

MEETING OF ROLLESBY PARISH COUNCIL

To be held on Monday 15th April 2024 at, Village Hall,
Rollesby at 7pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt

Parish Clerk

12th March 2024

AGENDA

1. Apologies and consideration of acceptance for absence.

2. Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3. Minutes.

To receive and agree minutes from Full Council Meeting held on 18th March 2024.

4. Public Forum

To receive comments from members of the public on matters on the agenda.

5. To receive any reports:

- 5.1 County Councillor A Grant.
- 5.2 District Councillors A Grant and L Mogford.
- 5.3 Police.

6. Updates on matters not on the agenda.

To receive updates from previous meetings.

- 6.1 Charge card on bank account. Forms submitted.

7. Planning.

- 7.1 To consider planning applications received from Great Yarmouth

Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Email: rollesbypc@outlook.com Telephone: 07340028540

Borough Council/Broads Authority for consultation prior to the meeting.
 7.1.1 06/23/0711/F – Caister Vets, Hall Farm, Martham Road, Rollesby.
 Conversion of the existing first floor space above the veterinary surgery to create a 3 bedroomed residential apartment for the sole use of vets employed by the veterinary practice.

- 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
 - 7.2.1 None.
- 7.3 Great Yarmouth Borough Council Local Plan – to offer any feedback from the Parish Council on the current consultation. To receive report from S Day following consultation evening.
- 7.4 Broads Authority – Consultation on The Local Plan for the Broads – Preferred Options and the Validation Checklist.

8. Administrative Matters

- 8.1 To note change of date for the advertised meeting April 2025 from Monday 21st April to Monday 14th 2025.
- 8.2 To consider membership of Norfolk Parish Training & Support at a cost of £328.00.
- 8.3 To consider cancellation of NALC Website hosting – invoice received £105.00
- 8.4 To consider renewing Community Action Norfolk Membership at £20.00 for Bronze Membership.
- 8.4 Bowls Club Letter of agreement – awaiting response.
- 8.5 To receive notification of permission to co-opt to vacancy, or election.
- 8.6 To note the new website is now live: www.rollesbyparishcouncil.org
- 8.7 To receive and agree Data Protection Policy.
- 8.8 To receive and agree Health and Safety Policy.
- 8.9 To receive and agree Filming and Recording Meetings Policy.
- 8.10 To receive and agree Press and Media Policy.
- 8.11 To receive and agree Training and Development Policy.

9. Finance and Governance

- 9.1 To approve payments detailed as Annex A plus any late payments received before the meeting.
- 9.2 To receive end of year bank reconciliation.
- 9.3 To receive end of year income and expenditure.
- 9.4 To receive the internal audit report and consider any recommendations and actions.
- 9.5 To receive and APPROVE Section 1 Annual Governance Statement 2023/24 of the AGAR.
- 9.6 To receive and APPROVE Section 2 Account Statements 2023/24 of the AGAR.
- 9.7 To note the period for the notice of public rights and publication of unaudited Annual Governance and Accountability Return will be Monday 3rd June to Friday 12th July 2024.
- 9.8 To receive variances form 2023/24.

10 Correspondence

Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
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10.1 Transport East Comms – notification of Survey.

Village Matters.

11.1 To note that the bus shelter installation has had to be rescheduled. No date yet confirmed.

12. Matters for next meeting and information.

Monday 20th May 2024 – Annual Parish Council Meeting

Monday 17th June 2024 – Parish Council Meeting.

Monday 15th July 2024 – Parish Council Meeting.

August – no meeting.

MINUTES OF A MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 18th March 2024,
Village Hall, Rollesby at 7pm.

Present: Cllrs S Day, J Long, C Moore, S Moore (chair), S Ridout, C Tacon
Clerk: Mrs Sarah Hunt
23 Members of the Public were present.

1. Apologies and consideration of acceptance for absence.

The meeting noted the resignation of Mr Bruce Sturrock who was thanked for his many years as a Parish Councillor. He was a thoughtful contributor to the Council, always available to his colleagues for support and will be missed. The Notice of Vacancy has been published. If 10 members of the electorate request an election by the 9th April this will take place. If this request isn't received by the Returning Officer then Council will be advised it is free to co-opt.

2. Members' declarations of interest and requests for dispensations.

None.

3. Minutes.

The minutes from Full Council Meeting held on 19th February 2024 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr Day, seconded Cllr Long.

4. Public Forum

The Council was addressed with regard to the FOI at 10.2. A resident had attended the policing SNAP meeting. It was confirmed by the Police that nothing can be done to alter the highways regulations on Back Lane as it was a highways matter.

5. To receive any reports:

5.1 County Councillor A Grant reported on a meeting to Back Lane with the local Highways Officer. The speed limit will not be reduced on this stretch of road as it does not meet the necessary criteria, the intention is still to extend it on Martham Road as previously advised. There will be new chevrons and lights at the school, and village gates on Martham Road. The Trinity Bridge scheme will involve work to reduce the bump – and also bollarding to the green area to prevent parking.

The Local Plan for Great Yarmouth Borough Council is currently out for consultation. It does not include any major development in Rollesby.

5.2 District Councillor L Mogford sent apologies.

5.3 Police. NOTED that the local policing team have asked Council to ask residents to report any local issues through official channels, not to post any concerns onto facebook as this may hinder any investigation.

To note the next SNAP meeting is taking place on March 14th at Scratby

Village Hall at 7pm. All residents are welcome to attend to draw any concerns to the attention of the local policing team.

6. Updates on matters not on the agenda.

To receive updates from previous meetings.

- 6.1 Commemorative Beacon. Update. Cllr C Tacon will remove the dates currently on the Beacon – it was AGREED if this is to be lit at the Church adjacent the memorial if permission is granted. The lighting time is 9.15pm on June 6th. To be returned to agenda on request.
- 6.2 Back Lane traffic – the Highways engineer will visit site when next in the Parish. See 5.1.
- 6.3 NOTED that the One.com subscription will terminate on 5th February 2025.
- 6.4 Bus Shelter – NOTED that the 50/50 funding grant will be carried into the 2024/25 financial year.
- 6.5 Commemorative Bench maintenance. Cllr Day reported that this needed considerable work. It was AGREED this be undertaken to a maximum budget of £200.00. Next meeting.

7. Planning.

- 7.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.
 - 7.1.1 06/19/0075/F – Hall Farm, Martham Road, Rollesby, NR29 5DR. Retrospective planning application for the retention of 93 containers, extension to unit 17, car park for 12 car parking spaces at the front, new vehicle access to Martham Road, new pedestrian access, cycle parking, sectioning of various areas to be used as open storage compounds totalling 110 compounds, enlargement of hardstanding of the west of the site and change of use to car parking and herras fenced compounds and vehicular circulation and new vehicular access to A149, and retention of embanked soil to screen containers at the west of the site – Revised description of development and amended plans received. No Objection. Suggestion that as part of the conditions a living screen be planted on the Martham Road approach
 - 7.1.2 06/23/0880/F – Hall Farm Business Park, Martham Road, NR29 5DR. Retrospective application for proposed retention and erection of 7 No. new buildings (Units 6, 6a, 9, 10, 11, 19, 20 on the submitted plan 001-B) to be used as storage/workshop units and for office use. No Objection. Votes recorded as: No Objection CM/SR/SM. Against SD. Abstain: CT/JL.
 - 7.1.3 06/24/0004/CD – Hall View, Martham Road, Rollesby, NR29 5DU. Part Discharge of Condition 3 (Plans of roads, footways, street lighting and foul and water surface drainage) of pp 06/18/0315/O – Details relating to Foul and Surface Water Drainage Scheme. NOTED.
- 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
 - 7.2.1 None.
- 7.3 Great Yarmouth Borough Council Local Plan Workshop will take place on Wed 10th April between 7-8.30pm in the Supper Room of the Town Hall. Cllr Shaun Day to attend.

8. Administrative Matters

- 8.1 Bowls Club Draft Letter of Agreement. This has been forwarded by the Chair to the Bowls Club for comment. Next meeting.
- 8.2 NOTED the Clerk will be on Annual Leave from Monday 29th April to Friday 10th May – Out of Office will be in operation.
- 8.3 It was RESOLVED to order the SCRIBE accounts package for 2024/5 as budgeted - £453.00. PROPOSED Cllr Day, seconded Cllr Ridout.
- 8.4 It was AGREED to adopt the Internal Control Statement as presented.
- 8.5 It was AGREED to adopt the Financial Risk Assessment as presented.
- 8.6 The calendar of meetings for the forthcoming year was AGREED.

9. Finance and Governance

- 9.1 It was RESOLVED to make the payments detailed as Annex A. PROPOSED Cllr Day, seconded Cllr Ridout.
- 9.2 The up to date bank reconciliation was received by the meeting and checked against bank statements by Cllr C Moore
Lloyds – Now closed.
- | | |
|-------------------------------------|-----------|
| Unity account ending 5435 (31.1.24) | £2,717.23 |
| Unity account ending 5391 (13.3.24) | £7,028.63 |
- 9.3 It was RESOLVED to accept the quotation of £61.79 for D Day flag with no dates. PROPOSED Cllr S day, seconded Cllr S Ridout.
- 9.4 The meeting REVIEWED the Unity account signatories; S Day, S Moore, S Ridout, B Sturrock. Clerk is administrator on account.
It was AGREED to remove Mr B Sturrock and add Cllr C Tacon.

10 Correspondence

- 10.1 GYBC – NOTED that the Great Yarmouth Design Code Supplementary Planning document was adopted on 29th January 2024 at cabinet.
- 10.2 Freedom of Information request NOTED.
- 10.2.1 Emailed Freedom of Information letter to Chair requesting information.
- 10.2.2 Response to the above.

11. Village Matters.

- 11.1 NOTED BA/2024/0005/TPO – Broads End, Main Road, Rollesby. Tree protection order, 2 x Oak Trees.

12. Matters for next meeting and information.

Monday 15th April 2024 – Annual Parish Meeting and Parish Council Meeting
Monday 20th May 2024 – Annual Parish Council Meeting

Annex A - Payments for the March 2024 meeting of Rollesby Parish Council

Sarah Hunt	Salary + Homeworking March	£500.43	£500.43
HMRC	March	£14.20	£14.20
Norfolk Pension Fund	March	£159.22	£159.22
Job Done window clean.	Bus Shelter Cleaning	£40.00	£40.00
Sarah Hunt	refund phone credit (9.1.24)	£10.00	£10.00
			£0.00
	TOTAL		£723.85

The meeting closed at 8.07pm.

7.4

The Broads Authority is consulting on two documents.

Both documents can be found here: [Consultations \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk/consultations)

Send comments to: planningpolicy@broads-authority.gov.uk

The deadline for comments is 4pm on 17 May 2024.

Hard copies of both consultation documents will be in these venues. Check venues for opening times. These are being delivered over the week starting 25/3.

- Libraries: Acle, Beccles, Brundall, Bungay, Cromer, Great Yarmouth, Loddon, Lowestoft, Oulton Broad, Norwich Millennium, Stalham and Wroxham.
- Council Offices: Broadland, Great Yarmouth, North Norfolk, South Norfolk, East Suffolk, Norfolk County and Suffolk County.
- Yare House, Norwich.

1: The Local Plan for the Broads – Preferred Options

The Broads Authority has started the review of the Local Plan for the Broads. This is the second round of consultation and is called the Preferred Options. This version of the Local Plan includes draft policies for comment. Most of the policies are already included in the currently adopted Local Plan. Some policies have been amended and some are new. We also talk about potential alternative options to the policies that are drafted. Finally, there is a call for sites for gypsy and traveller sites, residential moorings and residential dwellings.

We are holding three drop in events:

- Saturday 13 April, 10am - 1pm, Wroxham Church Hall.
- Tuesday 30 April, 4pm - 8pm, Filby Village Hall.
- Wednesday 8 May, 5:30pm - 9pm, Beccles Blyburgate Hall.

Policies maps available on line only. An interactive map is available here: <https://www.broads-authority.gov.uk/planning/local-plan-online-map>

Call for sites form can be found here: <https://arcg.is/LGeP50>

2: Validation Checklist

These are requirements that may be needed to validate a planning application and has been updated to reflect the need for Biodiversity Net Gain.

Rollesby Parish Council

Data Protection Policy

Introduction

Rollesby Parish Council is regulated in its use of Personal Data under the Data Protection Act 2018 and the General Data Protection Regulation. The Parish Council holds Personal Data about its councillors, employees, residents, suppliers, and other individuals, for a variety of council purposes.

This policy sets out how the Parish Council seeks to protect Personal Data and ensure that councillors and the clerk, understand the rules governing its use. This policy requires the Clerk to consider data protection legislation and best practice before any significant new data processing activity is initiated, to ensure that relevant compliance steps are addressed.

Definitions

The General Data Protection Regulation “The GDPR”

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

The Data Protection Legislation

The Data Protection Act 2018 and the GDPR.

Personal Data

Any information relating to an identified or identifiable living individual.

Data Subject

An individual about whom personal data is held. It does not include anyone who has died, or who cannot be identified or distinguished from others.

Processing Data

Processing in relation to information, means an operation or set of operations which is performed on information, or on sets of information, such as:

- a) collection, recording, organisation, structuring or storage,
- b) adaptation or alteration,
- c) retrieval, consultation, or use,
- d) disclosure by transmission, dissemination or otherwise making available,
- e) alignment or combination, or
- f) restriction, erasure, or destruction.

Data Protection Officer

Data Protection Legislation requires certain public authorities and data processors to appoint a Data Protection Officer (DPO).

The role of the DPO is to assist the monitoring of internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for Data Subjects and the Supervisory Authority.

Data Controller

Person who determines the purpose and means of the processing of Personal Data

Data Processor

Person who processes the data on behalf of the Data Controller.

Sensitive Personal Data

Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership; genetic data, or of biometric data, for the purpose of uniquely identifying an individual; data concerning health; or data concerning an individual's sex life or sexual orientation.

Data relating to criminal offences will be treated as Sensitive Personal Data.

Council Purposes

The purposes for which Personal Data may be used by the Parish Council.

Council Purposes include the following:

- Compliance with legal, regulatory, and corporate governance obligations and good practice

- Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Ensuring council policies are adhered to (such as policies covering email and internet use)
- Operational reasons, such as recording transactions, training, and quality control, ensuring the confidentiality of sensitive information, security vetting and checking
- The management and operation of the Council's cemetery, CCTV, allotments, and farm tenancies.
- Investigating complaints
- Ensuring safe working practices, general administration, payroll, providing access to systems and facilities.

Scope

This policy applies to all councillors and staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Data Protection Officer

Under the Data Protection Act 2018, public authorities are required to appoint a Data Protection Officer. However, the provisions of section 7(3)(a) of the Act removes Parish Council's from this requirement. Rollesby Parish Council have not appointed a Data Protection Officer.

Data Controller

The Clerk is the Data Controller and has overall responsibility for the day-to-day implementation of this policy.

The Clerk, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH. Email: rollesbypc@gmail.com
telephone: 07340028540

The Clerk will receive appropriate training, as required.

Responsibilities of the Data Controller

- Keeping the Council updated about data protection responsibilities, risks, and issues
- Reviewing all data protection procedures and policies on a regular basis
- Assisting with data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, council members and other stakeholders
- Responding to individuals such as members of the public, service users and employees who wish to know which data is being held on them by Rollesby.
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing
- Ensure all systems, services, software, and equipment meet acceptable security standards
- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the company is considering using to store or process data
- Approving data protection statements attached to emails and other marketing copy
- Addressing data protection queries from clients, target audiences or media outlets
- Coordinating with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy

Procedures

Collecting Data

The Parish Council will ensure any collection and use of Personal Data is justified under at least one of the conditions for processing:

1. Consent – the data subject has consented to the processing. This may be revoked at any time.
2. Contractual – it is necessary in relation to a contract the data subject has entered into or wishes to enter into.
3. Legal obligation – it is necessary because of a legal obligation, other than contractual.
4. Vital interests – it is a 'life or death' matter for the Data Subject.
5. Public tasks – it is necessary for administering justice, or for exercising statutory, governmental, or other public function.
6. Legitimate interests - it is necessary for the organisation's legitimate interest or those of a third party to whom the personal data is disclosed, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Data protection principles

The Parish Council will process personal data in compliance with all six data protection principles:

1. Lawfulness, fairness, and transparency

It will make sure that its data collection practices don't break the law and that it isn't hiding anything from data subjects.

2. Purpose limitation

It will only collect personal data for a specific purpose, clearly state what that purpose is, and only collect data for as long as necessary to complete that purpose.

3. Data minimisation

It will only process the personal data that it needs to achieve its processing purposes.

4. Accuracy

It will take all reasonable steps to erase or rectify data that is inaccurate or incomplete.

5. Storage limitation

It will delete personal data when it is no longer necessary.

6. Integrity and confidentiality

It will ensure appropriate security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Privacy Notices

To demonstrate transparency and provide accessible information to individuals about how it will use Personal Data, when information is being collected the Parish Council will provide two types of privacy notice:

1. To staff members, councillors, contractors, and anyone else with a role in the council.
2. To residents and members of the public.

In each instance the privacy notice will detail:

- What information is being collected.
- Who is collecting the information.
- How the information is being collected.
- Why the information is being collected.
- How the information will be used.
- Who the information might be shared with.
- The right of access to personal data that the Parish Council holds about them.
- The identity and contact details of any data controllers.
- The retention period for the information.
- The conditions for processing.

Sensitive Personal Data

The Parish Council will document the additional justification for the processing of sensitive data.

In most cases where the Parish Council processes Sensitive Personal Data, it will require the data subject's explicit consent to do this unless exceptional circumstances apply, or where the Parish Council is required to do this by. Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.

Accuracy and relevance

The Parish Council will ensure that any personal data it processes is accurate, adequate, relevant, and not excessive, given the purpose for which it was obtained. The Parish Council will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

A data subject may ask for inaccurate personal data relating to them to be corrected. This should be reported to the DPO.

Councillors' Personal Data

Councillors must take reasonable steps to ensure that personal data the Parish Council holds about them is accurate and updated as required.

Data security

Personal data must be kept secure against loss or misuse. Where other organisations process personal data as a service on the Parish Council's behalf, the Clerk will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third-party organisations.

Storing data securely

- In cases when data is stored on printed paper, it will be kept in a secure place where unauthorized personnel cannot access it
- Printed data will be shredded when it is no longer needed
- Data stored on a computer will be protected by strong passwords that are changed regularly. The Parish Council encourage councillors and staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks will be similarly password protected.
- The Clerk must approve any cloud used to store data
- Data will be regularly backed up in line with the council's backup procedures
- Data must never be saved directly onto unprotected mobile devices such tablets or smartphones
- All servers containing sensitive data must be approved and protected by security software and strong firewall.

Data retention

The Parish Council must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, considering the reasons that the personal data was obtained. It should be determined in a manner consistent with our data retention guidelines.

Subject Access Requests and data portability

A Data Subject is entitled, subject to certain exceptions, to request access to information held about them in a structured format. All Subject Access Requests must immediately be referred to the Clerk, who will process the requests within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A Data Subject may also request that their data is transferred directly to another system. This will be done free of charge.

Right to be forgotten

A Data Subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

Privacy by design and default

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The Clerk will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan.

When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

Reporting breaches

All Councillors and members of staff have an obligation to report actual or potential data protection compliance failures. This allows the Parish Council to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures

Please refer to the Parish Council's Compliance Failure Policy for the reporting procedure.

Monitoring

The Clerk will monitor the policy regularly to ensure that it is being adhered to.

Consequences of failing to comply

The Parish Council takes compliance with this policy very seriously. Failure to comply puts both the individual and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action.

Any questions or concerns about anything in this policy, do not hesitate to contact the clerk.

Rollesby Parish Council

Health and Safety Policy

Rollesby Parish Council recognises and accepts its responsibility to provide a safe and healthy environment for staff, service users, contractors, visitors and undertakings and will take all reasonably practicable steps within its power to fulfil this responsibility. Through the Clerk, and Councillors, within the ethos of self-regulation, the Authority undertakes so far as is reasonably practicable:–

- to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare.
- to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work.
- to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons.
- to provide appropriate personal protective equipment where necessary.
- to ensure safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances.
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees as well as visitors or users of facilities, on its premises, sites and any undertakings
- to bring to the attention of all persons, including regular and temporary employees, councillors, volunteers, visitors and contractors, at the place of work, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions
- to ensure that all contractors employed are competent and to ensure that management systems are in place to facilitate close liaison concerning their work activities
- to formulate, and where necessary practice effective procedures for use in the event of serious risk or imminent danger
- to promote joint consultation and employee involvement in health and safety at work
- to identify, eliminate or reduce hazards which may exist at a place of work through work station risk or job risk assessment and to bring such hazards that remain to the attention of persons at work
- to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters
- to record and investigate accidents and cases of occupational disease, ill health and incidents

of violence at work, in order to identify trends and take appropriate remedial and preventative measures

- to monitor health and safety performances on a regular basis with regard to places of work, work activities and, where necessary, contractor activities
- to bring this policy statement and relevant health and safety arrangements to the attention of all employees and, where necessary, other persons affected by the Council's activities
- to review this Statement of Health and Safety Policy and the arrangements for its implementation as often as may be necessary

RESPONSIBILITIES

Council

The Council has the ultimate responsibility for the health and safety of Rollesby Parish Council but discharges this responsibility through the Clerk down to individual managers and employees.

The Council has nominated the Clerk to have special responsibility for health and safety. The Council will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of workers in improving health and safety performance
- they will review the health and safety performance of the Council on an annual basis

Clerk

The Clerk is the designated person with overall responsibility for health and safety within the Council. The Clerk will ensure that:

- the Council's Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used

Arrangements

Accident Investigation and Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that did not cause injury or damage but had the potential to do so.

It is our policy to investigate:

- All accidents resulting in any reportable injury or losses of any assets
- Accidents, however minor
- All near-misses

A documented investigation will take place for selected incidents with witness statements and photographs taken where appropriate.

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#).

Reporting of such an incident is done on line via the [HSE portal](#).

Alcohol and Drug Abuse

No alcohol can be consumed whilst working for the Parish Council.

Anyone found taking alcohol or drugs whilst working without permission is guilty of gross misconduct and will be disciplined accordingly.

The Council reserves the right to require employees to undertake a medical test if it considers there to be a safety implication.

Consultation and Training

The Council is committed to providing employees with adequate information, instruction and training.

A mixture of both internal and external training will be provided and;

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees.

Contractors

All contractors working on our premises and land or on our behalf are required to comply with appropriate rules and regulations governing their work activities.

Before any work is undertaken a risk assessment and method statement are requested.

COSHH

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Employees will be advised of the risks, provided with the appropriate protective equipment and trained accordingly.

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, free of charge, of any corrective appliances (basic spectacles) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided

- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

See further guidance at appendix 2.

Lone Working

Rollesby Parish Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Rollesby Parish Council will determine, by risk assessment, those activities where work can be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of staff is aware of your location and expected time frame necessary to complete the task
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- if there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other
- do not put yourself at risk; if you do not feel safe discuss the situation with the Clerk

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

Refer to the Lone Working Policy and risk assessment for further details.

Manual Handling

Manual handling risks are present in most aspects of work.

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk. Techniques are detailed in Appendix 1.

Noise

Certain activities generate noise such as the use of equipment and machinery however it is the exposure over a long period of time that is most likely to cause harm.

The Council will assess the level of exposure and put the appropriate level of control in place which may include replacing the noisy equipment or it may be a simple of providing ear protection for individuals.

All employees affected by noise will be provided with information, instruction and training.

Occupational Ill Health

We will take all reasonably practicable measures to prevent our employees from suffering any adverse health risks. Early detection of adverse health risks associated with our activities allows the council to confirm that adequate controls measures are in place.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

All employees considered to be at risk will be required to comply with all reasonable requests for medical surveillance.

The frequency of surveillance will be determined by several factors which may include the individual's susceptibility to harm. This will be discussed with the health professional and a programme of testing put into place.

Personal Protective Equipment (PPE)

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

Pregnant Females

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Risk Assessment

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness.

Stress Management

We recognise that stress is an increasing factor in our daily lives.

The definition of stress is “the adverse reaction people have to excessive pressure or other demands placed upon them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Council will attempt to identify the stressors within the workplace and control them.

Wherever possible, it will consult with staff on issues and provide relevant training in good management practices.

The Council will provide confidential counselling for staff affected by stress caused by work related issues.

It is every employee’s responsibility to raise concerns to the Clerk and accept counselling when recommended.

Play Areas

The Council recognises the need to keep the play areas and equipment safe for the users and as such will continue to do the following :-

- Weekly inspection of the play areas
- Annual Independent Inspection.
- Adequate insurance provision.

Work Equipment

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will:

- Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.
- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training

Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

Summary

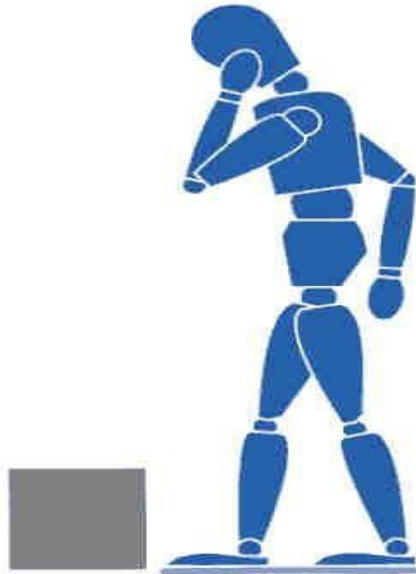
- Overall and final responsibility for health and safety is that of the Parish Council
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Clerk
- Employees should report any health and safety concerns to the Clerk
- The Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by the Clerk
- The Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- Any defects in plant, equipment, buildings or systems should be reported to the Clerk
- Induction training for new employees is the responsibility of the Clerk
- Job training will be co-ordinated by the Clerk
- The training plan will be reviewed at least annually
- Training records are kept in the Clerk's office
- The Accident Book is kept In the Clerk's office
- All accidents should be reported to the Clerk
- the Clerk and the Chairman of the Council will conduct the accident investigation

APPENDIX 1 - Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

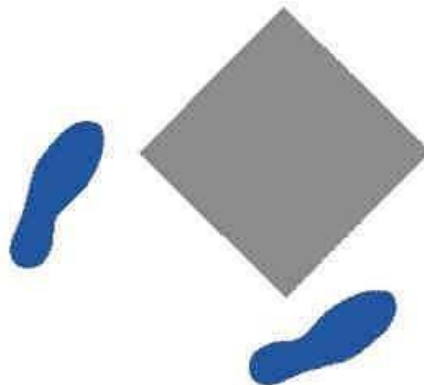
1. Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required?, can handling aids or equipment be used?



2. Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3. Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

4. Back

The back should be straight - not necessarily vertical (15 - 20° from vertical is alright, keeping the natural curve of the spine). It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5. Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



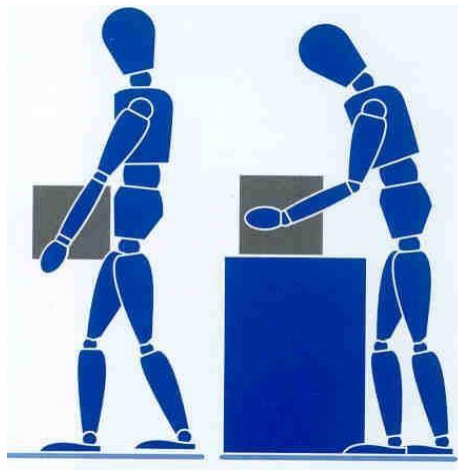
6. Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7. Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

8. Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.

- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

9. Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

APPENDIX 2 - Display Screen Equipment (DSE)/Visual Display Unit (VDU)

Some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or

move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

Rollesby Parish Council

Filming and Recording at Meetings Policy

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

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record open elements of meetings (press and public can be excluded from some elements of Council meetings in respect of prejudicial public interest – an example of this although not exhaustive list includes, terms of tenders and negotiations for contracts, legal proceeding preparation and discussion, employment matters).

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

While the councillors and clerk are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

Any person who intends to film or record a meeting is respectfully requested to contact the clerk to the council beforehand to inform him/her that this will take place. This is not mandatory but a matter of courtesy so that the clerk can warn other members of the public in attendance that they may wish to ask that their comments may be excluded from the recording.

The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principals or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

This document was approved by Rollesby Parish Council at the meeting on 15th April 2024.

ROLLESBY PARISH COUNCIL

PRESS AND MEDIA POLICY

1 . INTRODUCTION

1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and dealing with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2 . KEY AIMS

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. All mediums for communication are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 It is important that the press have access to the Clerk/Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 . THE LEGAL FRAMEWORK

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.

3.2 The Parish Council's adopted Standing Orders should be adhered to.

4 . CONTACT WITH THE MEDIA

4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

4.2 Confidential documents, except Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.

4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

4.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

4.5 All formal requests for comment regarding Rollesby Parish Council's policy on any matter should be directed to the Clerk in the first instance. If unavailable, the Chairperson should be contacted.

4.6 When responding to approaches from the media, the Clerk or Chairman are authorised to make contact with the media. All responses to the press should be drafted by the Clerk with the assistance of the Chairman for accuracy regarding Rollesby Parish Council's current policy on the matter being responded to and its lawfulness.

4.7 Responses drafted on any matter may however be directed to another councillor with the assistance of the Clerk and others under SO 22 Relations with the Press/Media for accuracy and lawfulness. In this instance the Chairperson should be made fully aware of the response and agree to its contents.

4.8 Statements made by the Chairman and the Clerk should reflect the Council's opinion. If Rollesby Parish Council does not have an official position on the matter raised, this should be stated as the Council's current position.

4.9 Other Councillors can communicate with the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council. Councillors are at liberty to communicate with the press in their own right as representatives of their area. However, they must always maintain that they speak as individuals and not on behalf of Rollesby Parish Council.

4.10 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

5 . ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.

5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.

5.3 On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

6 . PRESS RELEASES

6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

6.2 The Clerk or any member may draft a press release, however they must all be issued by the Clerk to ensure that the principles outlined in section three (legal framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored. This Press and Media policy was adopted by Rollesby Parish Council at their meeting on 15.4.24

ROLLESBY PARISH COUNCIL
TRAINING & DEVELOPMENT POLICY

POLICY STATEMENT

Rollesby Parish Council is committed to ensuring that all its councillors and staff are properly trained to enable the council to deliver services to the public in order to make Rollesby a better place to live, work and visit. A commitment to training and development greatly assists in achieving good governance and an effective system of risk management. Ongoing training and development is key to ensuring a positive approach to health and safety is embedded throughout the council. It is also acknowledged that undertaking training and development is a clear indication of continuing professional development.

OBJECTIVES

To enable RPC to provide the highest quality of representation and services to its electorate the following objectives will be met by;

1. Encouraging Councillors and staff to undertake appropriate training and development through in-house and external training.
2. Allocating training in a fair manner
3. Ensuring that all training is evaluated to assess its value
4. Providing financial support to attend training

In addition, the Council expects the Clerk to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional body.

BENEFITS

The provision of training yields a number of benefits, notably it;

- Improves the quality of the services and facilities that Rollesby Parish Council provides
- Enables the organisation to achieve its corporate aims and objectives
- Improves the skills base of the employees and Councillors
- Produces confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employees are valued

IDENTIFYING TRAINING AND DEVELOPMENT NEEDS

The need for training and development can be identified in a number of ways. These include;

- Proposals from councillors, or the Clerk
- Changes in legislation
- The Clerk's appraisal
- Questionnaires
- Professional errors or omissions
- The introduction of new processes, working methods or IT
- Council resolutions

- Community consultation
- Complaints to the council
- Delivery of new services

IMPLEMENTATION

The council's Training and Development Policy covers both councillors and staff:

Councillors' Training

The policies of the Parish Council are set by the Council as a corporate body and much of what it achieves is done so through its contacts and relationships with partner bodies working in the community. It is essential, therefore, that all Councillors are afforded appropriate training on the role and remit not only of parish councillors but also on the role and responsibilities of the other tiers of local government and public bodies providing services on behalf of local residents. A training budget will be maintained for Councillors' training.

All Councillors will be offered the opportunity to attend relevant training courses provided by various service providers where a need is established. This will be addressed through Agendas and ascertaining from Members, in discussion with the Chairman and Vice Chairman, which courses would be appropriate for them to attend. Training will be particularly relevant for new councillors whenever they are elected or co-opted onto the Council. This should be appropriate to their needs and timely and should cover not only the operational activities of the council but also the various roles and responsibilities of councillors and staff working for the organisation..

The Council recognises that most formal training for councillors will be provided by outside bodies. Therefore, close links have been established with various training providers including Norfolk Parish Training & Support, Norfolk Association of Local Councils and the National Association of Local Councils.

If the whole Council identifies a need for training on a particular subject, the clerk will seek an appropriate mechanism for delivering this.

Staff Training

The employees of the Council are seen as being fundamental in all areas of its service delivery and development. It is essential that they are all fully trained to carry out their various duties as efficiently and effectively as possible.

It will be particularly important to ensure that all new staff are given appropriate and timely induction training on the council's operational activities and the ambitions it is seeking to deliver for the local community.

The Council will seek to ensure that the Clerk will hold (or work towards) the CiLCA Qualification operated by the Society of Local Council Clerks. Funding will be made available by the Council for this qualification to be achieved.

COST AND BUDGETING

The Council will maintain a specific budget to fund training requirements. The Training and Development budget is set annually and the year to date figures are reported through the monthly financial reports presented at council meetings. As not all training can be identified at the time the budget is set, a contingency figure must be built into the final

budgeted figure, which includes this 'unidentifiable' amount. The budget must also include travel expenses.

TRAINING COURSE FEEDBACK

In order to evaluate training, employees and councillors will be required to evaluate how successful and appropriate the training has been. This will help to inform the commissioning of future training.

Staff and councillors will be asked to report on all training course attended; this should be written in order to identify whether there was anything learned that the Parish Council can use and implement to improve its overall operating performance and effectiveness. A feedback form will be provided for this purpose (shown below).

The purpose of feedback is to provide shared learning across the organisation, which provides training and development benefits, facilitates a consistent culture across the organisation and ensures value for money.

REVIEW

This document has been produced as a training and development strategy for the Council and will be reviewed annually.

This policy was approved and adopted by Rollesby Parish Council at its meeting held on 15th April 2024.

ROLLESBY PARISH COUNCIL

Training & Development Feedback Form

Title of event:

Date of event:

Location of event:

Presenters / Trainers:

Instructions: Please tick your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. The objectives of the training were met					
2. The presenters were engaging					
3. The presentation materials were relevant					
4. The content of the course was organised and easy to follow					
5. The trainers were well prepared and able to answer any questions					
6. The course length was appropriate					
7. The exercises/role play were helpful and relevant					

8. The venue was appropriate for the event					
--	--	--	--	--	--

10. What was most useful?

--

11. What was least useful?

--

12. Would you recommend this course to colleagues? Yes/No Why?

--

13. Any other comments?

--

THANK YOU FOR COMPLETING THIS FEEDBACK FORM. FEEDBACK RECEIVED WILL BE USED TO IDENTIFY FUTURE RELEVANT TRAINING & DEVELOPMENT OPPORTUNITIES.

Annex A - Payments for the April 2024 meeting of Rollesby Parish Council

Sarah Hunt	Salary + Homeworking April	£441.24		£441.24
HMRC	April	£103.60		£103.60
Norfolk Pension Fund	April	£156.47		£156.47
Norfolk Parish Training & Support	Membership	£328.00		£328.00
NALC	Website Hosting	£105.00		£105.00
Hampshire Flag Company	D Day Flag	£61.79	£12.36	£74.15
Scribe	Accounts Software	£453.00	£90.60	£543.60
Community Action Norfolk	Bronze Membership	£20.00		£20.00
	TOTAL	£1,669.10		£1,772.06

ROLLESBY Parish Council Bank Reconciliation

Financial year ending 31 March 2024

Prepared by: Sarah Hunt

Balance per bank statements as at 31st March 2023

Lloyds Account 00207289	£	2,937.23		
Unity Account 20435435	£	7,443.27		
BROUGHT FORWARD 31/3/23	£	10,380.50		
Add: Receipts	£	108,007.66		
Less Payments	£	109,343.95		
	£	9,044.21		
Less uncashed payments				
Cash Book total (A)			£	9,044.21
			£	9,044.21

Balance per bank statement as at 13.03.2024

Lloyds Account 002070789 (30.01.24)	£	-	Account closed.	
Unity Account 20435435 (31.03.24)	£	1,975.38		
Unity Account 20485391 (13.03.2024)	£	7,068.83		
Total Bank Statement (B)			£	<u>9,044.21</u>

ROLLESBY Parish Council
Accounts for year ending 31st March 2024

	2023/24	<i>Budget 2023/24</i>	2022/23	
Income				
Allotment Rents	£ 260.00	£230.00	£ 220.00	
Bowls rental	£ 5.00	£5.00	£ 5.00	
Donation Bus Shelter	£ -	£1,000.00	£ -	
N Co Co - Bus Shelter	£ -	£3,900.00	£ 6,064.00	
Precept	£ 12,700.00	£12,700.00	£ 10,000.00	
Concurrent Functions	£ 3,200.00	£3,200.00	£ 3,400.00	
VAT Reclaimed	£ 1,465.45		£ 301.46	
Misc	£ 90,377.21		£ 2,341.00	
Total	£ 108,007.66	£ 21,035.00	£ 22,331.46	
Expenditure				
Clerk Salary	£ 5,961.98	£4,000.00	£ 4,498.82	
PAYE	£ 238.46			
Pension	£ 1,910.68			
Audit	£ 120.00	£100.00	£ 45.00	
Donations	£ -	£500.00		
Election Costs	£ 1,192.24	£2,000.00		
Insurance	£ 722.10	£700.00	£ 732.69	
legal	£ -	£50.00		
Bank Charges	£ 72.00		£ 72.00	
membership & Subs	£ 76.32	£350.00	£ 273.61	
Office costs	£ 526.80	£400.00	£ 201.86	includes phone
Room Hire	£ -	£110.00		
Section 137 (Wreath)	£ 23.98	£25.00		
website	£ 332.61	£50.00		
Allotment	£ 228.94	£200.00	£ 129.34	
Bus Shelter	£ 120.00	£400.00	£ 6,064.00	
Burial Grounds	£ 1,305.00	£1,300.00	£ 1,160.00	CONCURRENT FUNCTIONS
stationery	£ 139.55	£300.00	£ 300.00	
Footpaths/Verges	£ 385.01	£1,200.00		
Miscellaneous	£ 91,716.22	£750.00	£ 613.98	
Trees/open spaces	£ -	£600.00	£ 600.00	
Parks and open spaces	£ 1,530.00	£300.00	£ 2,689.00	
Parks and open spaces	£ 1,900.00	£1,900.00	£ 1,900.00	CONCURRENT FUNCTIONS
Training	£ -	£250.00	£ 50.00	
Travel/Accomodation	£ -	£100.00		
Village Maintenance	£ 331.92	£1,000.00	£ 211.04	
Village Sign	£ -			
VAT	£ 510.14		£ 1,465.45	
Total	£ 109,343.95	£ 16,585.00	£ 21,006.79	

Explanation of variances – pro forma

Name of smaller authority:

Rollesby Parish Council

County area (local councils and):

Great Yarmouth Borough Council

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	
1 Balances Brought Forward	8,056	10,380				Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES
2 Precept or Rates and Levies	10,000	12,700		27.00%	YES	Explanation of % variance from PY opening balance not required - Balance brought forward agrees
3 Total Other Receipts	13,331	95,308	81,977	614.94%	YES	Increased in line with budgetary requirement given anticipated increase in clerk costs and a possible election.
4 Staff Costs	4,499	5,962	1,463	32.52%	YES	£90308 charity money transited account. £6064 Section 106 received in 2022/23.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	Full year of new clerk - pension of £1911 paid in 2023/24
6 All Other Payments	16,508	103,382	86,874	526.25%	YES	
7 Balances Carried Forward	10,380	9,044				£90308 charity money transited account in 2023/4. Bus Shelter purchased in £2022/3 at a cost of £6064.00.
8 Total Cash and Short Term Investments	10,380	9,044				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	19,024	19,432	408	2.14%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

10.1

We are conducting a travel behaviour survey, which is live until 17 April.

The results will help us understand the types of journeys people and businesses are making in the East and will help us develop our knowledge and evidence, which allows us to support partners make better decisions in planning transport investment.

Your support in promoting the survey would be really appreciated. We've developed a communications toolkit with suggested copy and images to share across social media and newsletters.

The communications tool kit is attached.

The survey is here: <https://alligator.focusvision.com/survey/selfserve/54a/240252?list=99>

If you'd like to discuss further, please contact comms@transporteast.gov.uk