Councils								
Hants. Playing Fields Association	40							
Council for Protection of Rural England (CPRE)	36	36	36	40	36	36	40	
Information Commissioner	35	35	35	40	35	35	40	
Parish Online	75	75	75	75			75	

Survey Monkey			320					
Grants				1,500		1,500	2,000	
St Andrew's Church	400	525						
Morestead Church	200	200	200					
Owslebury Newsletter								
Christmas Lights								
Winchester CAB	250	250	250					
OMCA		240			500			
Christmas Lights								
Hampshire Archive			200					
OMPHC			850					
ADD	3,890							
OSCC	100							
Hampshire & Isle of Wight Trust	100							
Community Projects				5,000		2,000		
Speed Sign	3,200	58						
Bollard for Footpath31		292						
Red Lane Re surfacing		850						
Topography Survey & Design Beech Grove			2,289					
Notice Board					1,357			
Play Area Painting							1,000	
Benches (Glebe Field) x 3							2,000	
Footpath Improvement (Beech Grove)							15,000	
Coronation							500	
Repainting of Telephone Box							300	
Pavilion								
Water				100				
Electricity				100				
Maintenance				100				
Removal of Pavilion					6,300	6,300		
VAT Paid	1,164	2,414	3,209		2,883	4,000		
Total Expenses	24,110	27,577	34,172	37,207	25,231	40,470	55,422	
Net Surplus/(Deficit)	4,465	2,692	-1,150	-7,235	5,898	-9,291	-25,550	

RESERVES	2019/20	2020/21	2021/22	2022/23	2022/24
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	64,938
Net surplus/deficit for financial year	4,465	2,692	-1,150	-9,000	-25,550
Closing reserves at 31st March	72,396	75,088	73,938	64,938	39,388

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
Ring fenced	
Xmas lights (public funding)	1,185.00
Xmas lights (private funding)	0.00
Community bus (private funding)	61.15
Playground fund raising	5.27
WW1 & DD Day events	248.00
CIL Money	1,662.56
Total ring fenced	3,161.98
Ear marked	
Play Area Equipment	20,000.00
Play Area Painting	1,000.00
Benches (Glebe Field) x 3	3,000.00
Footpath Improvement (Beech Grove)	15,000.00
Coronation	500.00
Repainting of Telephone Box	300.00
Bench for Playground	1,000.00
	40,800.00
General reserve	
Total reserves	39,388.00



STANDING ORDERS

Adopted by Council on 6 May 2021
Reviewed 14 November 2022



Contents

1. RULES OF DEBATE AT MEETINGS	3
2. DISORDERLY CONDUCT AT MEETINGS.....	5
3. MEETINGS GENERALLY.....	5
4. COMMITTEES AND SUB-COMMITTEES	98
5. ORDINARY COUNCIL MEETINGS	109
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	1244
7. PREVIOUS RESOLUTIONS	1244
8. VOTING ON APPOINTMENTS	1342
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	1342
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	1443
11. MANAGEMENT OF INFORMATION	1443
12. DRAFT MINUTES	1544
13. CODE OF CONDUCT AND DISPENSATIONS	1645
14. CODE OF CONDUCT COMPLAINTS.....	1746
15. PROPER OFFICER.....	1746
16. RESPONSIBLE FINANCIAL OFFICER.....	1948
17. ACCOUNTS AND ACCOUNTING STATEMENTS	1948
18. FINANCIAL CONTROLS AND PROCUREMENT	2049
19. HANDLING STAFF MATTERS.....	2224
20. RESPONSIBILITIES TO PROVIDE INFORMATION	2322
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	2322
22. RELATIONS WITH THE PRESS/MEDIA.....	2322
23. EXECUTION AND SEALING OF LEGAL DEEDS.....	2423
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	2423
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	2423
26. STANDING ORDERS GENERALLY	2423

Note: Standing Orders in bold contain statutory requirements.

Standing Orders in italic are only relevant to Owslebury Parish Council.

OWSLEBURY & MORESTEAD PARISH COUNCIL



1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

OWSLEBURY & MORESTEAD PARISH COUNCIL



- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

OWSLEBURY & MORESTEAD PARISH COUNCIL



2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

OWSLEBURY & MORESTEAD PARISH COUNCIL



directed by the chairman of the meeting. *The Chairman will remind the members of the public that public participation will not exceed 15 minutes and a member of the public may not speak for more than 5 minutes, which will be timed. The Chairman will ask members of the public who wishes to speak, if more than 3 members of the public wish to speak is it at the Chairmans discretion to extend the time limits for speaking.*

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i ~~A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort).~~
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council.**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the**

Commented [JM1]: This could be changed to 3 minutes?

OWSLEBURY & MORESTEAD PARISH COUNCIL



councillors present at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

~~See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.~~



OWSLEBURY & MORESTEAD PARISH COUNCIL



- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ~~2.5~~ hours.

Commented [JM2]: Would the Council like to change this to 2 or 2.5 hours?

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

OWSLEBURY & MORESTEAD PARISH COUNCIL



- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of**

OWSLEBURY & MORESTEAD PARISH COUNCIL



the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - ~~xiii. Review of inventory of land and other assets including buildings and office equipment;~~
 - ~~xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;~~
 - ~~xv. Review of the Council's and/or staff subscriptions to other bodies;~~
 - ~~xvi. Review of the Council's complaints procedure;~~
 - ~~xvii. Review of the Council's policies, procedures and practices in respect of~~

Commented [JM3]: All of this is to be removed as the Council do not agree this at the Annual meeting but other meetings throughout the year.

Formatted: Indent: Left: 2 cm, No bullets or numbering, Tab stops: Not at 4.39 cm

OWSLEBURY & MORESTEAD PARISH COUNCIL



~~its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);~~

~~xviii. Review of the Council's policy for dealing with the press/media;~~

~~xix. Review of the Council's employment policies and procedures;~~

~~xiii.~~ xiii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

~~xiv.~~ xiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

OWSLEBURY & MORESTEAD PARISH COUNCIL



8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

OWSLEBURY & MORESTEAD PARISH COUNCIL



10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**



personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than**



one month after the meeting has taken place.

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

OWSLEBURY & MORESTEAD PARISH COUNCIL



- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall use a locum Proper Officer to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be the clerk.
- b The Proper Officer shall:

OWSLEBURY & MORESTEAD PARISH COUNCIL



- i. **at least three clear days before a meeting of the council or a committee**
 - **serve on councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. **arrange or manage the prompt authorisation, approval, and instruction**

OWSLEBURY & MORESTEAD PARISH COUNCIL



regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority ~~on a spreadsheet in a book for such purpose~~;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

OWSLEBURY & MORESTEAD PARISH COUNCIL



which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with**
Standing Orders

OWSLEBURY & MORESTEAD PARISH COUNCIL



an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a ~~local newspaper~~ locally and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a**



supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Clerk and Responsible Financial Officer shall notify the chairman of the council or, if they are not available, the vice-chairman of the council of absence occasioned by illness or other reason and that person shall report such absence to the council at its next meeting.
- c The chairman of the council or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of The Clerk and Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's Clerk and Responsible Financial Officer shall contact the chairman of the council or in their absence, the vice-chairman of the council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk and Responsible Financial Officer relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

OWSLEBURY & MORESTEAD PARISH COUNCIL



- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or

OWSLEBURY & MORESTEAD PARISH COUNCIL



other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing

OWSLEBURY & MORESTEAD PARISH COUNCIL



orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



FILMING AND RECORDING OF MEETINGS HELD IN PUBLIC

Adopted 14 November 2022



Owslebury Parish Council supports the principle of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- subject to the provisions of this Policy; and
- provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

The Chair will advise if any or all of a meeting will be recorded or filmed at the start of the meeting. It is Owslebury Parish Councils intention to record and film all meetings of the Full Council.

Although not required to do so, anyone intending to record a meeting of the Parish Council is encouraged to contact the Clerk via email at owsleburyparishcouncil@gmail.com in advance of the meeting for advice and guidance. Reasonable advance notice will enable practical arrangements to be made and special requirements to be discussed.

It should be noted that the Chair of the meeting will have absolute discretion to terminate or suspend any recording and/or reporting if, in their opinion, it is distracting or otherwise disrupting proceedings at the meeting.

Disruptive behaviour includes any action or activity which disrupts the conduct of the meeting or impedes others from being able to see, hear or film the proceedings, for example:

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

Termination or suspension of recording might also occur in other circumstances, for example, where:

- The meeting is suspended; or
- The meeting agrees formally to exclude the press and public from the meeting due to the confidential/exempt nature of the business being discussed

Owslebury Parish Council expects those recording proceedings not to edit the film/audio/photo recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Parish Council. This includes refraining from editing any record in a way that may ridicule or show a lack of respect towards those being filmed, recorded or photographed.

The use of flash photography will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.



At the beginning of each meeting, the Chair will make an announcement that the meeting will be filmed and recorded. Meeting agendas will also carry this message.

Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed, filmed or recorded.

Members of the public seated in the public seating area who do not wish to be filmed must move out of sight of the filming device.

Letters or emails to applicants, on planning applications regarding when the application will be heard will state that the meeting will be recorded. In this way all attendees will be aware that proceedings are recorded.

Recordings of Owslebury Parish Council meetings by those other than the Owslebury Parish Council are the responsibility of the person making the recording in whatever form, and any breaches of the law which may result are similarly their responsibility. Owslebury Parish Council accepts no liability whatsoever for such breaches.



TRAINING AND DEVELOPMENT POLICY

Adopted 12 December 2022



Introduction

Owslebury and Morestead Parish Council are committed to ensuring our councillors and staff are trained to the highest standard of representation and services for the residents of the Parish and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

This policy sets out:

- the council's commitment to training and development
- the identification of training and development needs
- financial assistance
- Study Leave
- the monitoring of the policy

Commitment to Training and Development

Owslebury and Morestead parish Council's intention is to:

- support and encourage councillors, staff and volunteers to undertake appropriate training and development
- regularly review the needs of councillors, staff and volunteers
- plan training and development opportunities and budget accordingly

Owslebury and Morestead Parish Council recognises that some of its most important resources are its Clerk, Councillors and volunteers therefore it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of any relevant professional bodies. Therefore, the Parish Council will maintain its subscription to HALC and SLCC each year, identifying relevant training courses that could be of use to its councillors and the parish clerk.

The Identification of Training and Development Needs

The clerk will identify training and development for both the clerk themselves as well as Councillors and volunteers.

The clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs. This will involve the identification of skills gaps in roles that have been allocated to individual councillors and courses identified to enable this gap to be filled.

If Councillors wish to be nominated for training and development provision, they should discuss this in the first instance with the Clerk upon which it will be determined whether the training and development is relevant to the Council's needs and/or service delivery.

The Council will approve training and development opportunities for Councillors, the Clerk and volunteers.



Appropriate training and development may be necessary to ensure that both the clerk and Councillors are aware of their legal responsibilities or the Council's requirements, e.g. health and safety, risk management, employment law and equal opportunities. Both the clerk and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

Councillors

As soon as practicable after joining the Council, a parish councillor is required to attend the knowledge and core skills and planning training provided by HALC.

The Clerk will provide a welcome pack to all new councillors. The pack will include the following:

Guide for New Councillors
Good Councillor Guide
Good Employee Guide
the Good Councillors Guide on Finance and Transparency
Contact details for Councillors and the Clerk
Adopted Code of Conduct
Standing Orders/Financial Regulations
Meetings calendar
Details of website
Current Budget
Any other relevant and current information.

Councillors who chair meetings of the Full Council, are advised of the relevant training and are recommended to attend HALC's 'Chairing Skills'.

All Councillors involved in financial matters (e.g. as bank signatories) should attend 'Local Finance for Councillors' run by HALC.

Clerk

The council will encourage the Clerk to:

- Gain the Certificate in Local Council Administration (CiLCA) and further qualifications; and
- Participate in local clerks' forums and event

They will also be encouraged to attend training provided locally by Hampshire Association of Local Councils (HALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role and experience include minute-taking, finance, planning, allotment management, cemetery management and health and safety.

As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in effective delivery of services. All staff have access to the HALC calendar of training and can arrange to attend events. Relevant additional training may be requested at any time.

Training may also be available on current issues through 'webinars', on-line modules and discussion forums.



Volunteers

The council will provide the necessary training for volunteers for specific roles such as Path Wardens.

The council will provide information leaflets for volunteers.

Financial Assistance

All training and development must be appropriate to the needs of the Council, be relevant to the individual's role, and is subject to the availability of financial resources.

In order to ensure the best cost effectiveness, councillors, staff and volunteers will be required to attend the nearest venue offering the required provision.

In addition to the cost of training courses, Owslebury and Morestead Parish Council covers associated travel and parking costs for agreed attendance at training.

Councillors, staff and volunteers attending courses will be required to inform immediately the Clerk of any absence, giving reasons.

If the Clerk studies for the CiLCA qualification, they can expect the following to be paid for:

- the course fees

Should the clerk leave Owslebury and Morestead Parish Council employment within two years of completion of the CiLCA qualification they will be required to repay the following costs:

- Re-pay 75% of the training fee if they leave the Council within 1 year of obtaining the qualification or completing the training.
- Re-pay 50% of the training fee if they leave the Council within 2 years of obtaining the qualification or completing the training.

Study Leave

Staff will be allowed reasonable time off work to attend related training courses. Course assigned homework will be carried out of working hours.

Monitoring of the Policy

The parish clerk will be responsible for monitoring and management of the budget for this policy. The clerk and any Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event. This feedback will then be used to evaluate the event for future reference. Training will be reviewed in the light of changes to legislation, new qualifications, complaints received or incidents which highlight training needs.

All staff, councillor and volunteer training will be recorded by the clerk for monitoring purposes.

This policy will be reviewed annually.

MEETING REPORT: Dignity at Work and Civility and Respect Pledge
DATE: 14/11/22
WRITTEN BY: The Clerk
AGENDA ITEM: 92 (h) & (i)

To allow the Council to consider taking the Civility and Respect Pledge, it needs to have a Dignity at Work Policy in place.

One of the project objectives is to strengthen the governance arrangements across our sector to better support Councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of Clerks, Councillors, Monitoring Officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a Council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all Council representatives to create workplaces that allow people to maintain their dignity at all times.

Also attached is guidance on how to use the policy.

92 (i) Civility and Respect Pledge

Throughout the sector, there are growing concerns about the impact bullying, harassment and intimidation is having on Councils, Councillors and staff and the resulting effectiveness of local Councils. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across the sector including the Society of Local Council Clerks (SLCC), National Association of Local Councils (NALC) Councils, County Associations and One Voice Wales (OVW).

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind.

By signing the pledge, Owslebury and Morestead Parish Council is agreeing that it will treat councillors, Clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles and that it: -

- has put in place a training programme for Councillors and staff
- has signed up to the Code of Conduct for Councillors
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme

- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate.



Dignity at Work Policy

Adopted November 2022

Owslebury and Morestead Parish Council believes that civility and respect are important in the working environment, and expect all Councillors, officers and the public to be polite and courteous when working for, and with the Council.

Purpose

Owslebury and Morestead Parish Council is committed to creating a working environment where all Council employees, Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Owslebury and Morestead Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available from [NALC](#) and [SLCC](#).

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by all employees engaged to work at Owslebury and Morestead Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Owslebury and Morestead Parish Council, this should be raised to their nominated contact, manager, or the Chairman of the Council, in the first instance. Should the complaint be about the Chairman of the Council, the complaint should be raised to Vice Chairman.

Agency staff, or contractors are equally expected to treat Council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, Councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Owslebury and Morestead Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the Code of Conduct, Civility and Respect Pledge, Equality and Diversity Policy and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic.
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic.

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear. However, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the Clerk/or a Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Councillor

If you are being bullied or harassed by a Councillor, please raise this with the Clerk or the Chairman of the Council in the first instance. They will then decide how best to deal with the

situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying

If you witness such behaviour, you should report the incident in confidence to the Clerk or a Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask the Clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Chairman of the Council (if your concern relates to the Chairman, you should raise it with the Vice Chairman). The Chairman (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chairman (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment. You should raise your complaint to the Clerk or the Chairman of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chairman of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint.

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process.

This is a non-contractual policy and procedure which will be reviewed from time to time.



Guidance for using the Dignity at Work Policy

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a Council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all Council representatives to create workplaces that allow people to maintain their dignity at all times. If your Council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A Council may want to update references where relevant to reflect local terminology and structure, however, should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age** or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.

- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the Council enables employees with different backgrounds and beliefs to share ideas and shape how the Council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The Council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The Council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the Council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Councillors jointly determine the working culture, Councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how Councillors behave with each other in Council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All Council representatives are expected to uphold the values of the Dignity at Work Policy; however, this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process), but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the Council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that Councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the Clerk/Chief Officer, another employee of the Council, or a Councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for Council employees this may be the Clerk/Chief Officer, and for the Clerk/Chief Officer this could be the Chairman/Deputy Chairman, or possibly Chairman of the Resources and Policy Committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – Councillors, Clerks, Chief Officers, Managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues, and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Council representative (Clerk/Chief Officer/Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential, and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations, it may be appropriate to provide anonymised witness statements however this would be a last resort and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a Council to consider an anonymous complaint, however if the concerns are significant and compromise the Council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a Councillor regarding a breach of the Code of Conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the Council has made the complaint, that the Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the Council as a whole due to lack of support related to Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Council or require exploration of the Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Councillors where this may relate to the Code of Conduct. It is a matter of fact whether the complaint is against the Council and can therefore be dealt with by the Council 's grievance procedure or against a Councillor and can only be dealt with by the Monitoring Officer.

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	