



## CRANLEIGH PARISH COUNCIL

Tel: 01483 272311  
Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)

Village Way  
Cranleigh  
Surrey  
GU6 8AF

09 January 2020

### **NOTICE OF A MEETING OF THE PARISH COUNCIL**

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00 pm** on **THURSDAY 16 JANUARY 2020** in **Cranleigh Council Chamber**.

Beverley Bell FSLCC  
**Parish Clerk**

To all Members

### **AGENDA FOR THE PARISH COUNCIL MEETING**

1. APOLOGIES FOR ABSENCE.  
**Recommendation:**
  - To receive apologies and reasons for absence.
2. ELECTION OF VICE CHAIRMAN  
**Recommendation:**
  - To elect a Vice Chairman.
3. GUEST SPEAKER: MS JOSIE WHEELER, THE FRIDAY NIGHT PROJECT  
**Recommendation:**
  - To note the presentation.
4. PUBLIC SESSION  
**Recommendation:**
  - To note any comments from parishioners.
5. DECLARATIONS OF INTEREST  
**Recommendation:**
  - To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.
6. PARISH COUNCIL MINUTES  
Distributed separately.  
**Recommendation:**
  - The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 21 November 2019 and the Minutes of the Extraordinary Parish Council Meeting held on 09 January 2020.

7. CHAIRMAN'S REPORT  
**Recommendation: To note the report.**
8. CLERK'S REPORT  
**Recommendation: To note the report.**
9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS  
**Recommendation: To note the reports.**
10. MINUTES OF COMMITTEES  
Planning Committee Minutes 16 December 2019.  
**Recommendation:**  
  - **To receive the minutes listed above.**
11. OUTSIDE BODIES  
Brief written reports from outside bodies to be notified prior to the meeting.  
**Recommendation:**  
  - **To receive any reports.**
12. COUNCIL STRUCTURE  
**Recommendation:**  
  - **To appoint a Councillor to the Planning Committee.**
  - **To appoint a Trustee to the Henry Smith charity.**
  - **To appoint a second Councillor to report on the scope and effectiveness of the Internal Audit.**
13. FINANCIAL MATTERS  
  1. The expenditure list for 16 January 2020 to follow.
  2. Bank Reconciliation for 31 December 2019 to follow.
  3. Cashbook Reconciliation for 31 December 2019 to follow.
  4. Grant request from WBC for the Friday Night Project.
  5. Appointment of Internal Auditor for financial year 01/04/20 – 31/03/21
  6. Risk Assessment Review 2020 – generic and portfolio
  7. Insurance Review 2020 including review of employee dishonesty cover
  8. Fixed Asset Register Review 2020  
**Recommendations:**  
  1. **To agree the expenditure list to 16 January 2020.**
  2. **To approve the bank reconciliation to 31 December 2019.**
  3. **To approve the cashbook reconciliation to 31 December 2019.**
  4. **To consider the grant request.**
  5. **To appoint an Internal Auditor for financial year 01/04/20 - 31/03/21.**
  6. **To approve the Risk Assessment Review 2020**
  7. **To approve the Insurance Review 2020**
  8. **To approve the Fixed Asset Register 2020**
14. S106/CIL - Update from the Clerk  
**Recommendation:**  
  - **To note the update from the Clerk**
15. CALA HOMES COMMUNITY WORKHUB  
**Recommendation:**  
  - **To consider a revised offer from CALA Homes for community facilities funding in lieu of the community workhub building in Amlets Lane.**

16. CRANLEIGH NEIGHBOURHOOD PLAN  
The Examiner has given the Parish Council two weeks to make any comments on all or any of the representations made at the Regulation 16 consultation. Closing date 24 January 2020  
**Recommendation:**
- To consider submitting comments on representations made to Regulation 16 comments.
17. CLIMATE EMERGENCY  
Report by the Climate Emergency Working Party on the draft Climate and Ecological Emergency Policy  
**Recommendation:**
- To note the report.
18. NALC CONSULTATION 'Strengthening police powers to tackle unauthorised encampments'  
Closing Date 05 March 2020  
**Recommendation:**
- To consider submitting the draft response prepared by the Chairman and Clerk.
19. BT PAYPHONE REMOVAL CONSULTATION 2019  
Closing Date 23 January 2020  
**Recommendation:**
- To consider supporting WBC's response.
20. SURREY PENSION FUND  
Revised Pension Administration Strategy Consultation  
Closing Date 01 February 2020  
**Recommendation:**
- To consider submitting a response
21. CONDITION OF CRANLEIGH ROADS  
Request by Cllr G Worthington to discuss the state of Cranleigh Roads  
**Recommendation:**
- To submit Council concern's to SCC and WBC
22. COMMUNITY SPEEDWATCH  
Request by residents for a Community Speedwatch Scheme for Cranleigh  
**Recommendation:**
- To register to set up a Community Speedwatch Scheme for Cranleigh
23. WBC ASSET TRANSFER
- To consider a report by the Parish Clerk
  - To consider accepting the lease of land at Queensway for use as allotments
  - To consider a review of Parish assets usage
- Recommendation:**
- To consider next steps.
  - To consider accepting the lease of land at Queensway for use as allotments.
  - To commence a review of Parish assets usage.
24. ASSETS OF COMMUNITY VALUE  
Report by the Parish Clerk  
**Recommendation:**
- To note the report from the Clerk.
  - To consider future nominations of Assets of Community Value and nominate a Working Party to prepare the nominations.

25. POLICIES UPDATE  
Report by the Parish Clerk  
**Recommendation:**  
To adopt the following revised policies:
- Allotments Waiting List Policy
  - Breach Notification Policy
  - CCTV Policy
  - Communication and Engagement Policy
  - Data Protection Policy
  - Data Protection Training Policy
  - Discipline Policy
  - Flag Flying Policy
  - General Privacy Notice
  - Health and Safety Policy
  - Internal Privacy Notice
  - Planning Code of Good Practice
  - Subject Access Request Policy
  - Transparency Code
  - Youth Council Data Protection Policy
  - Youth Council Safeguarding Policy
26. WBC STANDARDS COMMITTEE  
Invitation from WBC to vote for two Parish Representatives on the Standards Committee from six nominations. Closing date: 31 January 2020  
(This item may be held in private and confidential session – reason: personnel in confidence)  
**Recommendation:**
- To submit the Council's vote for two Parish Representatives on the Standards Committee
27. SELF PROPELLED VACUUM FOR THE CEMETERY  
(This item may be held in private and confidential session – reason: commercial in confidence)  
**Recommendation:**
- To purchase a self propelled vacuum and wander hose from the Capital Reserve budget.
28. RURAL SERVICES NETWORK  
(This item may be held in private and confidential session – reason: commercial in confidence)  
**Recommendation:**
- To consider joining the Rural Services Network.
29. SNOXHALL FIELDS RECREATION GROUND FENCING  
(This item may be held in private and confidential session – reason: commercial in confidence)  
**Recommendation:**
- To appoint a contractor to replace fencing around the drainage channel
30. CRANLEIGH VILLAGE HALL  
Project to upgrade the main hall ceiling lights.  
(This item may be held in private and confidential session – reason: commercial in confidence)  
**Recommendation:**
- To appoint a Conservation Architect to project manage the replacement of the main hall ceiling lights, asbestos survey, boarding of the roof space and upgrade to the fall arrest system.
  - To appoint a Structural Engineer to advise on the load bearing capacity of the Village Hall roofspace.
  - To appoint a contractor to provide scaffolded access to the roofspace.
  - To appoint a contractor to undertake an asbestos survey of the roofspace.



31. DEWLANDS LANE CEMETERY

- Drainage issue in the new section
- Speed of vehicles leaving the cemetery

**Recommendation:**

- **To appoint a specialist cemetery contractor to advise on a drainage scheme for the new section.**
- **To discuss measures to reduce the speed of vehicles leaving the cemetery**

32. CRANLEIGH VILLAGE HEALTH TRUST

- To receive an update on the restrictive covenant.
- To consider a request from CVHT for an urgent meeting with the Parish Council  
(*This item may be held in private and confidential session – reason: commercial in confidence*)

**Recommendation:**

- **To consider next steps.**
- **To consider a request from CVHT for an urgent meeting with the Parish Council.**

33. DATE OF NEXT MEETING

**Parish Council Meeting Thursday 20 February 2020.**

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)  
Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

### **Clerk's Report 16 January 2020**

- A parishioner reported a cracked paving slab in the High Street, the Clerk reported it to Surrey County Council and it was repaired within seven days.
- The Clerk reported a large pothole in the Village Way car park to Waverley Borough Council, who repaired it the next day.
- The Clerk has reported the very large pothole in front of the Leisure Centre to Waverley Borough Council, who advise it is the Leisure Centre's responsibility.
- The Clerk has reported the bicycle in Littlemead Brook to the Environment Agency and the clump of wild garlic growing on the bank blocking the outfall from Snoxhall Fields.
- The Clerk reported the poor state of the render at Cranleigh Village Hospital to NHS Property Services, a case number has been assigned.
- The Clerk would like to record her thanks to the Grounds Manager and Goodwins Building Services. The Grounds Manager spotted the incoming water main in the Village Hall was seeping, Goodwins attended very quickly and did not leave site until they had rectified the problem. The water main could have burst at any time flooding the hall.
- The ditches have been cleared in Snoxhall Fields that collects the water run off from North Downs and the cricket field side of Snoxhall Fields to Littlemead Brook. 30 – 35 tonnes of waste material has been removed from the ditch, the rotten fencing has been removed and will need replacing as the ditch is now exposed.
- One the Village Hall boilers has been condemned and replacement of the Village Hall heating is now urgent.
- The Council has received New Year wishes from Vallendar.
- The SSALC Board would like the Council to complete and return a member survey by 28 February 2020.
- The Parish Council is hosting a meeting of the Waverley Borough Council Economic Development team with the three Waverley town Councils and Cranleigh Parish Council on 22 January 2020.



## CRANLEIGH PARISH COUNCIL

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CRANLEIGH,  
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GU6 8AF  
Tel. 01483 272311  
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E-mail [Clerk@cranleighpc.org](mailto:Clerk@cranleighpc.org)

### **APPLICATION FOR GRANT**

***Please read our Grants and Donations Policy before completing this form.***

When the form has been completed, please return to the Clerk at the address above.

#### **APPLICATION DETAILS**

Organisation Name	Waverley Borough Council
Contact Name	Tom Crowe
Position in Organisation	Assistant Leisure Development Officer
Organisation Address	The Burys, Godalming, Surrey
Post Code	GU7 1HR
Contact Telephone No	01483 523169
Registered Charity	NO

#### **PROJECT DETAILS**

Project Name	Cranleigh Friday Night Project	
Project Location	Cranleigh Leisure Centre	
Project Start Date	19/10/18	
Project End Date	N/A	
Total Cost of Project:	£15,726	
Amount Requested*	£ 5,855 (Nov 19 to Oct 20)	Percentage of Project Cost = 75% (total project cost excluding income)
*Where the amount requested is in excess of £500 kindly advise		
The current level of Reserves held	£0	

## PROJECT COSTS

Has a grant been paid by this Council previously?	YES
If YES give details:	£3000 for Cranleigh Friday Night Project (November 2018 to October 2019)
Do you have funding from other authorities?	No
If YES give details	N/A
Have any fundraising activities been arranged?	No
Any other relevant additional information to support the request:	The initial £4,000 grant from Active Surrey was specifically for project implementation (Nov 18 to Oct 19) and no further funding is available to support the project.

### **Income and expenditure**

#### **2018-2019**

<b>Funding Secured</b>	<b>£7000</b>
<b>Actual income</b>	<b>£8753</b>
<b>Actual expenditure</b>	<b>£16239</b>
<b>Total</b>	<b>-£486</b>

#### **2019-2020**

<b>Projected income</b>	<b>Average number of participants (per week)</b>	<b>Total</b>
Full price admission - £3.60	39	£140
Discounted price admission for Waverley Access to Leisure card holders (assumes 20% of attendance*) - £1.80	10	£18.00
Total average (per week)		£158
<b>Total per annum (50 weeks)</b>		<b>£7,920</b>

<b>Expenditure</b>	<b>Cost per annum (50 weeks)</b>
Staffing - supervisor, fitness class instructor/s, gym instructor, café	£8,665
Marketing - promotion and social media	£470
Room hire - dance studio, squash court, multi-purpose room and café	£6,591
Equipment - to expand and offer new activities	Unknown at this time
Activities - additional instructors/leaders for new activities	Unknown at this time
<b>Total</b>	<b>£15,726</b>

#### **Notes**

1. The deficit for 2018-2019 has been covered by Waverley Borough Council.
2. The income received from admission fees is used towards the project costs. The figure is based on the total average number of participants, which is taken direct from the till report.
3. \* Figure of 20% as suggested by Cranleigh Parish Council on 11.12.19.
4. Café income is not known as it is not possible to calculate specific time periods within a

- day.
5. Fitness class instructor rate is based on the provision of two classes per week which will be reported weekly, monitored closely and the payment made retrospectively for actual provision.
  6. Places Leisure has agreed to fund the room hire costs.
  7. The cost of any additional equipment and new activities will be funded by Waverley Borough Council. These will depend upon the need identified during the year.
  8. Any remaining funding at year end will be carried over to help fund future provision. This will be closely monitored and reported annually.

### GRANT DETAILS

<b><i>What is the Grant required for?</i></b>	
<b><u>Project Aims</u></b> <i>[one/two sentences stating overall aim]</i>	<p>The project aims to increase the physical activity levels of 11 to 18 year olds and to provide knowledge of the available opportunities for a sustained active lifestyle.</p> <p>It provides a safe, social space for young people on Fridays from 5:30 to 8:30pm, which also reduces anti-social behaviour within the Cranleigh area.</p>
<b><u>Project Objectives</u></b> <i>[state three/four key objectives]</i>	<ol style="list-style-type: none"> <li>1. To increase the total number registered on the project by 20 participants from November 2019 to October 2020.</li> <li>2. To increase the average by 2 attendances per week.</li> <li>3. To increase the number of females attending the project by 5 individuals.</li> </ol>
<b><u>Project Description</u></b> <i>[outline a clear description of the project]</i>	<p>After the reduction in Surrey County Council funding for youth services, the Friday Night Project was created to fill this gap in provision within the Cranleigh area.</p> <p>Waverley Borough Council in partnership with Places Leisure, currently offer a club based in Cranleigh Leisure Centre. Aimed at 11 to 18 years old the project provides the opportunity to access the following dedicated activities;</p> <ul style="list-style-type: none"> <li>- Gym</li> <li>- Fitness classes (Dance, Balance, Circuit or HITT type) x 2</li> <li>- Virtual spin classes x 2</li> <li>- Table Tennis</li> <li>- Pool</li> <li>- Squash</li> <li>- Football (Summer months)</li> <li>- Basketball (Summer months)</li> <li>- Café</li> </ul> <p>Participants pay an admission of £3.60 (£1.80 for those with a Waverley Access to Leisure card) per session. This includes all activities and runs from 5:30 to 8:30pm every Friday for approximately 50 weeks per annum.</p> <p>The first year has exceeded all expectation and has seen fantastic success, with over 380 participants registered and over 2700 attendances across 50 sessions. Averaging 49 participants per week with a high level of customer satisfaction.</p> <p>In addition, the project has utilised the skills of the local community with</p>

	<p>over 25 registered volunteers who undertake the following duties:</p> <ul style="list-style-type: none"> <li>- Monitor the behaviour standards expected of the participants. This includes regular (at least every 15 minutes) 'walk a rounds' of the centre and positioning in the correct spaces to ensure safe, controlled delivery of the activities.</li> <li>- Organise the squash rota for the evening.</li> <li>- Liaise with centre staff regarding any concerns/problems.</li> <li>- Provide social support to maximise a safe and enjoyable project.</li> <li>- Aid in the monitoring of data and participant satisfaction.</li> </ul> <p>Volunteers receive a staff discount at the café and after 10 weeks of volunteering a free 3 month membership for the leisure centre.</p> <p>Further to the resounding success the project is continually looking to expand its offering. Potential ideas being explored include cultural activities (e.g. arts and crafts), table top games and sports specific classes (e.g. boxing or fencing) for 2020. This will increase costs, but maximise the value to the participants and avoid a decrease in attendance.</p>
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<b>Implementation</b>	
Which Organisation will be responsible for implementation of the project?	Waverley Borough Council, in partnership with Places Leisure.
If land/property is involved	
Has permission been obtained?	Yes
Are there any current contracts or leases which may be affected?	No
Who owns the land?	Waverley Borough Council
Are any other consents required?	No

<b>Timings</b>	
When is the grant required by?	01/02/2020
Timetable [ kindly provide a timetable to implement the project ]	
Date	Milestone
19/10/19	The project has been implemented and successfully run for a year. The intention (if funding is secured) is to continue to run the project.



## COMMUNITY PARTNERSHIPS

<b>How will the project give prompt and tangible benefit the local community?</b>
The project provides 11 to 18 year olds the opportunity to access tailored opportunities with significant mental and physical health benefit, which leads to a change in behaviour to promote sustained active, healthy lifestyles.
The sessions are offered at a reduced fee, which is affordable to all. In addition, we offer a 50% discount to Access to Leisure card holders to ensure that participants from low income families are able to access the facilities.
The session provides a safe space with opportunities for young people to meet and socialise. Participants are able to meet new people from the village creating friendships. Providing a safe space to meet and therefore reducing anti-social behaviour.
Volunteers are able to enhance their skill set and CV through volunteering on the project. They also are able to connect with others in the village, creating relationships and connections.
<b>Who and how many of the local community will benefit?</b>
Over 350 individual participants have accessed the benefits that the Friday Night Project offers. However, with more turning 11 years of age this is due to increase. We would like to see at least 20 new participants register. These participants are 11 to 18 years old of all genders, abilities and race.
The project currently has over 25 volunteers which will increase over the next year. This is a mix of demographics from the local community.
<b>How do you know there is a need for this project?</b>
The project is required due to the withdrawal of youth provision from Surrey County Council. The project's success in its first year with over 370 registered participants, has proved the need for youth activities and specifically this project.

## DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	N/A
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	YES
Evidence of any permissions or consents	N/A
Estimates/quotations to support the request  (Projects over £1,000 require evidence that three estimates/quotations have been sought.  Projects under £1,000 require evidence of two	N/A – Not possible due to single location and provider, which cannot change.

estimates/quotations	
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Signed:	Date: 20/12/19
Position in Organisation: Assistant Leisure Development Officer	



Assets  
January 2020

Risk No.	Area	Risk	Level	Controls	Future Controls	Review Date	Responsibility	Separate Documentation
1	Assets	Protection of physical assets	M	Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register.  Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.	Fixed Asset Register available in Excel for staff, Councillors and members of the public to access. Local Authority Land Register is up to date and all properties are registered with HM Land Registry. A separate spreadsheet of additions and deletions is maintained to enable easy reconciliation for the statement of variances at year-end.	January annually	Clerk	Fixed Asset Register
				Ensure all assets on the Fixed Asset Register appear on the insurance schedule	Review insurance schedule every time the Fixed Asset Register is updated and reconcile in January prior to insurance renewal.	January annually	Clerk	Insurance Schedule
				Buildings insured.	Buildings insurance valuations should be done every five years. Properties re-valued in June 2019. Re-value all properties June 2024	June 2024	Clerk	Valuation dates on Fixed Asset Register
1.1	Assets	Security of buildings, equipment etc	H	All buildings kept locked. Admin Clerk for F&P maintains key safe and register. Grounds Manager has separate key safe. Intruder alarms maintained on a service contract.	Blue metal key fobs for master keys, red metal key fobs for loan keys. New key sets created for loan of keys for hirers and contractors. Grounds Manager to create separate key register.	January annually	Asst Clerk  GM	Key Register
1.2	Assets	Maintenance of buildings etc	M	Detailed risk assessment of property and buildings annually for Health and Safety Risk Assessment in January.  Quarterly basic visual inspection of property and buildings for defects.	Update Risk Assessments annually and report any actions to the Clerk.  Maintain written record of checks and any actions required. Notify the Clerk.	January annually  Quarterly	Clerk  GM	Risk Assessment file.  Inspection records through IPAD app.

Assets  
January 2020

PAT Testing carried out annually.	Check certification is up to date for PAT testing operative. Ensure all electrical equipment is tested in buildings including hirers equipment. Maintain log of tested equipment.	December annually	Admin Clerk for F&P	PAT Testing Certificates
Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings.	October annually	Clerk GM	Reserves GM spreadsheet
The Admin Clerk for F&P requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested as they require renewal.	Ongoing	Admin Clerk for F&P	Contractors Liability Certificates file
Fire Risk Assessments	Review Fire Safety Policy annually. Professional Fire Risk Assessments done in June 2017, due again June 2020	Jun-20	Clerk	Fire Risk Assessment file.
Fire Warden training	Ensure Fire Warden training is updated every three years	Done Feb 2018	Clerk GM	Staff records
Fire alarm systems	Automatic fire alarm and detection systems with remote monitoring and service contract. Key holding service for call outs.	January annually	Admin Clerk for F&P	Contracts file
Fire extinguishers	Provide training every three years for all staff on the use of fire extinguishers for a means of escape. Ensure fire extinguishers are maintained on a service contract every August	Book for next service visit	Admin Clerk for F&P	Staff records
		August annually	Admin Clerk for F&P	Contracts file

Assets  
January 2020

				Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. Use an electrician certified to work at height for five yearly inspection of Village Hall stage lighting and ceiling lights. Annual electrical safety inspection of Village Hall stage lighting.	December 2021  December 2021  December annually	Admin Clerk for F&P	Electrical Safety Inspection File
				Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by a Gas Safe registered engineer. Check that it includes gas cooker and gas heaters in sports hall.	August annually	Admin Clerk for F&P	Gas Safety Inspection File
				Legionella control	Full Legionella Risk Assessments carried out every two years. Ensure water systems are inspected as part of legionella control contract	January 2020 Annually	Admin Clerk for F&P	Legionella file
				Asbestos	Maintain asbestos register and provide a copy to all contractors working on buildings. Review asbestos inspection annually.	January annually	Admin Clerk for F&P	Asbestos file
1.3 Assets	Vehicles	H		Licensing	Ensure all staff using vehicle have necessary licence to drive vehicle - obtain copy annually to check for disqualifications, convictions	November annually	Admin Clerk for F&P	Staff File
				Training	Ensure staff have training before commencing use of vehicle	Ongoing	Admin Clerk for F&P	Staff Training Records
				Tax and MOT	Ensure vehicle is taxed and has up to date MOT if required.	January annually	Clerk	Vehicle file
				Maintenance	Maintain schedule of routine and extraordinary maintenance	January annually	GM	Vehicle file

Assets  
January 2020

				Use on public highway	See Tractor/Trailer Risk Assessment before using vehicle on public highway	January annually	GM	Risk Assessment file.
1.4	Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by Groundspersons.  Quarterly inspections of open spaces and play areas by groundspersons. Records maintained.  Annual inspection of play areas by Council's insurers as mandatory part of insurance cover. Records maintained. New play equipment.  Three yearly health and safety inspections of all Parish Council trees.	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by Groundspersons. Defects reported immediately verbally to Council Office. Reports filed electronically and in inspections folder. Faults to be actioned.  Report filed electronically and in Grounds Manager to review report with Clerk and prioritise actions. Consider ROSPA post installation inspection and Risk Assessment. Basic tree survey due Annual Tree Hazard Assessment	Weekly  October January April July  June annually  June 2020 January	GM  GM Admin Clerk for F&P GM Admin Clerk for F&P Clerk Clerk	Open Spaces Inspection records  Open Spaces Inspection records  Open Spaces Inspection records  Tree Survey records
1.5	Assets	Cemetery	H	Weekly basic visual inspection of cemetery by Sexton.  Quarterly basic visual inspection by the Grounds Manager Carry out Memorial Safety Inspections every five years	Defects rectified immediately or reported to Council Office for further action Reported through IPAD app Memorial safety inspection training completed in 2018.	Ongoing  Quarterly Due now	Sexton GM GM	Cemetery inspection records Memorial Safety Inspection records

Assets  
January 2020

				Minimum memorial safety repairs.	Endeavour to contact memorial owners before commencing repairs. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press and Council website.	Due now	Admin Clerk	Memorial Safety Inspection records
				Weekly basic visual inspection by Groundspersons.	Rectify any defects immediately or report defects requiring further action to Council Office.	Weekly	GM	
1.6		Allotments	L	Quarterly basic visual inspection by the Grounds Manager	Reported through IPAD app	Quarterly	GM	Allotments Inspections file

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
2.1	Finance	Banking	M	<p>Petty cash book maintained. All expenditure supported by a receipt.</p> <p>Petty cash book balanced monthly and petty cash counted by two members of staff and book signed to agree cash and book balance. Petty cash spreadsheet presented with cheque for approval monthly.</p> <p>Petty cash receipts kept in accounts for payment file.</p> <p>Receipts recorded in Rialtus Suite Omega software.</p> <p>Payments by cheque require two signatories and signatories to initial cheque book stub. Clerk to countersign cheques.</p> <p>Accounts for payment circulated to all members of the Council and signed as approved by the Chairman at the Council meeting at which they are approved for payment.</p> <p>Approved accounts for payment filed with the signed minutes of the Council meeting.</p>			Clerk	
2.2	Finance	Financial Controls	M	<p>Bank accounts reconciled monthly against Omega.</p> <p>Cashbook reconciled monthly against Omega.</p> <p>Monthly bank reconciliation circulated to all Councillors and approved and signed by a Councillor other than the Chairman or a cheque signatory.</p>			Clerk	

Finance  
January 2020

2.3	Finance	Internal Audit	M	Reserves updated each time there are movements to or from reserves, and included in the cashbook reconciliation.			Clerk	
				Monthly cashbook reconciliation circulated to all Councillors to enable members to understand Council's complete financial position monthly.			Clerk	
				Internal Auditor is appointed annually.		April annually	Clerk	
				Internal Auditor reviewed every three years in accordance with Financial Regulations.		April 2020	Clerk	
				Two internal audits conducted annually. October for mid year reconciliations and April for year-end accounts.			Clerk	
				Internal Auditor report circulated to all Councillors and advice considered by the Council. Appropriate action taken as considered necessary.			Clerk	
				Two Councillors appointed annually to review effectiveness of the Internal Audit.			Clerk	
				Internal Auditor reports sent to External Auditor with Annual Return.			Clerk	
2.4	Finance	Budgetary Controls	M	Spreadsheet of invoices issued maintained and record of payments received.			Admin Clerk for F&P	
				Monthly analysis of budget income and expenditure against actual income and expenditure and circulated to all Councillors.			Admin Clerk for F&P	

Finance  
January 2020

				Quarterly budget report on income and expenditure taken to Finance Committee.				Admin Clerk for F&P	
				Mid year reconciliation of budget income and expenditure against actual made to assist the Finance Committee with preparation of revenue budget for next year.				Admin Clerk for F&P	
2.5	Finance	Financial Records	M	The Council approves monthly accounts for payment and Chairman signs payments spreadsheet filed with minutes of the meeting.				Clerk	
				Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.				Clerk	
				Publish expenditure over £500 on Council website in accordance with the Code of Practice on Data Transparency			Monthly	Clerk	PC website
2.6	Finance	Salaries	M	Clerk calculates monthly salaries for submission to Mulberry & Co for payment to employees. Checked by Mulberry & Co.			Monthly	Clerk	
				Annual review of salaries conducted by Personnel Committee				Clerk	
				Calculations for backdated pay increase carried out by Clerk before submission to Mulberry & Co for checking and payment.				Clerk	
				Payment of PAYE tax and NI			Monthly	Clerk	
									Clerk arranges payment to HMRC in accordance with payments specified by Mulberry & Co



Finance  
January 2020

				Payment of superannuation	Clerk arranges payment to Surrey County Council in accordance with payments specified by Mulberry & Co	Monthly	Clerk	
2.7	Finance	Precept	M	Ensure precept claim is submitted to WBC by 31 January annually.		January annually	Clerk	
2.8	Finance	VAT - Comply with Customs and Excise Regulations	M	Input and output VAT recorded with every transaction in Omega financial software. Quarterly VAT return submitted electronically. Annual de-minimis calculation for VAT. Advice sought from HMRC Helpline when unsure. HMRC Guidance books in Council Office Library.			Clerk	
2.9	Finance	Borrowing Approvals	L	Current loan will be re-paid in full this month.				
2.10	Finance	Charitable Funds	H	The Council nominates two Councillors to be individual Trustees of the Henry Smith charity. The Clerk is the Clerk to the Trustees.  The Council is the Sole Managing Trustee of the Snoxhall Fields charity.	Councillors to ensure they declare any interests arising from their Trusteeship of the charity.		Clerk	
					The Council has a s297 agreement for a term of five years for the charity for Council to manage the charity's funds in its own bank account. External Auditor has confirmed this is satisfactory.	March 2024	Clerk	
				Ensure the Charity Commission annual return is submitted by 31 January annually.	Council submits annual return to Charity Commission for the Henry Smith charity and Snoxhall Field charity.	January annually	Clerk	

Finance  
January 2020

2.11	Finance	Risk of consequential loss of income	M	Business interruption insurance cover to the sum of £35,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records.				
				Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.	Identify safe storage of original deeds.			
2.12	Finance	Fidelity Guarantee	M	Level of Employee Dishonesty £400,000	Review Employee Dishonesty cover annually when insurance cover reviewed in January.	January annually	Clerk	

Liability  
January 2020

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
3	Liability	Risk to third party, property	M	Public Liability insurance cover up to £10 million in place.				
3.1	Liability	Legal liability as consequence of asset ownership (Open Spaces, buildings, vehicles, cemetery, allotments)	H	Public Liability insurance cover up to £10 million in place.				
3.2	Liability	Hirers Liability	M	Ask commercial hirers for a copy of their liability cover. Ask outside hirers to provide the Council with a copy of their Event Safety Management plan	Ask for a copy of commercial hirer's public liability certificate.	Ongoing	Admin Clerk for F&P Records	Hirers Liability Certificates Records

Employer  
January 2020

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
4	Employer Liability	Comply with Employment Law	M	NALC DIS, LCR and The Clerk source of updates. Clerk is member of SLCC and attends regional conference and Surrey branch meetings. Clerk attends SALC Clerk's Networking Day and Legal and Finance Day Staff Handbook		Quarterly	Clerk	
4.1	Employer Liability	Staff Handbook	L			Apr-22	Clerk	Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.		June annually	Clerk	Staff files
4.3	Employer Liability	Staff Training	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training. Consider Training Strategy for staff. Aspire for all Clerks (regardless of seniority) to achieve the Local Council Certificate in Administration.	Training and Development Policy adopted.	April 2022	Clerk	
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure Mulberry & Co complete and submit a P35 Annual Return to HMRC before 19 May annually. Ensure Mulberry & Co supply all employees with a P60 annually.		May annually	Clerk	Payroll file
4.5	Employer Liability	Comply with Pension Regulations	M	Automatically enrol all eligible employees in to the LGPS Complete annual return to SCC	Re-enrolment completed January 2019, due January 2022	Ongoing April annually	Clerk	Pension file

4.6	Employer Liability	Personal Accident	M	<p>Personal accident insurance cover limited to £50,000 for any one person.</p> <p>Ensure Councillors over the age of 80 provide a letter from their GP.</p> <p>Ensure grounds staff wear appropriate protective and high visibility clothing at all times.</p> <p>Maintain supply of safety gloves and equipment.</p> <p>Appointed First Aiders.</p> <p>Safe usage of chemicals.</p>	<p>Review grounds staff protective and high visibility clothing annually and replace any worn or defective clothing.</p> <p>Review grounds staff protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.</p> <p>Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced.</p> <p>Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too. DSEAR updated annually for machine shed chemicals.</p> <p>See separate Risk Assessment for lone working.</p> <p>Update annually Ensure new employees sign safe system working acceptance</p>	<p>January annually</p> <p>January annually</p> <p>January annually</p> <p>January annually</p> <p>January annually</p> <p>January annually</p> <p>January annually</p>	<p>Clerk</p> <p>Clerk</p> <p>GM</p> <p>GM</p> <p>Admin Clerk for F&amp;P</p> <p>Admin Clerk</p> <p>GM</p> <p>Clerk</p> <p>Clerk</p> <p>GM Clerk</p> <p>Admin Clerk for F&amp;P</p>	<p>Insurance file</p> <p></p> <p></p> <p></p> <p>Training Records</p> <p>COSHH Assessment records</p> <p></p> <p></p> <p>Safe systems of working file</p> <p></p>
4.7	Contractors Liability	Personal Accident	M	Ask contractors for method statement of work and risk assessment		Ongoing	Admin Clerk for F&P	

Employer  
January 2020

				Ask for details of professional registration.		Ongoing	Admin Clerk for F&P	
				Request copy of public liability insurance		Ongoing	Admin Clerk for F&P	
				Request copy of Health and Safety Policy and RAMS		Ongoing	Admin Clerk for F&P	

Legal  
January 2020

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			Clerk	
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and Committee meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record. Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand. Approved Minutes made available to press and public via the web site and library.			Clerk	
							Admin Clerk	
							Clerk	
5.2	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting.			Clerk	

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
6	Councillors Propriety	Code of Conduct	H	All Councillors are required to abide by the Members' Code of Conduct adopted on 16 May 2019.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct.		Declarations of Acceptance of Office File
6.1	Councillors Propriety	Register of Members' Interests	H	Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.	Maintain copies of registers and send a copy to Waverley Borough Council.		Register of Members Interests File
6.2	Councillors Propriety	Register of Members' Interests	H	Ensure all Councillors complete the Register of Members' Interests update form every May	Maintain copies of update forms and send a copy to Waverley Borough Council.	May annually	Register of Members Interests File
6.3	Councillors Propriety	Registers of Interests and gifts and hospitality in place	H	Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality.  Staff also maintain a voluntary register of gifts or hospitality.		Ongoing	Gifts and Hospitality Register
6.4	Councillors Propriety	Members Allowances	L	The Council has not adopted a Scheme of Members' Allowances.	No allowances can be paid.	May annually	Members Allowances File
6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Council office.	Supply all new members and staff with a copy of the Dignity at Work policy.		Councillor/Staff Protocol



Propriety  
January 2020

6.6	Councillors Propriety	Dignity at Work Policy	H	Working for a Council can expose members, staff and the public to situations where allegations of bullying, harassment or anti-social behaviour can arise. The Council has adopted a policy to deal with such allegations.	Supply all new members and staff with a copy of the Dignity at Work policy.		Dignity at Work Policy
6.7	Councillors Propriety	Complaints	H	The Council has a policy for handling complaints made against the Council as a corporate body, individual Councillors and members of staff.			
6.8	Councillors Propriety	New Members	L	Provide all new members with the latest edition of the Members Manual			
6.9	Councillors propriety	Local Council Award Scheme	M	Consider accreditation.			

Form and Function  
January 2020

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
7	Form and Function	Procedures	M	<p>Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.</p> <p>Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.</p> <p>This Risk Assessment is reviewed annually in January by the Clerk, then presented to the Council for approval.</p> <p>The insurance schedule is reviewed annually in January by the Clerk, then presented to the Council for approval.</p>	<p>NALC issued model Standing Orders in 2013, Standing Orders reviewed 16 May 2019.</p> <p>Financial Regulations reviewed September 2019</p>	<p>May annually</p> <p>May annually</p> <p>January annually</p> <p>January annually</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Standing Orders</p> <p>Financial Regulations</p> <p>Risk Assessment</p> <p>Insurance Schedule</p>
7.1	Form and Function	Legislation	M	<p>The Council subscribes to NALC DIS for the latest changes in legislation.</p> <p>The Clerk attends the quarterly meetings of the Surrey branch of SLCC for updates on legislation.</p> <p>The Clerk attends the regional conference of SLCC for legislation updates.</p> <p>The Clerk is registered as a Fellow of the Institute of Local Council Managers and is completing a Continuous Professional Development Portfolio.</p>			Clerk	

Form and Function  
January 2020

7.2	Form and Function	Council Records	H	Ensure all original deeds and leases are kept in safe custody.	Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.	Clerk	
				Ensure burial records are kept in fire safe cabinet.	Remotely monitored fire alarm system for the Council Office.		
				Ensure cloud computing is backed up daily.	Automatic remote backup to the cloud, 30 day retention.	Clerk	
				Prune Council Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive.		Admin Clerk	January annually
7.3	Form and Function	Computer System	H	The Council's computer system includes a key method of communication between members of the public and the Council – email. Maintain IT support contract to ensure this method of communication.		Clerk	
				Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council.		Clerk	November annually

Form and Function  
January 2020

7.4	Form and Function	Staff	H	One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data, roles and responsibility.			Clerk	
7.5	Form and Function	Staff	H	Stress in the workplace	Be vigilant for signs of stress in the workplace.		Clerk	

New Projects  
January 2020

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
8.1	Assets	Damage to assets through accident or poor practice	M	Ensure detailed scope of work is prepared prior to commencement of project.	Use of specialists or consultants where considered necessary.	Ongoing	Clerk	
8.2	Finance	Insufficient funds	M	Ensure details cost plan for project and separate cashbook maintained			Clerk	
8.3	Liability	Accident - claim	H	Ensure detailed scope of work is prepared.	Ensure staff are adequately trained for the task. Ensure volunteers are adequately trained and equipped for the task, and are supervised.	Ongoing	Clerk	
8.4	Employer	Accident	H	Provide details of all volunteers to insurance company and receive confirmation of cover		Ongoing	Clerk	
8.5	Legal	Acting with the law	L	Seek legal advice for the implementation of any new facilities that are governed by statute		Ongoing	Clerk	
8.6	Propriety	Reputation	M	Ensure each stage of a project is approved by the Council.		Ongoing	Clerk	
8.7	Function	Record keeping	M	Create a separate file for a new project		Ongoing	Clerk	



**redefining / standards**

Date of this letter  
**2nd December 2019**

Master policy number  
**RGBDX6962034**

Quote number  
**1458334**

 **01483 462860**

 **local.councils@came  
andcompany.co.uk**

# Mid-term adjustment policy schedule

Your Council Commercial Combined Insurance policy

## Important Information

- This document contains the schedule and any endorsements which form part of your policy and is based on the information provided to us.
- The policy wording, schedule and endorsements should be read together as they show the cover we are providing.
- Please check the details are correct and that the cover meets your needs.
- If the details are incorrect or the cover does not meet your needs please contact your insurance advisor.
- If any of the information is incorrect we may change the terms and conditions, premium or withdraw cover.

## Data Protection Notice

You may be aware that the European Union has introduced a new Regulation, known as the General Data Protection Regulation (GDPR), which applies to every organisation handling personal data.

Under the new regulation, your rights as a customer have been updated and expanded. We have updated our privacy policy to explain these rights as well as other changes required by the regulation.

View our privacy policy online at [www.axa.co.uk/privacy-policy](http://www.axa.co.uk/privacy-policy) to find all about your rights, the information we collect on you and why. If you do not have access to the internet please contact us and we will send you a printed copy

## Policyholder details

Cranleigh Parish Council  
Council Offices  
Village Way  
Cranleigh  
Surrey  
GU6 8AP

## Business description

Parish Council

## Population

15000

## Your period of insurance

Date this cover starts: 28th November 2019

Date this cover expires: 31st July 2020

Renewal date: 1st August 2020

## Your MTA Premium

Adjusted Premium: £0.00

Insurance Premium Tax (IPT) at the current rate: £0.00

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**Total amount payable: £0.00**

## Your 3 Year Long Term Agreement Future Annual Premium

Future Annual Premium: £7,498.87

Insurance Premium Tax (IPT) at the current rate: £899.86

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**Total Future Annual Premium payable: £8,398.73**

## Endorsements that apply to this section

### Long term agreement

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 1st August
- c. Claims payments and costs shall mean the total of all:
  - i. claims and losses paid; and
  - ii. legal costs and expenses incurred; and
  - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums earned during the period of the agreement. We and you agree that this policy is subject to a long term agreement beginning on the renewal of the policy and ending 3 years later, provided that:
  - 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;

2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

e. This long terms agreement will expire on: 31st July 2020



## Your cover summary

Section	
Property Damage	Insured
Business Interruption	Insured
Money and Personal Accident Assault	Insured
Group Personal Accident	Insured
Employers Liability	Insured
Public and Products Liability	Insured
Selected all risks	Insured
Officers Liability (Officials Indemnity)	Insured
Employment Practices Liability	Insured
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	Insured
Terrorism	Not Insured
Equipment Breakdown	Not Insured

## Quote covers

Property damage section	Included
Property insured	Sum insured
Village Hall High Street Cranleigh Surrey GU6 8AT	£1,884,060.00
Council Office Village way Cranleigh Surrey GU6 8AF	£265,874.00
Snoxhall Pavilion & Machine Shed Knowle Lane Snoxhall Fields Cranleigh Surrey GU6 8JW	£945,047.00
Cemetery Machine Shed Dewlands Lane Cranleigh Surrey GU6 7AD	£53,071.00
Lychgate Roof Dewlands Lane Cranleigh Surrey GU6 7AD	£29,345.97
CAB Office Village Way Cranleigh Surrey GU6 8AF	£294,505.00
Youth Centre Kowle Lane Snoxhall Fields Cranleigh Surrey GU6 8RL	£716,918.00

Public Conveniences - Village Way	
Village Way	
Cranleigh	
Surrey	
GU6 8AF	£127,737.00

Public Conveniences - Cricket Green	
Cranleigh Common	
Cranleigh	
Surrey	
GU6 8NS	£53,071.00

Storage Container - Snoxhall Field	
Knowle Lane	
Cranleigh	
Surrey	
GU6 8JW	£2,080.00

<b>Total</b>	<b>£4,371,708.97</b>
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All risks including theft	
Buildings including subsidence (unless otherwise specified)	£4,371,708.97
General Contents	£132,222.56
Gates & Fences	£32,906.10
Mowers & Machinery	£55,061.21
Natural Surfaces	£4,748.22
Other Surfaces	£30,890.50
Office Contents	£15,125.47
Outside Equipment	£40,522.73
Playground Equipment	£109,060.00
Sports Equipment	£33,812.96
Street Furniture	£84,453.87
War Memorials	£0.00

#### Additional covers

Cover	Limits
Bequeathed property	Buildings: 100,000 or 10% of the buildings sum insured, whichever is the lower. Contents: £10,000 any one item



	£25,000 in total
Capital additions	10% of building sum insured or £500,000 whichever is the lower
Contents kept at home	£25,000 or 10% of contents whichever is the lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the lower
Discharge of oil	£10,000 aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25,000 or 10% of contents whichever is the lower
Fire extinguishing expenses	£10,000
Freezer contents	£5,000
Fund raising cover	£5,000
Fund raising and catering cover	£5,000
Further investigation expenses	10% of the sum insured or £100,000 whichever is the lower
Glass breakage	£10,000
Inadvertent omission	£500,000
Landscaped gardens	£15,000
Locks and keys	£10,000
Loss reduction expenses	£2,500 aggregate
Metered water or gas	£25,000 aggregate
Motor vehicles (stationary risk)	Not included
Patterns	£2,500 any one claim
Public relations expenses	Not included
Raffle prizes and donations	£1,500 total, £500 any one item
Sprinkler upgrade costs	10% of the building sum insured any one claim
Theft of building fabric	£2,500 any one claim
Trace and access	£25,000 any one claim
Unauthorised use of electricity, gas, oil and water	£5,000 any one claim
Undamaged stock	£5,000 any one claim
Undamaged tenants improvements	£5,000 any one claim
Underground pipes and services	£5,000 any one claim
Unspecified storage sites	£5,000 any one claim
<b>Contents definition automatically includes</b>	<b>Limits</b>
Personal effects including pedal cycles	£10,000
Rare books	£2,500 item limit, £10,000 total

Outdoor furniture, heaters, ornaments and statues located outside and within the confines of <b>your premises</b>	£5,000
Marquees and associated lighting	£10,000
Defibrillators	£5,000

#### Excesses

Damage by fire, lightning, explosion, aircraft, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances or earthquake	£nil
Flood damage	£250
Theft or attempted theft	£250
Theft of building fabric	£250
Subsidence excess	£1,000
Contract works	£250
All other damage	£250

#### Endorsements that apply to this section

##### CC01 Floating amount insured (Contents)

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** for **damage to your contents** however many locations are affected.

##### CC03 Flat roof condition

Any flat portions of the roof of the **buildings** are to be inspected once every two years by a competent roofing contractor and any recommendations implemented.

##### CC05 Contents temporarily elsewhere

We will not make any payment when such property is temporarily outside the UK unless it is in **your care**, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.

##### CC07 Floating amount insured (Buildings)

The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War Memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** however many locations are affected.

##### Minimum security standards condition

You must comply with the **Minimum security standards condition – Level 1**, stated under the **Section conditions** within **your policy**.

#### Specific section conditions that apply to this section

- 3 Subsidence cover
- 4 Deep fat frying condition
- 7 Loss of excess/No Claims Discount

## Business interruption section

**Included**



<b>Cover</b>			
Perils as per the Property damage section			
Loss of revenue	£30,000	12 months indemnity period	
Increase cost of working	£10,000	12 months indemnity period	
Loss of rent receivable	£0.00	12 months indemnity period	
<b>Additional covers</b>			
<b>Cover</b>	<b>Limits</b>		
Contract sites	£10,000	any one contract site	
Denial of access	100%	of the sum insured	
Denial of access non damage		not included	
Exhibition	£10,000	any one claim	
Exhibition expenses	£10,000	any one claim	
Failure of public utilities		Included	
Public electricity supply	8 hours	100% of the sum insured	
Public gas supply	8 hours	100% of the sum insured	
Public water supply	8 hours	100% of the sum insured	
Public telecommunications services	8 hours	100% of the sum insured	
Failure of utilities 'terminal ends'		not included	
Fines, penalties and damages	£2,500	any one claim	
Key person cover	£2,500	any one period of insurance	
		Weekly benefit £250	
Loss of attraction		not included	
Loss reduction expenses	£2,500	any one period of insurance	
Patterns	£10,000	any one claim	
Theft of buildings fabric	100%	of the sum insured	
Transit	£10,000	any one claim	
Unspecified customers	£100,000	any one claim	
Unspecified suppliers and storage sites	£100,000	any one claim	
<b>Endorsements that apply to this section</b>			
<b>CC02 Floating amount insured (Business interruption)</b>			
The cover under this section applies to all locations occupied by <b>you</b> in connection with <b>your business</b> within the <b>policy territories</b> . <b>Our</b> liability will not exceed the <b>sum insured</b> shown in <b>your policy schedule</b> however many locations are affected.			
<b>Specific section conditions that apply to this section</b>			
1 Deposit premium condition			
2 Declaration linked cover			

### 3 Subsidence

<b>Money and personal accident assault section</b>		<b>Included</b>
<b>Cover details</b>		<b>Limits</b>
Negotiable money in transit		£2,500
Negotiable money on premises during business hours		£10,000
Locked safe limit		£10,000
Negotiable money on premises and not in a locked safe outside business hours		£2,500
Maximum amount of negotiable money carried by any one person		£2,500
Maximum amount of negotiable money at the residence of any insured person		£2,500
Non-negotiable money limit		£250,000
<b>Excess</b>		
Each and every claim		£250
<b>Endorsements that apply to this section</b>		
n/a		
<b>Specific section conditions that apply to this section</b>		
2 Minimum security standards condition – Level 1		

<b>Group personal accident section</b>		<b>Included</b>
<b>Insured Person(s)</b>	Employees councillors & volunteers	
<b>Operative Time</b>	Whilst undertaking business activities	
	<b>Benefit payable</b>	
<b>Benefits</b>		
Injury resulting in;		
1. Death	£100,000	
2. Loss of limb	£100,000	
4. Permanent total disablement	£100,000	
5. Temporary total disablement	£500 payable for up to 104 weeks excluding the first 2 weeks of disablement	
6. Temporary partial disablement	£500 payable for up to 104 weeks excluding the first 2 weeks of disablement	

#### Additional benefit

##### Medical expenses

In addition to the benefits specified above, **we** will refund **medical expenses** paid by the **insured person** due to **injury** and for which a claim is payable under this section. The maximum we will pay is



10% of the amount paid under Items 1, 2, 3 or 4 of the benefits table or 25% of the total amounts paid under Items 5 or 6, whichever is the greater, but subject to a maximum of £10,000.

Special conditions relating to payment of benefit:

#### Maximum benefit limit

- a) The maximum amount of benefit **we** will pay in total  
for any one **insured person** is £1,000,000
- b) The maximum amount of benefit in total **we** will pay  
in respect of any one **accident** is £1,000,000

<b>Employers liability section</b>	<b>Included</b>
<b>Cover details</b>	<b>Limit of indemnity</b>
Employers Liability	£10,000,000 any one occurrence
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£5,000,000 any one occurrence
<b>Endorsements that apply to this section</b>	
<b>CC06 Employers Liability Tracing Office (ELTO) – mandatory information required</b>	
You must provide <b>us</b> with the following information for each entity insured under this section of the <b>policy</b> :	
<ol style="list-style-type: none"> <li>1. Employer name; and</li> <li>2. Full address of employer including postcode; and</li> <li>3. HMRC Employer Reference Number (ERN).</li> </ol>	
If any insured entity does not have an ERN, <b>you</b> must provide <b>us</b> with one of the following reasons:	
<ol style="list-style-type: none"> <li>a. The entity has no employees; or</li> <li>b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or</li> <li>c. The entity is not registered in England, Wales, Scotland or Northern Ireland.</li> </ol>	
<b>You</b> must inform <b>us</b> immediately of any changes to the above information. This information is required by <b>us</b> to enable compliance with mandatory regulatory requirements for Employers' liability insurance.	

<b>Public and products liability section</b>	<b>Included</b>
<b>Cover details</b>	<b>Limit of indemnity</b>
Public Liability	£10,000,000 any one event
Hirers Indemnity	£5,000,000
Libel and slander	£500,000 any one period of insurance
Products Liability	£10,000,000 any one period of insurance
Clean up costs	£1,000,000



	any one period of insurance
Data protection	£500,000
	any one period of insurance
Manslaughter costs	£1,000,000
	any one period of insurance
Safety legislation costs	£1,000,000
	any one period of insurance
Terrorist Act	£2,000,000
	any one period of insurance
Loss of third-party keys	£2,500
	any one period of insurance
Unauthorised use of third-party telephones by your employees	£2,500
	any one period of insurance

#### Excesses

Property damage	£250
Clean up costs	£250
All other claims	£250

#### Endorsements that apply to this section

n/a

#### Selected all risks section – cover for specific items

**Included**

Item	Location	Sum insured
Civic Regalia	European Union	£0.00
Artwork	European Union	£0.00
Museum Articles	European Union	£0.00
<b>Total Selected All Risks</b>	<b>European Union</b>	<b>£0.00</b>
Business Equipment	European Union	£5,000
<b>Excess</b>		<b>£250</b>

#### Endorsements that apply to this section

n/a

#### Specific section conditions that apply to this section

2 Minimum security standards condition – Level 1

#### Officers liability section (Officials Indemnity)

**Included**

Section Limit of Liability	Excess
Officers Liability ✓ covered £500,000	£nil

#### Employment practices liability section

**Included**

Section Limit of Liability	Excess
Employment practices Liability ✓ covered £500,000	£nil

**Council legal liability and legal expenses section  
(including Employee Dishonesty)****Included**

Section Limit of Liability	Excess
Council Legal Liability and Legal Expenses ✓ covered £500,000	£nil
Internet & email ✓ covered £500,000	
Employee Dishonesty ✓ covered £400,000	£250

**Endorsements that apply to this section****Employee dishonesty cover amendment**

The limit under this cover is as stated in the **schedule** and not as otherwise stated in the **policy**.

**CC0015 Council legal liability excess amendment**

**You** will not need to pay the Company legal liability **excess** shown on **your** policy schedule other than in respect of Employee Dishonesty cover and Third Party electronic funds transfer cover.

**Terrorism section****Not Included****Cover details**

As per Property damage and Business interruption section

**Equipment breakdown section****Not included****Cover details**

Equipment	£0.00
Hazardous substances	£5,000 total amount insured across all Property sections combined
Reconstitution of electronic data	£5,000
Expediting expenses	£5,000
Computers	£5,000
Oil and water storage tanks	£5,000

**Additional Endorsements****Property Damage Section - Special Endorsement****Natural Surfaces**

In respect of the property insured under the Natural surfaces section of the Property damage section, in the event of damage we will pay for

Re-seeding

The replacement of any trees or plants will be saplings of the same or similar type.

The maximum we will pay in respect of each claim is the limit shown in your schedule.

We will not cover damage as a result of:

The application of fertilisers or chemicals  
The failure to apply fertilisers or chemicals  
Storm, flood and other effects of weather  
Wear and tear  
Maintenance work at the premises  
Animals

We will not cover the first £250 of each and every claim.

## Clerk

---

**From:** Andrew Bedding <Andrew.Bedding@cameandcompany.co.uk> on behalf of Local Councils <UK.Stackhouse.Local.Councils@ajg.com>  
**Sent:** 07 January 2020 14:59  
**To:** Clerk  
**Subject:** RE: Insurance Quotation

Dear Beverley,

Thank you for your email.

- Increasing the sum insured for the civic regalia from £1,180 to £2,000 will increase the annual premium by £2.74 including Insurance Premium Tax (IPT). The pro rata additional premium will be waived if it is the only change made but will be very modest if included as part of the potential employee dishonesty increase.
- Increasing the sum insured for employee dishonesty cover from £400,000 to £600,000 will increase the annual premium by £250.90 including IPT. If the increase is required a pro rata additional premium will be charged from the date we are instructed to make the change.

I trust this information is of assistance and I look forward to hearing from you.

Kind regards,

**Andrew Bedding Cert CII**  
**Senior Account Handler**  
**Came & Company Local Council Insurance**



D: 01483 462891  
M: 07780 483359  
[local.councils@cameandcompany.co.uk](mailto:local.councils@cameandcompany.co.uk)

**Came & Company**  
Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY  
[www.parishinsurance.co.uk](http://www.parishinsurance.co.uk)

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Land & Buildings	tennis courts	x2 courts	includes bridge		£1.00		£0.00
Land & Buildings	Lych gate	cemetery			£5,948.00		£29,345.97
Land & Buildings	land adjoining po offices	park land			£1.00		£0.00
Land & Buildings	land on tennis courts		includes bridge		£1.00		£0.00
Land & Buildings	Cemetery workshop	insurance value	01/01/1998		£92,312.00		£53,071.00
Land & Buildings	Parish Council Offices	insurance value	1/1/1980		£82,997.00		£265,874.00
Land & Buildings	Village Hall	insurance value			£1,269,005.00		£1,884,080.00
Land & Buildings	Youth Centre	insurance value			£0.00	£540,080.00	£716,918.00
Land & Buildings	Snoxhall Pavilion & machine shed			insurance value	£0.00	£1,065,169.00	£945,047.00
Land & Buildings	allotments	beryl harvey field	with covenant		£1.00		£0.00
Land & Buildings	cricket field	snoxhall(donated)	with covenant		£1.00		£0.00
Land & Buildings	football field	snoxhall(donated)			£1.00		£0.00
Land & Buildings	allotments	elmbridge rd			£1.00		£0.00
Land & Buildings	Scout hut	peppercorn			£1.00		£0.00
Land & Buildings	BMMF	donated			£1.00		£0.00
Land & Buildings	Guides hall	peppercorn			£1.00		£0.00
Land & Buildings	Village Way Toilets	insurance value			£84,140.00		£127,737.00
Land & Buildings	CAB building	peppercorn		insurance value	£253,024.00		£294,505.00
Land & Buildings	Land adjoining village hall	bricked area			£1.00		£0.00
Land & Buildings	Bend Room	peppercorn			£1.00		£0.00
Land & Buildings	cemetery	burial grounds			£1.00		£0.00
Land & Buildings	Common Toilets	insurance value		WBC owned	£1.00		£53,071.00
Land & Buildings	flowerbeds	village area	CPC responsible		£0.00		£0.00
Land & Buildings	flowerbeds	outside village hall	CPC responsible		£0.00		£0.00
Land & Buildings	war memorial	village area	WBC & CPC responsible		£0.00		£0.00
Land & Buildings	cemetery road & paths				£1.00		£0.00
Land & Buildings	storage container		4/29/2019		£200.00		£2,080.00
					£1,787,541.00	£1,605,249.00	£4,371,705.97



Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Gates and fences	BMMF fencing		1/1/2011		£6,000.00		£6,619.39
Gates and fences	fencing	compound areas	1/1/2013		£1,000.00		£1,103.23
Gates and fences	fence	N/A	1/1/2012	kcl landscaping	£0.00	£4,500.00	£4,964.54
Gates and fences	Tennis court fencing				£8,846.00		£9,759.19
Gates and fences	x7 gates & posts	N/A	2012-2016	AVS fencing	£875.00		£965.33
Gates and fences	cemetery fencing				£1,000.00		£1,103.23
Gates and fences	recreation fencing				£7,606.00		£8,391.18
					<b>£25,327.00</b>	<b>£4,500.00</b>	<b>£32,906.10</b>

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insuranc e Value
Natural Surfaces	Silver Birch Trees		5/30/2018	Van Arnhem Nurseries	£2,500.00		£2,704.00
Natural Surfaces	Hornbeam		5/30/2018	Van Arnhem Nurseries	£890.00		£962.62
Natural Surfaces	Bare Root Planting		5/30/2018	Knoll Gardens	£1,000.00		£1,081.60
					<b>£4,390.00</b>	<b>£0.00</b>	<b>£4,748.22</b>

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Office contents	honour boards x2		1/1/1986		£1,000.00		£1,103.23
Office contents	x3 filing cabinet				£600.00		£661.94
Office contents	office heating system		12/1/2007	hw electric	£1,458.00		£1,608.51
Office contents	computers x 4	dell	1/1/2015	dell	£2,000.00		£2,206.46
Office contents	telephone system	BT	4/1/2015	BT			£0.00
Office contents	map draw	N/A	pre 1988	insurance value	£500.00		£551.62
Office contents	x3 swivel chairs		2010-2016		£750.00		£827.42
Office contents	laptop x2	dell	12/1/2016	net com IT	£1,200.00		£1,323.88
Office contents	x10 small filing cabinet				£1,000.00		£1,103.23
Office contents	chairs x13	compact plus	10/10/2007	rosehill	£500.00		£551.62
Office contents	chamber tables						£2,206.46
Office contents	desks x 3						£1,323.88
Office contents	Artwork	3 paintings					£1.10
Office contents	Photocopier	Sharp MX3061	11/27/2019	KCS Professiona	£1,656.11		£1,656.11
					<b>£10,664.11</b>	<b>£0.00</b>	<b>£15,125.47</b>



Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
play park equipment	teen shelter		3/1/2009	kompan	£0.00	£3,060.00	£3,375.89
play park equipment	argo		3/1/2009	kompan	£0.00	£1,517.00	£1,673.60
play park equipment	spica		3/1/2009	kompan	£0.00	£920.00	£1,014.97
play park equipment	starsurfer		3/1/2009	kompan	£0.00	£1,592.00	£1,756.35
play park equipment	rock-it		3/1/2009	kompan	£0.00	£1,592.00	£1,756.35
play park equipment	bloqx		3/1/2009	kompan	£0.00	£10,000.00	£11,032.32
play park equipment	supanova		3/1/2009	kompan	£0.00	£3,040.00	£3,353.83
play park equipment	concrete hoops	recycled usage			£0.00	£500.00	£551.62
play park equipment	egg cup spinner	red	2/1/2011	kompan	£0.00	£780.00	£860.52
play park equipment	egg cup spinner	blue	2/1/2011	kompan	£0.00	£780.00	£860.52
play park equipment	rock n cross		11/1/2008	kompan	£0.00	£6,649.00	£7,335.39
play park equipment	multiplay		12/1/2009	kompan	£0.00	£25,500.00	£28,132.42
play park equipment	nest swing		11/1/2008	playdale	£0.00	£1,870.00	£2,063.04
play park equipment	toddler swings	topset		kompan	£0.00	£1,941.00	£2,141.37
play park equipment	toddler swings	bottom set		playdale	£0.00	£850.00	£937.75
play park equipment	net mountain			hags play	£0.00	£6,326.00	£6,979.05
play park equipment	large swings			hags play	£0.00	£1,620.00	£1,787.24
play park equipment	crisscross	net climber		kompan	£0.00	£858.00	£946.57
play park equipment	toddler slide			kompan	£0.00	£1,369.00	£1,510.32
play park equipment	sandworks	sand pit		kompan	£0.00	£6,723.00	£7,417.03
play park equipment	you&me springer			kompan	£0.00	£586.00	£646.49
play park equipment	small bridge	billygoat gruff		kompan	£0.00	£782.00	£862.73
play park equipment	safety surfacing	play park			£0.00	£20,000.00	£22,064.64
					£0.00	£98,855.00	£109,060.00

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Street furniture	x1 lighting column		7/1/2007	EDF	£2,445.00		£2,697.40
Street furniture	Two Wisley Benches	Wisley	7/31/2018		£4,800.00		£4,992.00
Street furniture	Steel Screen		7/31/2018		£1,500.00		£1,560.00
Street furniture	millennium sculpture	outside village hall	CPC responsible		£15,000.00		£16,548.48
Street furniture	flag pole	war memorial	CPC responsible		£1,000.00		£1,103.23
Street furniture	notice board	post office	CPC owned		£0.00		£0.00
Street furniture	Red telephone kiosk		11/16/18	BT	£1.00		£3,120.00
Street furniture	Red telephone kiosk		11/16/2018	BT	£1.00		£3,120.00
Street furniture	tree guards x2	bespoke	2000-2002	local forge	£2,500.00		£2,758.08
Street furniture	seat	broxap	3/1/2013	broxap	£701.00		£773.37
Street furniture	litter bins x4	nexus city	6/6/2015	glasdon	£1,640.00		£1,809.30
Street furniture	litter bins x6	RLA/5	6/6/2015	wybone	£2,250.00		£2,482.27
Street furniture	picnic tables x4	enviropol	11/1/2008	glasdon	£0.00	£2,488.00	£2,744.84
Street furniture	seats x4	enviropol	9/1/2008	glasdon	£0.00	£1,772.00	£1,954.93
Street furniture	bins x10	guppy	9/24/2010	glasdon	£0.00	£2,213.00	£2,441.45
Street furniture	picnic table x2	enviropol	2/1/2016	glasdon	£0.00	£1,045.00	£1,152.88
Street furniture	lighting columns x 11		6/21/2005	edf	£0.00	£5,320.00	£16,138.98
Street furniture	8m lighting column		5/18/2007	edf	£0.00	£1,598.00	£1,762.96
Street furniture	litter bins x5	eclipse	2/1/2016	advanced scape	£1,045.00		£1,152.88
Street furniture	bollards		8/1/2007	street furnishings	£545.00		£601.26
Street furniture	notice board	COOP	CPC owned		£500.00		£551.62
Street furniture	seats x2 village hall x1 guide hall		9/1/2010		£576.00		£635.46
Street furniture	seat		12/21/2017	glasdon	£500.00		£540.80
Street furniture	oak benches	bespoke	5/30/2018	English Woodlands	£2,000.00		£3,203.20
Street furniture	Poppy sculpture	bespoke	5/30/2018	RM Hillam	£5,000.00		£5,408.00
Street furniture	bus shelter	High Street	5/28/2019	SCC	£5,000.00		£5,200.00
					<b>£47,004.00</b>	<b>£14,436.00</b>	<b>£84,453.39</b>

Category	Council	Charity	Insurance
Buildings	£1,787,541.00	£1,605,249.00	£4,371,708.97
General Contents	£95,120.00	£25,786.09	£132,222.63
Gates and Fences	£25,327.00	£4,500.00	£32,906.10
Mowers & Machinery	£76,939.00	£0.00	£55,061.21
Natural Surfaces	£4,390.00	£0.00	£4,748.22
Other Surfaces	£0.00	£0.00	£30,890.50
Office Contents	£10,664.11	£0.00	£15,125.47
Outside Equipment	£32,781.00	£1,931.00	£40,522.72
Playground Equipment	£0.00	£98,855.00	£109,060.00
Sports Equipment	£30,649.00	£0.00	£33,812.96
Street Furniture	£47,004.00	£14,436.00	£84,453.39
War Memorials	£0.00	£0.00	£0.00
	<b>£2,110,415.11</b>	<b>£1,750,757.09</b>	<b>£4,910,512.17</b>

19 NOVEMBER 2019

## PC13-19 | STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS

### Summary

The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation covers criminalising the act of trespassing, broadening the existing categories of criminal trespass and broadening police powers to deal with trespassers. The main consultation document can be found [here](#).

### Context

The government previously consulted on unauthorised developments and encampments in April 2018. Responses to this made clear that significant problems are created by many unauthorised encampments, including the sense of unease and intimidation residents feel when an unauthorised encampment occurs, the frustration at not being able to access amenities, public land and business premises, and the waste and cost that is left once the encampment has moved on.

The government also heard compelling evidence that stronger powers are needed to address the issues and concerns identified and that the majority of respondents believe the government should consider criminalising unauthorised encampments in England and Wales, by creating an offence of trespassing when setting up an unauthorised encampment. The government would now like to test the appetite to go further and broaden the existing categories of criminal trespass.

### NALC's views

NALC is minded to use points made in response to the April 2018 consultation, as a steer to guide our new response. These include:

- All cases of unauthorised encampments should be criminalised on account of trespassing
- The police should have the power to direct trespassers to leave land as soon as it has been determined that they are there illegally
- The police should be able to take action regardless of the number of vehicles in the unauthorised encampment
- Principal authorities should have the power to demand the police attend as soon as an unauthorised encampment appears and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments

## Consultation questions

NALC will be responding to the below consultation questions and is interested in the sector's views:

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

b) the encampment is causing or is likely to cause damage to the land or amenities

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q5. What other conditions not covered in the above should we consider?

Q6. To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q7: Should this be subject to conditions around agreements being in place between local authorities?

Yes / No

Q8: Should there be a maximum distance that a trespasser can be directed across?

Yes / No If yes, what distance should that be?

Q9: Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?

Yes / No

If yes, what should these be?

Q10. To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q11. To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q12. To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q13: To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q14: Should the police be able to seize the property of:

- i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;
- ii) Anyone they arrest for trespassing on land with the purpose of residing on it;
- or iii) Anyone convicted of trespassing on land with the purpose of residing on it?

Q15. To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q18. Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?

Your views

Please email your responses to this consultation to [Jessica.Lancod-Frost@nalc.gov.uk](mailto:Jessica.Lancod-Frost@nalc.gov.uk) by 17.00 on 19 February 2019. County associations are asked to forward this briefing onto all member councils in their area.

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Home Office

# **Strengthening police powers to tackle unauthorised encampments**

## **Government consultation**

This consultation begins on 05/11/2019

This consultation ends on 05/03/2020



# About this consultation

- To:** This consultation is open to the public.
- We will be particularly interested to hear from local authorities, police forces, Gypsy, Roma, and Travelling communities and the general public.
- Duration:** From 05/11/2019 to 05/03/2020
- Enquiries to:** Strengthening police powers to tackle unauthorised encampments consultation  
Police Powers Unit  
Home Office  
6th Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF
- Email:  
[UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)
- How to respond:** Please provide your response by 05/03/2020 at:  
[www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)
- If you are unable to use the online system, for example because you use specialist accessibility software that is not compatible with the system, you may download a word document version of the form and email or post it to:
- Strengthening police powers to tackle unauthorised encampments consultation  
Police Powers Unit  
Home Office  
6th floor, Fry Building  
Home Office  
2 Marsham Street  
London SW1P 4DF
- Email:  
[UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)
- Please also contact the Police Powers Unit (as above) if you require information in any other format, such as Braille, audio or another language. We cannot analyse responses not submitted in these provided formats.

**Response paper:** A response to this consultation exercise is due to be published at <https://www.gov.uk/search/policy-papers-and-consultations>

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# 1. Foreword by the Home Secretary

We are fortunate to live in one of the most tolerant countries in the world, which has a proud tradition of promoting respect for the rule of law, for property, and for one another. This Government is committed to creating a just and fair country, where equality of opportunity flourishes and the life chances of all are enhanced. I am clear that that this must be built on shared rights, responsibilities and opportunities.

In April 2018, the Government published a consultation on the effectiveness of enforcement against unauthorised developments and encampments. It sought views from a number of stakeholders including local authorities, police forces, Gypsy, Roma, and Traveller communities and the general public on the scale of the problem, whether existing powers could be used more effectively and if any additional powers were required.

In response to the consultation my predecessor, the Rt Hon Sajid Javid MP, announced the Government would look to amend sections 61 and 62A of the Criminal Justice and Public Order Act 1994 to lower the criteria that must be met for the police to be able to direct people away from unauthorised sites.

He also confirmed Home Office officials would review how this Government could criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales, learning from the trespass legislation that exists in the Republic of Ireland. This consultation document sets out the information gathered during that consultation, makes proposals for change and seeks views on those proposals.

This document consults on whether criminalising unauthorised encampments would be preferable to the amendments we originally proposed to the Criminal Justice and Public Order Act 1994, and if so, how it should work. It sets out a proposed package of measures in some detail, as well as some more general questions.

The Government recognises that the proposals contained in this consultation are of interest to a significant minority of Gypsies, Roma and Travellers who continue to travel. The Government's overarching aim is to ensure fair and equal treatment for Gypsy, Roma and Traveller communities, in a way that facilitates their traditional and nomadic way of life while also respecting the interests of the wider community. In June this year the Government announced that the Ministry of Housing Communities and Local Government will lead development of a cross-government strategy to improve outcomes for Gypsy, Roma and Traveller communities.

**Rt Hon Priti Patel MP**

**Home Secretary**

## 2. Executive summary

We would like to consult on measures to;

- Criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales.

We would also like to consult on the following alternative approach to this issue:

- Amending section 62A of the Criminal Justice and Public Order Act 1994 to permit the police to direct trespassers to suitable authorised sites located in neighbouring local authority areas.
- Amending sections 61 and 62A of the Criminal Justice and Public Order Act 1994 to increase the period of time in which trespassers directed from land would be unable to return from 3 months to 12 months.
- Amending section 61 of the Criminal Justice and Public Order Act 1994 to lower the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised from six to two or more vehicles.
- Amending section 61 of the Criminal Justice and Public Order Act 1994 to enable the police to remove trespassers from land that forms part of the highway.

This consultation is open until 05/03/2020; details of how to respond are set out towards the front of this document.



### 3. Introduction

The vast majority of travelling communities reside in caravans on authorised traveller sites. Indeed, out of the 23,726 caravans in England and Wales in July 2018, only 1049 (4.4%) were on unauthorised sites that were not owned by the occupants. However, there have been long-standing concerns about the disproportionate impact of these unauthorised encampments, where significant distress has been caused to local communities and where local authorities have consequently had to deal with a range of issues.

Recognising these concerns, the Government published a consultation in April 2018 on the effectiveness of enforcement against unauthorised developments and encampments. Through that consultation, we sought views from a number of stakeholders including local authorities, police forces, travelling communities and the general public on whether there is anything we can do to ensure that existing powers can be used more effectively and if additional powers are required. It was led by the Ministry for Housing, Communities and Local Government in partnership with the Home Office and Ministry of Justice.

The responses to the consultation were clear<sup>1</sup>, suggesting that significant problems are created by many unauthorised encampments. Responses highlighted the sense of unease and intimidation residents feel when an unauthorised encampment occurs, the frustration at not being able to access amenities, public land and business premises, and the waste and cost that is left once the encampment has moved on.

Parliament has already given local authorities and the police significant powers and duties designed to help them manage the impact of unauthorised encampments on local communities, including local authority and police powers in the Criminal Justice and Public Order Act 1994.

However, the Government heard compelling evidence, in response to the consultation, that stronger powers are needed to be able to address the issues and concerns identified.

That is why in February 2019, the previous Home Secretary announced that the Government would publish a further consultation on extending police powers by making a series of amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994. These amendments would permit the police to direct trespassers to suitable alternative sites located in neighbouring local authority areas (as well as the authority which the encampment was currently situated within); to increase the period of time in which trespassers directed from land would be unable to return from three, to twelve months; to lower the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised from six to two vehicles; and to enable the police to remove trespassers from land that forms part of the highway.

The Government also heard arguments that England and Wales should follow the so-called 'Irish model' for dealing with unauthorised encampments. This approach

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<sup>1</sup> <https://www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments>

criminalises trespass in certain circumstances. The responses to our consultation demonstrated that the majority of respondents believe the Government should consider criminalising unauthorised encampments in England and Wales, by creating an offence of trespassing when setting up an unauthorised encampment.

That is why the previous Home Secretary announced that Home Office officials would undertake a review into how this Government can criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales, learning from the trespass legislation that exists in the Republic of Ireland.

Having considered the findings from that review, we would like to test the appetite to go further and broaden the existing categories of criminal trespass to cover trespassers on land who are there with the purpose of residing in their vehicle for any period, and to give the police the relevant powers to arrest offenders in situ and to seize any vehicles or other property on existing unauthorised encampments (or those in the process of being set up) immediately.

We are therefore consulting on whether and how the setting up of or residing on an unauthorised encampment should be made an offence, as well as seeking views on the previously proposed changes to the Criminal Justice and Public Order Act 1994 to lower the criteria that must be met for the police to be able to direct people away from unauthorised sites, which could be introduced as an alternative to criminalisation.

## 4. The proposals

This chapter sets out options to extend police powers to tackle unauthorised encampments, including the creation of an offence of trespassing while setting up an unauthorised encampment, as well as other measures to extend police powers to direct trespassers, who have the intention to reside there, to leave land.

### 4.1 Criminalising Unauthorised Encampments

Through the Government's consultation on the effectiveness of enforcement against unauthorised developments and encampments, the majority of respondents said they believe we should consider criminalising unauthorised encampments, as has been done in the Republic of Ireland. A similar offence also exists in Scotland.

#### **The Republic of Ireland: Criminal trespass and site provision**

The Irish Government has criminalised trespass in certain circumstances, in conjunction with a statutory requirement for local authorities to provide traveller sites. In response to concerns about trespassers occupying public spaces and private land, the Irish Republic introduced the Housing (Miscellaneous Provisions) Act 2002<sup>2</sup> (the Act).

The Act made it an offence for any person to enter and occupy land without the owner's permission - or bring any "object" on to the land - if this is likely to "substantially damage" the land or interfere with it.

The offence contained in Section 24 of the Act has the effect of criminalising trespassers who occupy land without consent. The legislation does not amount to a ban on all unauthorised encampments. It criminalises encampments that 'substantially' damage the land or prevent use of the land by the owner or other lawful users.

The Act gives the Irish police discretion to direct trespassers to leave land if it is suspected that this offence is being committed. Failure to comply with a direction is also punishable by a fine and/or a one-month prison sentence. It is for the police to consider which approach to adopt depending on the individual circumstances of the case and the encampment.

#### **Scotland: Criminal trespass**

Under the Trespass (Scotland) Act 1865, it is an offence to occupy private land without the permission of the landowner<sup>3</sup>

<sup>2</sup> <http://www.irishstatutebook.ie/eli/2002/act/9/section/24/enacted/en/html#sec24b>

<sup>3</sup> <http://www.legislation.gov.uk/ukpga/Vict/28-29/56>



It was generally viewed by respondents to the consultation in 2018 that criminalisation of unauthorised encampments would act as a deterrent to future encampments and allow the police to enforce removal of trespassers in a timelier fashion. Advantages were seen in financial terms in both the cost of evicting trespassers and clean-up costs.

We would like to gather views on broadening the existing categories of criminal trespass.

The Government could make it an offence to enter or occupy land subject to certain conditions being met. We would welcome your views on what the conditions and threshold for this offence should be. For example, in the Republic of Ireland it is a criminal offence to enter or occupy land without the landowner's consent or bring any "object" on to the land - if this is likely to cause "substantial damage". Imposing conditions such as a need to require proof that damage or harm has been caused will help limit prosecutions to cases where there is an element of public disorder for which there is an interest to protect against and explicitly reflect the balance between land owners' rights to peaceful enjoyment of their property and travellers' rights to privacy and family life.

Question
<p><b>Q1:</b> To what extent do you agree or disagree that knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?</p> <p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p> <p><i>Please explain your answer</i></p>

Question
<p><b>Q2:</b> To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?</p> <p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p> <p><i>Please explain your answer</i></p>

The Government could stipulate that the landowner or representatives of the landowner must take reasonable steps to ask trespassers to leave. This would help the police to demonstrate where a trespasser is **knowingly** trespassing. However, in some instances, landowners may feel afraid to approach trespassers.

**Question**

**Q3:** To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

**Question**

**Q4:** To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

b) the encampment is causing or is likely to cause damage to the land or amenities;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

**Question**

**Q5:** What other conditions not covered in the above should we consider?

## 4.2 Criminal Justice and Public Order Act 1994

Under Section 61 of the Criminal Justice and Public Order Act 1994, the police have powers that allow them to direct trespassers to leave land. The requirements of these powers are currently:

- I. that the trespassers have an intention to reside on the land for any period;
- II. that the occupier or someone on the occupier's behalf has taken reasonable steps to ask the trespassers to leave;
- III. that: either (a)
  - any of the trespassers have caused damage to land or property; or
  - that any of the trespassers have used threatening, abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier;or (b) that the trespassers have between them six or more vehicles on the land.

Section 62A of the Criminal Justice and Public Order Act 1994 allows the police to direct trespassers to remove themselves and their vehicles and property from land on which they have the intention to reside where a suitable pitch is available within the same local authority area. The police must consult every local authority within whose area the land is situated to confirm if a suitable pitch is available on a relevant site.

Responses to the consultation from the police and some local authorities highlighted how a lack of availability of transit sites means that they are unable to exercise some of their existing powers such as section 62A of the Criminal Justice and Public Order Act 1994 which provides a power to remove trespassers to alternative available sites.

We would welcome views on whether to amend section 62A of the Criminal Justice and Public Order Act 1994 to permit the police to direct trespassers to suitable authorised sites located in neighbouring local authority areas.

Extending this power would make it more likely that the police could act where there is a shortage of site capacity in one particular area. However, we believe that such changes may need to be subject to conditions around:

- Agreements being in place between local authorities. Local authorities have advised us that the use of such a power without agreements in place would deter them from creating more authorised sites. This would be counterproductive.
- A maximum distance that trespassers should be directed across. In some rural areas, a site in a neighbouring local authority area could be several hours drive away. It could be considered unreasonable to relocate someone that far.

Question
<p><b>Q6:</b> To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?</p> <p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p> <p><i>Please explain your answer</i></p> <p><b>Q7:</b> Should this be subject to conditions around agreements being in place between local authorities?</p> <p><b>Q8:</b> Should there be a maximum distance that a trespasser can be directed across?</p> <p><i>Yes / No</i></p> <p>If yes, what distance should that be?</p> <p><b>Q9:</b> Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities.</p> <p><i>Yes / No</i></p> <p>If yes, what should these be?</p>

Failure to comply with a police direction under Section 61 or 62A of the Criminal Justice and Public Order Act 1994 is a criminal offence punishable by a fine and/or a custodial sentence of up to three months' imprisonment, as is re-entry onto the land by persons subject to the direction within three months.

Respondents to the consultation suggested that the current three-month period during which a trespasser is prohibited from returning to a location once directed from the site by the police should be increased.

We would welcome views on whether to amend sections 61 and 62A to increase the period of time in which trespassers directed from land would be unable to return from three months to twelve months. This would provide greater protection to land targeted by the same group of trespassers on a regular basis.

<b>Question</b>
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<p><b>Q10:</b> To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from three months to twelve months?</p>
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<p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p>
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<p><i>Please explain your answer</i></p>
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Section 61 of the Criminal Justice and Public Order Act 1994 grants police the power to direct trespassers to leave if there are six or more vehicles present on the land they are trespassing on. However, if there are fewer than six vehicles present, police do not obtain the power to direct trespassers to leave.

We would welcome views on whether to amend section 61 of the Criminal Justice and Public Order Act 1994 to lower the number of vehicles needing to be involved in an unauthorised encampment from six to two, before police powers can be exercised. This will increase the opportunity for police intervention where smaller encampments are present.

<b>Question</b>
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<p><b>Q11:</b> To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?</p>
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<p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p>
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<p><i>Please explain your answer</i></p>
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We would welcome views on whether to amend section 61 of the Criminal Justice and Public Order Act 1994 to enable the police to remove trespassers from land that forms part of the highway. The police are currently restricted in dealing with these encampments unless there is a suitable pitch in the same local authority area. This could make it easier for the police to tackle problematic encampments.

<b>Question</b>
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<p><b>Q12:</b> To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?</p>
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<p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p>
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<p><i>Please explain your answer</i></p>
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We believe giving the police powers to seize property, including vehicles, could enable the police to remove unauthorised encampments more quickly and act as deterrent to setting up an unauthorised encampment. We would welcome views on whether to grant police powers to seize property from trespassers and in what circumstances they should have these powers.

<b>Question</b>
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<p><b>Q13:</b> To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?</p>
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<p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p>
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<p><i>Please explain your answer</i></p>
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<p><b>Q14:</b> Should the police be able to seize the property of:</p>
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- |  |
|--|
| <ul style="list-style-type: none"><li>i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;</li><li>ii) Anyone they arrest for trespassing on land with the purpose of residing on it; or</li><li>iii) Anyone convicted of trespassing on land with the purpose of residing on it?</li></ul> |
|--|

<p><i>Please explain your answer</i></p>
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As stated earlier, we would envisage that the above amendments to the Criminal Justice and Public Order Act 1994 would be as an alternative to criminalising unauthorised encampments, rather than in addition to.

<b>Question</b>
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<p><b>Q15:</b> To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?</p>
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<p><i>Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree</i></p>
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<p><i>Please explain your answer</i></p>
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### 4.3 Impacts on the Gypsy, Roma and Traveller communities

While there are clear challenges presented to settled communities by unauthorised encampments, it is also highly likely that such unlawful encampments can lead to significant hardships for Gypsy, Roma and Traveller communities themselves.

The Government's overarching aim is to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community. Therefore, we would welcome views on any adverse impacts that these proposals could have on the Gypsy, Roma and Traveller communities.

<b>Question</b>
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<p><b>Q16:</b> Do you expect that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities?</p>
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<p><i>Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact</i></p>
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<p>If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?</p>
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<b>Question</b>
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<p><b>Q17:</b> Do you expect that criminalising unauthorised encampments would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities?</p>
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<p><i>Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact</i></p>
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<p>If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?</p>
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#### 4.4 Other Comments

<b>Question</b>
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<p><b>Q18:</b> Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?</p>
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## 5. About you

Please use this section to tell us about yourself

<b>Q19: Full name</b>	
<b>Q20: Job title</b> or capacity in which you are responding to this consultation exercise (for example, member of the public)	
<b>Q21: Date</b>	
<b>Q22: Company name/organisation</b> (if applicable)	
<b>Q23: Address</b>	
<b>Q24: Postcode</b>	
<b>Q25: If you would like us to acknowledge receipt of your response, please tick this box</b>	(please tick box)
Address to which the acknowledgement should be sent, if different from above	

**Q26: If you are a representative of a group**, please tell us the name of the group and give a summary of the people or organisations that you represent.

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## 6. Contact details and how to respond

Please respond using the online system available at:

[www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)

Please submit your response by 05/03/2020

You are unable to use the online system, for example because you use specialist accessibility software that is not compatible with the system, you may download a word document version of the form and email it or post it to:

Strengthening police powers to tackle unauthorised encampments consultation  
Police Powers Unit  
Home Office  
6th Floor NW, Fry Building  
Home Office  
2 Marsham Street  
LONDON  
SW1P 4DF

**Email:** [UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)

### Complaints or comments

If you have any complaints or comments about the consultation process you should contact the Home Office at the above address.

### Extra copies

Further paper copies of this consultation can be obtained from this address and it is also available online at [www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)

Alternative format versions of this publication can be requested from:  
[UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)

### Publication of response

A paper summarising the responses to this consultation will be published in [insert publication date, which as far as possible should be within three months of the closing date of the consultation] months' time. The response paper will be available online at [www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)

## Representative groups

Representative groups are asked to give a summary of the people and organisations they represent when they respond.

## Confidentiality

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Home Office.

The Home Office will process your personal data in accordance with the DPA and in the majority of circumstances, this will mean that your personal data will not be disclosed to third parties.



## 7. Impact of Proposals

### Impact Assessment

In accordance with the Better Regulation Framework Manual issued by the Department for Business, Energy and Industrial Strategy (BEIS)<sup>4</sup>, an initial assessment of the impact of these proposals has been carried out and no material financial impact on business, charities or voluntary bodies is envisaged. Impact on the public sector, such as the police and the Crown Prosecution Service, is expected to be relatively minor.

### Equalities Statement

Section 149 of the Equality Act 2010 places a duty on Ministers and Departments, when exercising their functions, to have 'due regard' to the need to eliminate conduct which is unlawful under the 2010 Act, advance equality of opportunity between different groups and foster good relationships between different groups.

In accordance with these duties, we have considered the impact of the proposed changes on those sharing protected characteristics in order to give due regard to the matters mentioned above.

### Eliminating unlawful discrimination

The Traveller community includes Romany Gypsies and English, Scottish, Welsh and Irish Travellers are legally recognised as ethnic groups under the Equality Act 2010.

We recognise that the proposals outlined in this document could have an adverse impact on some members of this minority group. Indeed, in response to the original consultation, some traveller groups, human rights groups and legal organisations told us that criminalising trespass would be a disproportionate response that would impact on their way of life. However, we also recognise the distress that local communities and businesses face as a result of unauthorised encampments. While we recognise that not all unauthorised encampments cause disruption and impact communities, there is evidence that shows where this is the case, the financial costs falling to landowners to evict and to clear sites along with the impact to the community can be significant.

The Home Office will seek views on all proposals and any mitigating actions to limit any disproportionate impact on the Travelling community, as well as any indirect impacts on other protected characteristics, such as disability. The Public Sector Equality Duty is an ongoing duty that will be kept under review as we develop the policy.

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<sup>4</sup> See: <https://www.gov.uk/government/publications/better-regulation-framework-manual>

### **Advancing equality of opportunity between different groups**

We recognise the rights of Romany Gypsies and English, Scottish, Welsh and Irish Travellers to follow a nomadic way of life in line with their cultural heritage.

The vast majority of the Traveller community, estimated to be over 80%, live in caravans staying on permanent public and private sites which have planning permission, or in residences of bricks and mortar. A small minority of Gypsies and Traveller caravans that are classed as unauthorised are those staying in one area and are likely to be on local authority housing waiting lists, those who travel seasonally for work and a very small number who travel across the country.

The Government's overarching aim is to ensure fair and equal treatment for Gypsy, Roma and Traveller communities, in a way that facilitates their traditional and nomadic way of life while also respecting the interests of the wider community. In June this year the Government announced that the Ministry of Housing Communities and Local Government will lead development of a cross-government strategy to improve outcomes in areas including health, education and employment for Gypsy, Roma and Traveller communities.

The Home Office will seek views on all proposals and any mitigating actions to limit any disproportionate impact of the Travelling community.

### **Fostering good relationships between different groups**

It is possible that these new measures could lead to a reduction in unauthorised encampments, which in turn could improve relations. On the other hand, it is also possible that coverage of these measures could reinforce prejudices against Travellers, even those who are compliant with the law.

The Home Office will seek views on all proposals and any mitigating actions to limit any disproportionate impact of the Travelling community.



## 8.Consultation Questions

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

b) the encampment is causing or is likely to cause damage to the land or amenities;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q5. What other conditions not covered in the above should we consider?

Q6. To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q7: Should this be subject to conditions around agreements being in place between local authorities?

Yes / No

Q8: Should there be a maximum distance that a trespasser can be directed across?

Yes / No

If yes, what distance should that be?

Q9: Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?

Yes / No

If yes, what should these be?

Q10. To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q11. To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q12. To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q13: To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q14: Should the police be able to seize the property of:

- i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;
- ii) Anyone they arrest for trespassing on land with the purpose of residing on it; or
- iii) Anyone convicted of trespassing on land with the purpose of residing on it?

Q15. To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q16. Do you expect that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

*Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact*

Q17. Do you expect that criminalising unauthorised encampments would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

*Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact*

Q18. Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?



## 9. Consultation principles

The principles that government departments and other public bodies should adopt for engaging stakeholders when developing policy and legislation are set out in the consultation principles.

<https://www.gov.uk/government/publications/consultation-principles-guidance>



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## Clerk

---

**From:** Valerie Jacobi <Val.Jacobi@waverley.gov.uk>  
**Sent:** 23 December 2019 21:09  
**To:** Town & Parish Clerks  
**Cc:** Gill Dally; Business Support  
**Subject:** Draft decision on the removal of BT phone boxes  
**Attachments:** draft decision on bt phone box removal signed version.pdf

Dear Parish and Town councils

Please find attached the first notice (draft decision) on the consultation from BT for the removal of 38 phone boxes. We have assessed the responses received on the initial consultation from Councillors, Parish and Town councils and the public in making the draft decision.

There is now a further month in which everyone is able to make representations about the draft response.

The notice has been placed on our website and I am contacting you and the Waverley Councillors directly.

The final Notice must be received by BT and the Secretary of State for Culture, Media and Sport by 2<sup>nd</sup> February 2020.

The new consultation period ends at 5 p.m. on 23<sup>rd</sup> January 2020.

You will see that some boxes are marked "under consideration of adoption" these are where we have received several letters from local residents asking for the box to be adopted but the support of the Parish/Town council is not known or not definite. We are also trying to establish if a charity wishes to firm up a possible adoption. If any of these are in your area can you please feed back to us as soon as possible?

Please email Business support if you wish to make any further comments or contact myself or Gill Dally if you have any queries

Kind regards

Val Jacobi  
Project Assurance Support (Case Management System)  
Waverley Borough Council  
Tel: 01483 523110  
[www.waverley.gov.uk/planning](http://www.waverley.gov.uk/planning)  
My days of work are Tuesday, Wednesday and Thursday

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Please visit our website at <http://www.waverley.gov.uk>

Your name Zac Ellwood

Your position Head of Planning and  
Economic Development

E-mail: [zac.ellwood@waverley.gov.uk](mailto:zac.ellwood@waverley.gov.uk)

Direct line: 01483 523395

Calls may be recorded for training or monitoring

Date: 23 December 2019

## NOTIFICATION UNDER SECTION 49(4) OF THE COMMUNICATIONS ACT 2003

Draft decision by Waverley Borough Council in response to a proposal by British Telecommunications PLC for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. Waverley Council, in accordance with Section 49(4) of the Communications Act 2003 ('the Act'), hereby make the following draft decision in response to a proposal by British Telecommunications PLC for the removal of public call boxes pursuant to Part 2 of the Direction.
2. The draft decision is set out in the Schedule to this Notification.
3. The effect of, and Waverley Borough Council's reasons for making, the draft decision is set out in the Schedule to this Notification.
4. Waverley Borough Council considers that the draft decision complies with the requirements of Sections 45 to 50 of the Act, as appropriate and relevant to the proposal.
5. In making the draft decision, Waverley Borough Council has considered and acted in accordance with the six community requirements in Section 4 of the Act.
6. Representations may be made to Waverley Borough Council about the draft decision by 5pm on 23rd January 2020.
7. A copy of this Notification has been sent to the Secretary of State in accordance with Section 50(1)(b) of the Act.
8. The Schedule to this Notification shall form part of this Notification.

Name: Zac Ellwood, Head of Planning and Economic Development

Signature:

Date: 23-12-2019

## Schedule

Draft decision by Waverley Borough Council in response to a proposal by British Telecommunications plc for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone Number	Address	Postcode	Number of calls in last 12 months	Posting completed date	Agree/ Adopt/ Object	Comments/Reasons	Box Type
1	01252 702101	PCO PCO1 Broomfield, Elstead, Godalming	GU8 6HH	73	29/10/2019	Object	Number of calls considered still to show a need to retain this box	Red
2	01252 703298	O/S The Sports Ground, Beacon View Road, Elstead, Godalming	GU8 6DT	0	29/10/2019	Object	Despite the current lack of calls, this box is considered to be sited in a strategic location in the event of an incident on the playing field or playground area. There are limitations in mobile coverage in this vicinity and this box would be a valuable emergency resource.	Red
3	01252 733439	OPP JNC Waverley Lane PCO1 Tilford Road, Farnham	GU9 8DL	85	29/10/2019	Object	Number of calls considered still to show a need to retain this box.	Glass
4	01252 792999	JNC Gardeners Hill Road and PCO1 Applelands Close, Wrecclesham, Farnham	GU10 4TL	397	29/10/2019	Object	Number of calls considered still to show a need to retain this box.	Red
5	01252 793168	PCO1 The Square, Rowledge, Farnham	GU10 4AA	0	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red

6	01403 822271	Near to Baynards Manor PCO1 Baynards, Rudgwick, Horsham	RH12 3AD	0	30/10/2019	Request to Adopt by Ewhurst Parish Council		Red
7	01428 604150	6D Cash PCO1 Eight Acres, Hindhead	GU26 6RZ	0	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red
8	01428 604244	JNC Beacon Hill Road PCO1 Churt Road, Hindhead	GU26 6NL	18	29/10/2019	Object	This area has very poor mobile phone coverage. Until such time as this is improved the box should be retained as an emergency resource.	Red
9	01428 641899	O/S Andy's Fish Bar (NUM 72) PCO1 Weyhill, Haslemere	GU27 1HN	59	29/10/2019	Object	Number of calls considered still to show a need to retain this box.	Glass
10	01428 642327	JCN Chilcroft Road PCO1 Lion Lane, Haslemere	GU27 1JL	3	29/10/2019	Under considerat ion of adoption	Comments have been received asking that the parish council consider adoption	Red
11	01428 643046	PCO PCO1 Parsons Green, Haslemere	GU27 1EE	1	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red
12	01428 643373	O/S The Royal Oak PCO1 Critchmere Hill, Haslemere	GU27 1LS	0	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red
13	01428 682162	OPP Chichester Hall (A283) PCO1 Petworth Road, Witley, Godalming	GU8 5PL	0	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red
14	01428 682241	PCO PCO1 Haslemere Road, Brook, Godalming	GU8 5UL	1	29/10/2019	Agree	No objections have been received and use of the box has declined.	Glass
15	01428 682242	O/S Post Office on A283 PCO1 Petworth Road, Witley, Godalming	GU8 5SJ	0	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red
16	01428 682243	6B Cash PCO1 Sunnydown, Witley, Godalming	GU8 5RP	0	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red
17	01428 682952	6C Cash PCO1 Skinners Lane, Chiddingfold, Godalming	GU8 4XT	0	29/10/2019	Agree	No objections have been received and use of the box has declined.	Red
18	01428 682953	6A Cash PCO1 Woodside Road, Chiddingfold, Godalming	GU8 4RA	0	29/10/2019	Under Considera tion of adoption	Comments have been received asking that the parish council consider adoption	Red



19	01428 583192	6A Cash Sandhills Common PCO1 Brook Road, Wormley, Godalming	GU8 5UD	0	29/10/2019	Object	This area has very poor mobile phone coverage. Until such time as this is improved the box should be retained as an emergency resource.	Red
20	01428 583193	6A Cash PCO1 Gasden Lane, Witley, Godalming	GU8 5RJ	0	29/10/2019	Agree but consider moving Box to another position.	No objections have been received and use of the box has declined. However, Object to removal of number 29 which is a glass box. Could this traditional box be swapped with No.29? Query submitted with BT asking if this is possible.	Red
21	01483 200240	O/S Telephone Exchange, The Common, Dunsfold, Godalming	GU8 4LA	3	30/10/2019	Object	This area has very poor mobile phone coverage. Until such time as this is improved the box should be retained as an emergency resource.	Red
22	01483 200351	PCO PCO1 Durrfold Wood, Plaistow, Billingshurst	RH14 0PL	0	30/10/2019	Agree	No objections have been received and use of the box has declined.	Red
23	01483 208231	PCO Telephone Exchange, The Street, Hascombe, Godalming	GU8 4JG	19	30/10/2019	Object	This area has very poor mobile phone coverage. This area also has frequent power cuts due to overhead lines resulting in long periods without power. Until such time as these matters are improved the box should be retained as an emergency resource.	Red
24	01483 272159	PCO PCO1 High Street, Cranleigh	GU6 8AB	89	30/10/2019	Object	Number of calls considered still to show a need to retain this box.	Red
25	01483 273955	O/S The Four Elms PH PCO1 Smithwood Common, Cranleigh	GU6 8QP	0	30/10/2019	Request to adopt by Parish council		Red



26	01483 275329	Horsham Lane/Plough Lane, the Green, Ewhurst, Cranleigh	GU6 7RR	1	30/10/2019	Object	This box has not been in working order for some time. It is not therefore possible to show what the level of use would be if it was working. The removal of all phone boxes from one village is resisted. It is requested that this phone is returned to working order so that its use can accurately be established along with no 27. No 28 to be adopted.	Red
27	01483 277201	PCO PCO1 The Village, Ewhurst, Cranleigh	GU6 7PB	1	30/10/2019	Object	This box has not been in working order for some time. It is not therefore possible to show what the level of use would be if it was working. The removal of all phone boxes from one village is resisted. It is requested that this phone is returned to working order so that its use can accurately be established along with no 26. No 28 to be adopted.	Red
28	01483 277415	JCN Mapledrakes Road PCO1 The Street, Ewhurst, Cranleigh	GU6 7PA	1	30/10/2019	Adopt by parish council		Red
29	01483 414360	JCN Station Road PCO1 Church Road, Milford, Godalming	GU8 5JA	25	29/10/2019	Object	This is located at a difficult junction near to a school. The mobile phone coverage in this area is patchy. Given the number of calls still being made from this box we consider it should be retained. Consider replacement of the glass box with No 20, a traditional red box to be removed. Query regarding this made to BT.	Glass
30	01483 414593	JCN Charterhouse RD/6C Cash PCO1 Deanery Road, Godalming	GU7 2PG	3	30/10/2019	Agree	No objections have been received and use of the box has declined.	Red
31	01483 414594	JCN Loseley Road/6D Cash PCO1 Spring Grove, Godalming	GU7 3SS	2	30/10/2019	Under consideration of adoption by local charity.		Red

32	01483 415483	JCN Bargate Rise PCO1 Aarons Hill, Godalming	GU7 2LG	5	30/10/2019	Agree	No objections have been received and use of the box has declined.	Red
33	01483 426610	PCO PCO1 Ockford Ridge, Godalming	GU7 2NP	40	29/10/2019	Object	Number of calls considered still to show a need to retain this box.	Glass
34	01483 860805	JCN Farcombe Street PCO1 St John's Street, Godalming	GU7 3DR	14	30/10/2019	Under consideration of adoption	Comments received suggesting Town council should consider adoption	Glass
35	01483 892120	O/S St Martin's Church PCO1 Blackheath Lane, Guildford	GU4 8QT	1	30/10/2019	Under consideration of adoption	Comments received both in favour of removal and for parish council to consider adoption.	Red
36	01483 892315	PCO PCO1 Lords Hill Common, Shamley Green, Guildford	GU5 0UZ	0	30/10/2019	Under consideration of adoption	Comments received suggesting adoption by parish council.	Red
37	01483 892558	Near Bus Stop PCO1 Blackheath Lane, Womersley, Guildford	GU5 0PN	0	30/10/2019	Under consideration of adoption	Comments received suggesting adoption by parish council.	Red
38	01483 893263	PCO PCO1 Birtley Road, Bramley, Guildford	GU5 0JA	1	30/10/2019	Agree	No objections have been received and use of the box has declined.	Red

# Surrey Pension Fund

## Revised Pension Administration Strategy

## Consultation

"The Surrey Pension Fund will deliver a first-class service through strong partnerships with scheme members, employers, the Border to Coast Pool and the wider LGPS community. Environmental, Social and Governance factors are fundamental to our approach which is underpinned by risk management, the use of technology and the highest standards of corporate governance."



## Contents

1. The consultation process and how to respond
2. Setting the context
3. Proposals for consultation
4. Pension Administration Strategy





# 1.The consultation process and how to respond

## Scope of the consultation

Topic of this consultation:	The launch of a Pension administration strategy by the pension fund of Surrey County Council (the Administering Authority).
Scope of this consultation	This consultation seeks responses from Scheme Employers in the Surrey County Council Pension Scheme (Surrey Pension Scheme) and other interested parties on the revision of written a statement of the Administering Authority's policies in relation to such matters mentioned in the Local Government Pension Scheme Regulations 2013, Regulation 59 (the "pension administration strategy")
Geographical scope	Surrey County Council

## Basic information

To:	This consultation is aimed at Scheme Employers in the Surrey County Council Pension Scheme
Body responsible for the consultation:	Surrey County Council
Duration:	28 days
Interested parties	<p>We are seeking views from the following parties and individuals, with an interest in the Local Government Pension Scheme (LGPS):</p> <p>Chief Officers, Head teachers/Principals, Finance and HR directors and other interested parties of scheme employers in the Surrey County Council pension fund.</p>



## How to respond

1. The consultation seeks comments and suggestions regarding the Pension Administration Strategy.
2. You should respond to the consultation by 01 February 2019.
3. You can respond by email to [john.smith@surreycc.gov.uk](mailto:john.smith@surreycc.gov.uk)

When responding, please ensure you enter the words "Pension administration strategy" as the subject of the e-mail.

Alternatively you can write to:

Pension administration strategy  
John Smith  
Pension Governance and Employer Manager  
Surrey County Council  
Room G59  
County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DW

4. When responding, please state whether you are responding as an individual or representing the views of an organisation. If responding on behalf of an organisation, please give a summary of the people and organisations it represents and, where relevant, who else you have consulted in reaching your conclusions.

## Confidentiality and data protection

Surrey County Council will process your personal data in accordance with the Data Protection Act 1998 and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. Individual responses will not be acknowledged unless specifically requested.



## 2. Setting the context

1. Surrey County Council proposes to revise its pension administration strategy to enable the more effective administration of all Scheme Employers in the Surrey Pension Scheme. This consultation fulfils the statutory requirement to consult on this issue under the Local Government Pension Scheme Regulations 2013 (59).
2. The number of Scheme Employers in the Surrey Pension Scheme has experienced a large increase between the triennial actuarial valuation of 2016 and 2019 and since the publication of the original pension administration strategy in 2017. This increase has changed the way in which the Administering Authority manages the administration of the Surrey Pension Fund. This change has brought about the need to establish clear service standards for both the Administering Authority and Scheme Employers.
3. Inadequate administration standards from the Administration Authority and Scheme Employers pose a risk to the Scheme Employer sub-funds in the Surrey Pension Fund and the Surrey Pension Fund as a whole.
4. The Local Government Pension Scheme has undergone significant reforms and a review of administration practice in line with these reforms is appropriate.





### 3. Proposals for Consultation

1. The Administering Authority proposes a draft Pension Administration Strategy to be effective from 1 April 2020.
2. The aims of the Pension Administration Strategy are to:
  - Clearly define the roles and responsibilities of the Administering Authority and Scheme Employers under the LGPS Regulations;
  - Ensure that the Administering Authority and Scheme Employers comply with their statutory requirements;
  - To set clear service standards and service level agreements to enable the efficient administration of functions under the LGPS Regulations;
  - To recognise that best value and best service is better achieved by close cooperation between the Administering Authority and Scheme Employers.
3. The Pension Administration Strategy contains six sections to meet the aims of the Pension Administration Strategy. These are:
  - The regulatory context of the Pension Administration Strategy
  - Aims of the strategy
  - Service standards of the Surrey Pension Fund
  - Requirements for scheme employers
  - Outline of additional administration charges
  - Consultation and review



## 4. Pension Administration Strategy

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# Pension administration strategy of the Surrey Pension Fund

## 1. Introduction

The Local Government Pension Scheme (LGPS) is one of the largest public sector pension schemes in the UK. The Surrey Pension Fund (SPF) is part of the LGPS and is the Administering Authority for almost 300 employers in the scheme.

The LGPS is a valuable element of the total remuneration package of employees working with employers in the scheme. Good quality administration and communication of the overall benefits of the LGPS aids in the confidence of membership towards the scheme and in their value of this employee benefit.

The LGPS Regulations 2013 enables the Administering Authority to prepare a written Pension Administration Strategy (the Strategy) of its policy in relation to communications between and levels of performance for both the SPF and employers within the scheme.

This Strategy replaces the current Pension Administration Strategy with effect from [ ] and applies to all existing employers in the Fund, and all new employers joining the Fund after the effective date of [ ].

The Strategy sets out the expected levels of administration performance of both the SPF and the employers within the Fund, as well as details on how performance levels will be monitored and the action that might be taken where persistent failure occurs.

The Strategy is broken in to nine sections:

1. Regulatory context of the Strategy
2. Aims of the Strategy
3. Service standards of the SPF
4. Requirements for scheme employers
5. Outline of additional administration charges
6. Additional fees that may be charged by the Orbis Pension Administration Team (Orbis)
7. Additional penalties for poor performance by employers
8. Penalties for poor performance by Orbis
9. Consultation and review



Surrey County Council has delegated responsibility for the management of the SPF to the SPF Committee (Committee), taking into consideration advice from the Surrey Local Pensions Board (Board). The Committee and Board will monitor the implementation of this Strategy. Any enquiries in relation to this Strategy should be addressed to:

John Smith (Pensions Governance and Employer Manager)

Surrey Pension Fund

Room G59

County Hall

Penrhyn Road

Kingston upon Thames

KT1 2DN

Tel: 020 8213 2700

Email: [john.smith@surreycc.gov.uk](mailto:john.smith@surreycc.gov.uk)





## 2. The Regulatory Context of the Strategy

In accordance with the Public Sector Pensions Act 2015, the LGPS is regulated by the Pensions Regulator (tPR). The SPF and scheme employers and employers are also required to comply with regulatory guidance or Code of Practice issued by tPR.

The Local Government Pension Scheme Regulations 2013 (**Regulation 59 (1)**) enables a LGPS Administering Authority to prepare a written statement of the Administering Authority's policies in relation to such matters mentioned in **Regulation 59 (2)** that it considers appropriate. This written statement shall be known as the "Pension Administration Strategy" and shall include the following:

- Procedures for liaison and communications between the Administering Authority and Scheme Employers ("its Scheme Employers);
- The establishment of levels of performance which the Administering Authority and its Scheme Employers are expected to achieve in carrying out their Scheme functions ("Service Level Agreements (SLA)"). These functions are:
  - (i) the setting of performance targets,
  - (ii) the making of agreements about levels of performance and associated matters, or
  - (iii) such other means as the administering authority considers appropriate
- Procedures which aim to secure that the Administering Authority and its Scheme Employers comply with statutory requirements in respect of those functions and with any agreement about levels of performance;
- Procedures for improving the communications by the Administering Authority and its Scheme Employers to each other of information relating to those functions;
- The circumstances in which the Administering Authority may consider giving written notice to any of its Scheme Employers under these regulations (additional costs arising from the Scheme Employer's level of performance) on account of that employer's unsatisfactory performance in carrying out its Scheme functions when measured against levels of performance established under the SLA;

- The publication by the Administering Authority of annual reports dealing with:
  - (i) the extent to which the Administering Authority and its Scheme Employers have achieved the level of performance established under the SLA;
  - (ii) such other matters arising from The Pension Administration Strategy as the Administering Authority considers appropriate.
- Such other matters as appear to the Administering Authority after consulting its Scheme Employers and such other persons as it considers appropriate, to be suitable for inclusion in The Pension Administration Strategy.

In addition **Regulations 59 (3 -7)** requires that:

- Where the Administering Authority produces a Pension Administration Strategy, it is kept under review and revised where appropriate;
- When reviewing or revising the Pension Administration Strategy the Administering Authority must consult with its Scheme Employers and such other persons it considers appropriate;
- Where the Administering Authority produces a Pension Administration Strategy or revises that strategy it must send a copy of it to each Scheme Employer and to the Secretary of State;
- The Administering Authority and Scheme employers must have regard to the Pension Administration Strategy when carrying out functions under the LGPS regulations.

- **Regulation 60** requires each employing authority to publish its discretion on;
- funding additional pension [16(2)(e) and 16(4)9d),
- flexible retirement [30(6)],
- waiving actuarial reductions [30(8)],
- the award of additional pension [31] and, in addition,

**Regulation 14 of the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011** requires employers to publish and keep under review its policy on these regulations.

- There are also a number of discretionary discretions under the current regulations and some mandatory discretions under previous sets of regulations.

- The Pension Fund Team can provide template discretion policies upon request.



**Regulation 70** of the Local Government Pension Scheme Regulations 2013 enables the Administering Authority to recover additional costs from a Scheme Employer when, in the opinion of the Administering Authority, it has incurred additional costs because of the poor performance of the Scheme Employer in relation to the Pension Administration Strategy SLA.

The Administering Authority may give written notice to the Scheme Employer stating:

- the Administering Authority's reasons for forming the opinion;
- the amount the Administering Authority has determined the Scheme Employer should pay under **Regulation 69 (1) (d)** in respect of those costs and the basis on which the specified amount is calculated;
- the provisions of the Pension Administration Strategy which are relevant to the decision to give the notice.





### 3. Aims of the strategy

The aims of the Strategy are to:

- set out the quality and performance standards expected of the Fund and scheme employers;
- to promote good working relationships and improve efficiency between the SPF and scheme employers;
- ensure scheme employers are aware of and understand their roles and responsibilities under the LGPS regulations;
- ensure the correct benefits are paid to, and the correct income collected from, the correct people at the correct time;
- maintain accurate records and ensure data is protected and has authorised use only;
- ensure that the administration costs attributable to scheme employers are charged proportionately .

The efficient delivery of the benefits of the scheme is reliant upon effective administrative procedures being in place between the SPF and scheme employers.

This Strategy sets out the expected levels of performance of the SPF and scheme employers and the action(s) that might be taken where standards are not met by employers and/or when non-compliance occurs. It also provides scheme employers with an outline of administration charges they may occur in addition to the administration allowance contained in the employer contribution rate.



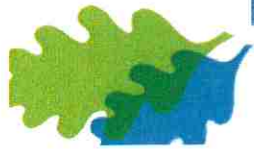
#### 4. Service standards of the SPF

Overriding legislation, including The Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 (as amended), dictates minimum standards that pension schemes should meet in providing certain pieces of information to the various parties associated with the scheme. Further, the LGPS itself sets out a number of requirements for the Administering Authority or employers to provide information to each other, to scheme members and to prospective scheme members, dependants, other pension arrangements or other regulatory bodies. In addition to the legal requirements, SPF has performance standards which cover all aspects of the administration of the SPF.

The SPF service standards are reviewed by the Pensions Fund Committee, Local Pensions Board and are available for consideration by tPR. Regular reporting is undertaken, and performance is also shown in the SPF annual report and accounts. The following sets out the SPF key performance indicators.

Activity	Description	Service standards	Limits
<b>New starter</b>	When Orbis receives electronic/paper notification of the new starter. They will verify the information, set up a new record and send confirmation to the new member.	30 working days	No
<b>Inter fund adjustment in estimate</b>	Check previous service recorded on starter form and write to previous provider(s) if a transfer has been requested	20 working days	No
<b>Inter fund adjustment in actual</b>	Check correct payment has been received, update database and issue statutory notice.	20 working days	No
<b>Transfer in estimate</b>	Check previous service details and offer member the option to transfer and advise of timescales	20 working days	No
<b>Transfer in actual</b>	Check correct payment has been received, update database and issue statutory notice	20 working days	No
<b>Additional Pension Contributions Actual</b>	Update database and inform payroll of the additional pension contribution deduction to be made	20 working days	No






Activity	Description	Service standards	Limits
<b>Additional Voluntary Contributions</b>	Provide information on the Fund's AVC schemes	10 working days	No
<b>Nomination Forms</b>	Update database and send acknowledgement	20 working days	No
<b>Member correspondence</b>	Reply to member query	20 working days	No
<b>Employer correspondence</b>	Reply to employer query	20 working days	No
<b>Employee Estimates</b>	Estimate of deferred benefits and/or voluntary retirement for age 60 and over	30 working days	One estimate per member per annum (consider increasing –this is the bare minimum)
<b>Employer estimate</b>	Provide employer with estimate as requested <sup>1</sup>	10 working days	More than five estimates per employer will require additional time, to be agreed with the SPF.
<b>Refunds (Frozen Refunds)</b>	Calculate refund due and issue payment	20 working days	No
<b>Opt outs</b>	Provide a memo to payroll to cease contributions and inform the member accordingly	20 working days	No
<b>Deferred</b>	Calculate final pay for surrey members, deferred benefits and issue confirmation to all members	2 months	No
<b>Inter Fund Adjustment Out Estimate</b>	Provide service and pay details to new employer	20 working days	No

<sup>1</sup> Scheme employers are encouraged to utilise the on-line self-service estimate portal. This will provide instant estimate results.



Activity	Description	Service standards	Limits
<b>Inter Fund Adjustment Out Actual</b>	Issue payment	20 working days	No
<b>Provide estimate of transfer value</b>	Provide transfer details	40 working days	1 per member per year (consider increasing – this is the bare minimum)
<b>Make payment of transfer value</b>	Issue payment	20 working days	No
<b>Death in service</b>	Send condolence letter, request certificate and enclosed any claim forms	5 working days	No
<b>Death in service final letter</b>	Provide details of deceased salary for Surrey members, monies due to/from the estate, calculation of any spouse's and dependants benefits, send letter and make payment of any death grant	10 working days	No
<b>Death of deferred member initial</b>	Send condolence letter, request certificates and enclosed any claim forms	5 working days	No
<b>Death of deferred member final</b>	Provide details of any benefits due and make payment of death grant	10 working days	No
<b>Deferred in to payment</b>	Send initial letter and forms to member	10 working days	No
<b>Retirement</b>	Calculate final pay for Surrey members, retirement benefits and send initial letter and forms to all members	15 working days	No
<b>Payment of retirement grant and initiate pension.</b>	Issue payment of retirement grant and initiate payroll record	15 working days	No
<b>Revised Payments including Guaranteed Minimum Pensions/Modifications</b>	Inform the member of any adjustments to the pension in payment and update payroll entry	20 working days	No



Activity	Description	Service standards	Limits
<b>Death on pension</b>	Terminate payment, send condolence letter, request certificate and enclosed any claim forms	5 working days	No
<b>Death on pension final letter</b>	Provide details of deceased's pension, monies due to/from the estate and spouse's/dependants benefits	10 working days	No
<b>Complaints</b>		All complaints to be dealt with in line with the additional criteria	No
<b>Employer forums seminars</b>	Employer forum hosted by the SPF	Annually	Yes – limited to one per year. Further seminars will be chargeable.
<b>Requests for legislative or regulatory advice</b>	Employer email bulletins where appropriate	TBC	Advice outside of regular bulletins will be chargeable at the prevailing SPF officer rates. (Surely Orbis should provide basic advice and even relatively complex advice as standard. Otherwise, employers will simply go to the LGA instead).





Activity	Description	Service standards	Limits
<b>Follow-up to all member queries not answered within SLA</b>	Email / letter to update member	10 working days	
<b>Pension payments</b>	Monthly payment of regular pensions.	Paid on the final Thursday of each month	
<b>Annual benefit statements</b>	Provision of an annual benefit statement for all active and deferred pension members	By 31 August following the end of year	
<b>Pension Saving Statements</b>	Provision of an pension saving statement for active and deferred pension members who exceed the Annual Allowance limit	By 6 October each year	



## 5. Requirements for scheme employers

Overriding legislation dictates minimum standards that pension schemes should meet in providing certain pieces of information to the various parties associated with the LGPS. In addition, regulatory guidance sets out a number of requirements for the SPF and scheme employers to provide information.


Under this Strategy scheme employers will be responsible for the following activities in the manner and timescale set out below and the potential consequence of failing to meet these service standards.

Activity	Timescale	Potential consequence of breach
<b>Dedicated employer contact</b>	The Scheme Employer should notify the SPF of a dedicated pension liaison contact within 1 month of the adoption of the Pension Administration Strategy.	The SPF will regularly check that contacts are up to date. The failure to appoint a dedicated employer contact will make failure of performance SLAs more likely.
<b>Discretions policy</b>	The Scheme Employer should provide the SPF with a copy of their Discretions Policy by 1 <sup>st</sup> July 2014, or within 1 month of the date of the Scheme Employer's entry in the SPF.	The provision of a discretions policy is a legal requirement. The SPF will chase receipt of this policy and charge at the prevailing SPF officer rates.
<b>Payment of monthly contributions</b>	Correct payments should be made to the SPF by the 19 <sup>th</sup> (21 <sup>st</sup> for electronic payments) of the month following deductions of pension contributions by the scheme employer (monthly payroll run).	Late payments will incur a charge of £50 plus interest per day. Interest on late payments becomes due with effect from 1 month following the required payment date. Interest is calculated at 1% above the Bank of England base rate on a daily basis.
<b>Payment of capital sums(* <i>include footnote</i>)</b>	Correct capital sums should be made to the SPF within 30 days of being invoiced. These may relate to pension strain costs or fees for work in relation to the charges due to the SPF.	Late payments will incur a charge of £50 plus interest per day. Interest on late payments becomes due with effect from 1 month following the required payment date. Interest is calculated at 1% above the Bank of England base rate on a daily basis.



Activity	Timescale	Potential consequence of breach
<b>Monthly contribution schedule</b>	A monthly contribution schedule should be sent to the SPF before or at the same time as the monthly contribution. The schedule should be sent electronically and in the format requested by the SPF.	The provision of a monthly contribution schedule is essential to the correct calculation of member benefits. The SPF will chase receipt of the monthly contribution schedule and charge at the prevailing SPF officer rates.
<b>End of year processing</b>	An end of year data return should be sent to the SPF within 30 days of the end of the scheme year (31 March). The schedule should be in the format requested by the SPF and be 100% accurate.	The provision of an annual statement is essential to the correct calculation of member benefits. The SPF will chase receipt of the end of year returns. Any additional administration work incurred by the SPF as a result of late or inaccurate submissions will be charged at the prevailing SPF officer rates.
<b>Correct admission of members in to the SPF</b>	The Scheme Employer must ensure that members are correctly admitted to the SPF.	In cases where an employer has incorrectly admitted an employee into the SPF where they were not eligible to be in this Fund, the SPF will correct this error. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
<b>Notification of new starters</b>	The Scheme Employer should notify the SPF of a new starter within 30 days of their joining the pension scheme.	The provision of new starter information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
<b>Notification of leavers</b>	The scheme Employer should notify the SPF of a new leaver within 30 days of their leaving the pension scheme.	The provision of leaver information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
<b>Notification of retirements</b>	The Scheme Employer should notify the SPF of a retirement initially in advance of the retirement	The provision of retirement information is essential to the correct calculation of member





Activity	Timescale	Potential consequence of breach
	date and provide final confirmation within 10 days of their last day of service.	benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
<b>Notification of relevant changes</b>	The Scheme Employer should notify SPF of any relevant changes within 30 days of the change.	The provision of employment change information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
<b>Appoint an Independent Registered Medical Practitioner (IRMP) in order to consider all ill-health retirement applications</b>	The Scheme Employer should appoint an IRMP. The appointment must be approved with the SPF.	The nomination of an IRMP is a legal requirement.
<b>Appoint a “nominated adjudicator” as part of the stage 1 internal dispute resolution procedure (IDRP)(add footnote re AA offer)</b>	The scheme Employer should appoint a “nominated adjudicator” as part of the stage 1 IDRP within 1 month of the date of the Scheme employer’s entry in the SPF. Or within 1 month of the resignation of an existing “nominated adjudicator”.	The nomination of a “nominated adjudicator” as part of the stage 1 IDRP is a legal requirement.
<b>Comply with auto-enrolment legislation as required by the Pensions Regulator</b>	From the Scheme Employer’s auto-enrolment staging date.	Compliance with auto-enrolment legislation is a legal requirement, with non-compliance punishable by the Pensions Regulator



## 6. Outline of additional administration charges

The following scheme functions are outside of the work covered by the administration allowance as part of the employer contribution rate (this can often be because the charges relate to employers who are yet to be admitted to the SPF). These fees will be payable by scheme employers and are generally related to actuarial, legal or administration costs.

Activity	Description	Indicative charge	Comments
New employer processing	Assessment of contribution rate of the new scheme employer	According to the prevailing rates of the SPF actuary	Costs will increase if there are delays in providing data or date requires recalculation
	Assessment of the bond value of the new scheme employer (if applicable)	According to the prevailing rates of the SPF actuary	Costs will increase if there are delays in providing data or date requires recalculation
	Assessment of the cost attributable to pension risk (if applicable)	According to the prevailing rates of the SPF actuary	Costs will increase if multiple calculations are required
	Drafting and executing of admission agreements (if applicable)	According to the prevailing rates of the SPF legal advisers	Costs will increase according to the complexity of the negotiated drafting of the admissions agreement
	Admission administration costs	Charged at the prevailing SPF officer rates (estimated £1,000).	Costs will increase according to the complexity of the negotiated admission to the SPF. Costs will be incurred irrespective of whether or not the applying Scheme Employer abandons the application.





<b>Re-assessment of the bond value of the new scheme employer</b>	The SPF will re-assess bond values in line with the conditions laid out in the admissions agreement.	According to the prevailing rates of the SPF actuary
<b>Reports for scheme employer FRS102/IAS19 returns</b>	The SPF will complete a pension data report required for scheme employer FRS102/IAS19 accounting returns.	Administration charge of between £200 and £400 plus VAT.  Any further charge would be in accordance with the prevailing rates of the Fund actuary
<b>General actuarial queries</b>	Additional actuarial queries in relation to the scheme employer	According to the prevailing rates of the SPF actuary
<b>General legal queries</b>	Additional legal queries in relation to the scheme employer	According to the prevailing rates of the SPF legal advisers
<b>Pension strain costs</b>	A pension strain cost may be incurred by the scheme employer where a member retires early on the grounds of redundancy or business efficiency or where an active member or deferred member chooses to retire early and the scheme employer elects to waive the actuarial reduction to their pension.	The SPF will calculate the strain cost. Payment will be due as a lump-sum payment within 30 days of being invoiced in line with the PAS Service Level Agreement.  Costs are based on age, gender, service and pay of the member.
<b>Valuation of unfunded liabilities</b>	Calculation and invoicing of unfunded liabilities relating to additional pension benefits awarded to employees which do not form part of their entitlement under the LGPS Regulations.	Annual administration charge of £250.
<b>Costs of awarding additional pension</b>	The scheme employer may elect to award additional pension to a member. This will incur a charge.	The SPF will calculate the cost. Payment will be due as a lump-sum payment within 30 days of being invoiced in line with the PAS Service Level Agreement.



<p><b>Cessation costs</b></p> <p><i>These costs are in addition to any cessation deficit payment required in accordance with the Funding Strategy Statement</i></p>	<p>The Scheme Employer will incur a cost if they cease membership of the SPF.</p>	<p>Charged at the prevailing SPF actuary's rates ( approximately £3,000 plus VAT )</p> <p>Further charge is according to the prevailing rates of the Fund actuary</p> <p>The SPF approach to Scheme Employer cessation is laid out in the Funding Strategy Statement.</p>	
<p><b>Provision of stage 1 Internal Dispute Resolution Procedure (IDRP) adjudication</b></p>	<p>The Scheme Employer will incur an administration fee if they nominate the SPF as their stage 1 IDRP adjudicator.</p>	<p>Charged at the prevailing SPF officer rates (not exceeding £500.00 except in the most complicated cases).</p>	<p>Costs will increase according to the complexity of the case.</p>
<p><b>Establishment of security for the Fund</b></p>	<p>The Scheme Employer will incur a cost of establishing a form of security required by the Fund; e.g. a legal charge, Bond or Escrow account.</p>	<p>Administration charge of £500.</p> <p>Further charge in according to the prevailing rates of the SPF actuary and legal advisers.</p>	
<p><b>Covenant assessment</b></p>	<p>The Scheme Employer will incur a cost of the Fund carrying out a covenant assessment of the Scheme Employer to establish risk assurance.</p>	<p>Administration charge of £500.</p> <p>Further charge is according to the prevailing rates of the SPF covenant advisers (approximately £10,000, depending on circumstances).</p>	



## 7. Additional fees that may be charged by the Orbis Pension Administration Team

Activity	Description	Indicative charge	Comments
Pension sharing on divorce pension in payment CEV (pensioners)	Charges may be levied for CEVs because they are not part of business as usual.	Charge of £117	
Pension sharing on divorce implementing a pension sharing order	Charges may be levied for CEVs because they are not part of business as usual.	Charge of £643	
Additional cash equivalent transfer values (CETVs)	Charges may be levied for additional CETVs because they are not part of business as usual.	1 free and then charge of £117 for any additional quotation	



## 8. Additional penalties for poor performance by employers

Activity	Description	Indicative charge	Comments
Failure to provide end of year returns in good time	This prevents the Pension Section from producing annual benefit statements, delays the processing of pension benefits and hinders the smooth administration of the pension scheme and runs the risk of incurring substantial fines from the Pensions Regulator.	A penalty of £5,000 will be payable if the end of year return is received later than 30 <sup>th</sup> June as it may be too late to produce an annual benefit statement (they must be sent out by 31 <sup>st</sup> August).	
Failure to provide monthly contribution returns in good time	This is dealt with in requirements for scheme employers (above).		
Failure to initiate an admission agreement or arrange alternative pension arrangements before a contract is let.	This leads to great uncertainty for the members being transferred and a considerable amount of additional work for the Pension Fund Team.	A penalty of up to £2,000 depending upon the severity of the delay.	
Failure to pay pension strain costs in good time.	This is dealt with in requirements for scheme employers (above).		
Pension recharges that are late for any reason.	As the payments are made from the pension fund the pension fund suffers if it is not reimbursed promptly.	Interest at 1% above base rate from the date the payment fell due. This provides modest protection for the pension fund without being too onerous for employers.	



## 9. Penalties for poor performance by the Orbis Pensions Administration Team

Activity	Description	Indicative charge	Comments
Failure to self-calculate a contribution rate within 10 working days.	This can lead to uncertainty for the employees being transferred and additional work for the Pension Fund Team.	A penalty of up to £500.00 depending on the severity of the delay.	
Failure to provide membership data for new academies within 15 working days.	This can lead to uncertainty for employers and additional actuarial fees for the Pension Fund Team.	A penalty of up to £500.00 depending on the severity of the delay.	
Failure to provide membership data for exiting employers 15 working days.	Failure to provide this information in good time can lead to a breach of the law, reputational damage for the pension fund and generate considerable additional work for the Pension Fund Team.	A penalty of up to £1,000.	
Failure to produce papers for the Local Pension Board, Local Firefighters Board and Pension Fund Committee within the deadlines.	This makes the board roles harder, leads to additional work for the Pension Fund Team and undermines effective scrutiny.	A penalty of up to £500 per paper.	
Failure to provide the pension strain costs flowing from early	The consolidated schedule for the quarter must be provided within ten working days of the end of the	A penalty of up to £1,000 in addition to any other penalties	





<b>retirements to the Pension Fund Team.</b>	<b>quarter. Any delay can lead to a serious loss of investment returns.</b>	<b>payable, depending upon the severity of the delay.</b>
<b>Failure to recharge the Compensation / Crombie / Injury award costs flowing from the payment of compensation benefits.</b>	<b>The consolidated schedule for the month must be produced within ten working days of the end of the month. Any delay can lead to a serious loss of investment returns.</b>	<b>A penalty of up to £1,000 in addition to any other penalties payable, depending upon the severity of the delay.</b>



## **10. Consultation and review**

In preparing this administration strategy statement the SPF will consult with Scheme Employers. The consultation period will be from 23 December 2019 to 31 January 2020.

Thereafter, the Strategy will be reviewed as when required (at least in line with each triennial valuation).

All Scheme Employers will be consulted before any changes are made to the Strategy.





## COMMUNITY SPEED WATCH

*Helping communities tackle anti-social driving*

Community Speed Watch enables residents to get involved in monitoring traffic through their local community. It is intended to educate and inform drivers about anti-social driving and the impact and consequences of their actions.

The scheme has been operating across Surrey for a number of years and has achieved significantly positive results in changing the behaviour of motorists, reducing the threat to life, reducing the impact of anti-social driving and improving the quality of life of those most affected.

A partnership between residents Surrey Police and local councils. Community Speed Watch shows that when communities get involved a positive difference to their environment can be achieved.

**If anti-social driving is an issue in your community contact Surrey Police for more information on 101 or visit our website [www.surrey.police.uk](http://www.surrey.police.uk) and report in online**

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Surrey County Council and Surrey Police  
Working in partnership



# COMMUNITY SPEED WATCH

*Helping communities tackle anti-social driving*

## How does Community Speed Watch work?

Speeding vehicles through a community is normally raised as a neighbourhood issue at a meeting or through contact with Surrey Police.

Officers will discuss the problem with a Surrey Police Casualty Reduction Officer, who monitors traffic through identified locations and reports back to the community about the seriousness of the issue. Collecting this evidence is essential in setting up a scheme.

If evidence shows a significant problem, police will target the area whenever possible. But they will also ask the community if they would like to set up a Community Speed Watch scheme which allows greater flexibility in monitoring the situation and enables the community to target vehicles when they want to, and not necessarily when police have available resources.

A scheme requires a minimum of six volunteers who are trained by police in the use of speed monitoring equipment, health and safety and how to manage enquiries by motorists and/or other members of the public.

Volunteers arrange times when they want to target anti-social driving, which normally involves monitoring vehicles for up to an hour during peak traffic periods.

Vehicles identified as speeding will be recorded by volunteers on a log sheet. This is forwarded to an Administrator who will send out an advisory letter to registered keepers.

If there is a persistent problem with a particular motorist, police will target the driver of that vehicle and, if appropriate, take further action.

## Does Community Speed Watch work?

Community Speed Watch has been very successful not only in Surrey, but in many other areas of England and Wales as well.

The Community Speed Watch scheme has had a significant impact in re-educating motorists regarding speed and raised their awareness of the impact that anti-social driving has on communities.

**Interested** - Please make contact with the person who is trying to start up a Community Speed Watch in your area. Their name and contact details are:





## **Community Speed Watch - Frequently Asked Questions**

### **What is Community Speed Watch?**

Community Speed Watch (CSW) is a locally driven initiative where active members of the community, with the support of the police monitor speeds of vehicles at specific locations using approved speed detection devices. Registered keepers of vehicles that exceed the speed limit threshold are sent letters advising them of the speed that the vehicle was driven at with the aim of educating them, changing their behaviour and reducing their speed. CSW volunteers receive appropriate training, delivered by the local Casualty Reduction Officer (CRO).

Citizen-focused surveys, along with correspondence, have identified speeding as a major concern for many communities in both the rural and urban environment. Therefore, CSW is not restricted to villages and rural towns

CSW has a credible part to play in making communities feel safer. The evidence shows that perceptions of speed vary from being unsubstantiated through to levels that demand an effective enforcement regime. The volunteers are committed to the concept of self-help and are providing both their communities and Surrey Police with an extremely valuable contribution to the wider objectives of road and community safety as well as casualty reduction.

### **Isn't this a police job?**

Surrey Police fully support the drive to achieve casualty reduction targets, and include "reducing the number of people killed and seriously injured on the road" as part of their Policing Plan.

With ever-greater demand it is simply not possible to carry out speed enforcement checks in every requesting community on a regular basis. Indeed, having to prioritise resources means that some communities that have a speeding problem without a corresponding collision record may be unlikely to see meaningful levels of enforcement. This is where working together can help.

**Does it work?**

Community Speed Watch has been very successful not only in Surrey, but in other areas of the country as well. Community Speed Watch has had a significant impact in re-educating motorists regarding speed and raised their awareness of the impact that anti-social driving has on communities. Schemes have also reduced the threat of safety to individuals, particularly very young people and the elderly. Importantly, communities have reported a much improved environment and a greater feeling of safety.

**OK. So how do I start a scheme in my community?**

If you and other members of the community think that speeding traffic has a dangerous or social impact on your area, then involve your local authority as their support will be vital. If it appears that there are others who would like to volunteer to take an active role in speed monitoring, then forming a group is a good next step. Maybe there is an existing Speed Watch group you could link into, or perhaps a road safety sub-committee of the Parish Council.

Contact your Police Casualty Reduction Officer who will be able to guide you through the process, and will facilitate training, risk assessments, and liaison with your local Police team. Surrey County Council fully supports CSW.

**How much will it cost to set up? And who pays?**

Initially Surrey Police will fund the scheme through sponsorship and partnership agencies. Sourcing funds for subsequent schemes is dealt with on a scheme to scheme basis.

**Is it dangerous, and are we covered by insurance?**

Experience so far has shown that the vast majority of drivers either support, or are neutral to, volunteer speed monitors. It is true that some driver's wave or gesture in a less than supportive manner, but actual confrontation has been extremely rare, and our training will cover how to deal with such situations.

Volunteers taking part in CSW activity under the direction and control of Surrey Police will be covered by insurance.

**Public liability insurance** will indemnify them against claims from third parties for injury, loss or damage caused by their negligence.

**Employer's liability insurance** which covers the force against claims made by employees for injury caused to them as a result of the negligence of the force includes CSW volunteers as employees.

**Personal accident insurance** is also applicable to CSW volunteers for specific severe bodily injuries (e.g. loss of limb, sight, death) and only applies to injuries caused whilst acting on Surrey Police business.

## **Scheme Overview**

1. There should be a minimum of six volunteers in the scheme, each willing to contribute a minimum of one hour per week. Small communities who are unable to reach this figure are encouraged to link with other interested local groups, with a view to joining together for a wider-area scheme.
2. Volunteers must be over 18 years of age.
3. The scheme is to have a designated co-ordinator and deputy, responsible for the equipment and contact with the police.
4. Surrey Police will nominate an administrator for processing the recording sheets, and for ongoing support.
5. The locations for monitoring are chosen as the result of consultation between the police and the community. Supporting data to assist this decision may be available from the police or local authority.
6. Surrey Police will carry out risk assessments, with approval being granted to the nearest safe site to that chosen. All sites must be within 20 mph, 30 mph or 40 mph limits. Training for volunteers will include use of the equipment, and health and safety issues both general and site-specific, with the training records being maintained by Surrey Police.
7. Registration numbers of vehicles exceeding the speed limit must be recorded in full by volunteers. Partial numbers will not be accepted. The number must be verified as accurate by at least two volunteers or not recorded at all.
8. The aim is to encourage drivers to choose to drive at or below the speed limit. For practical purposes recording of vehicle details should be restricted to those travelling at above 26 mph in a 20 mph limit, 36 mph in a 30 mph limit, or above 46 mph or more in a 40 mph limit.
9. Offending drivers' vehicle details are recorded on a timed, dated and signed Community Speed Watch Activity Log sheet. Completed sheets are then inputted by the co-ordinator into a Database that comes direct to Surrey Police and the CSW Administrator will arrange for letters to be sent to registered keepers.
10. A maximum of three letters will be sent to the same registered keeper. After this there may be a personal visit to the registered keeper of the vehicle. This does not apply to driver out of the force area. The site may also be targeted by police for intervention with a view to prosecution.



11. Sending letters to registered keepers may be considered by some to be an infringement of an individual's privacy. In the case of CSW, the following factors would mitigate a challenge on privacy grounds:

- CSW addresses a pressing social need
- CSW pursues a legitimate aim
- CSW is a strategy in the reduction of crime and disorder
- CSW promotes and protects public safety
- CSW protects the rights and freedoms of the community for a safer environment
- CSW is proportionate to the problem

If all of the above sounds a bit formal, don't worry. It's just that there have to be some reassurances that the scheme is properly organised before it can be supported by Surrey Police and your Local Authority. **It will be your scheme, not ours.** Monitoring sessions for volunteers are set by you to accommodate the time people are able to give. There should be no expectation that monitoring will take place in all conditions at all times of the year; volunteers will quickly disappear if expected to stand in the rain on a cold winter afternoon.

The scheme will work if we are all able to give what we can, when we can. Together, we can make a difference.

**Interested – what now? Your team Co-Ordinator to make contact with:**

Please make contact with Brenda Gough: 01483 638281

[Brenda.Gough@surrey.pnn.police.uk](mailto:Brenda.Gough@surrey.pnn.police.uk)

Or our Community Speed Watch Email Box:

[CommunitySpeedWatch@surrey.pnn.police.uk](mailto:CommunitySpeedWatch@surrey.pnn.police.uk)

## Site Determination

The following outlines those sites which are excluded from CSW schemes. Where the exclusion is of a temporary nature, the time period for exclusion is stated. Where there are aggravating factors, the final decision on authorising a site will rest with the Road Safety & Traffic Management manager, following liaison with the CRO and local Neighbourhood Inspector.

- Site identified in a speed limit which is not 20 mph, 30mph or 40mph.
- Site which is identified as unsuitable following a police risk assessment.
- Monitoring site is within 100 metres of the start or change in speed limit (although this may not apply to small villages with a very small speed restricted stretch of road).
- Monitoring site is not suitable to ensure compliance with the NPCC Code of Practice for Operational Use of Road Policing Enforcement Technology, or the relevant Manufacturers Operating Manual.
- Site identified or located within a newly introduced or revised speed limit. Monitoring will be embargoed for a period of 6 months from the commencement date of the speed limit, to enable drivers to adjust their behaviour as a result.
- Site which is preceded by Vehicle Activated Signs (VAS). Monitoring will be embargoed for a period of six months from the date the sign was erected. This is to enable the Highway Authority to properly monitor and assess the effectiveness of the sign(s).
- Site within the confines of an area which has a number of identifiable traffic calming measures as part of an overall traffic calming scheme (this may be subject to negotiation with established schemes where the traffic data shows average speeds above the speed limit criteria).
- Site identified or located within 1.5 kms of a mobile camera or static camera enforcement site. Such a site may be used if prior agreement has been obtained from the Surrey Safety Camera Partnership, and that if there are any conditions placed upon its use by them, they are strictly complied with.

**Title:** Queensway Allotments

**Date:** 07/01/2020

**Author:** Claire Williams - Waverley Community and Estates Development Officer

**Reason for report:**

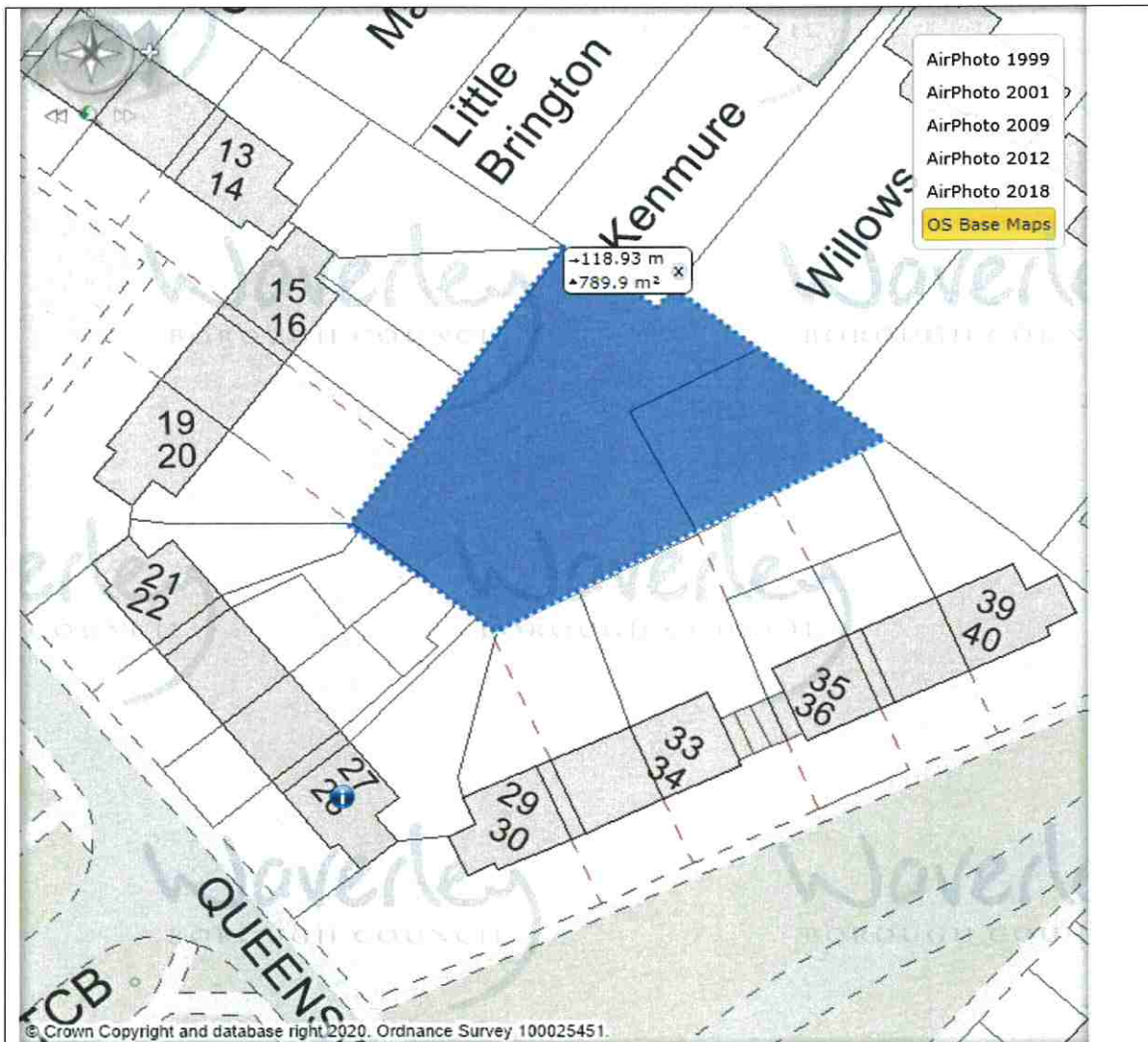
The purpose of this report is to inform Cranleigh Parish Council of the proposal for Waverley Borough Council to offer housing land, shown on the map below in blue to Cranleigh Parish Council on a long-term lease for the purpose of the land being used for allotments. The formal lease arrangement is subject to agreement and this report is to provide councillors with information about the site.

**Background:**

Queensway Allotment land sits behind 15- 40 Queensway, all of which are Waverley owned properties. There are also 3 private properties that back on to the site. Please see map below. There is a locked access point to the site between 27/28 and 29/30. Please see photographs below. There is free on road parking around Queensway.

**Land measurements:**

The land is roughly 789.9 m<sup>2</sup> and a total perimeter of 118.93m. Please see map below.



**Use:**

The land is to be used for allotments only.

**Rent:**

The land will be leased on a peppercorn rent.

**Photographs of the site:**

Photographs showing the site and access point to the site.





**Outstanding work:**

Waverley guarantee to clear, scape and do some levelling work to the land.  
Waverley will install 6ft close board fencing around the perimeter before the site is leased.





## CRANLEIGH PARISH COUNCIL

### Assets of Community Value Nominations Record 2018/19

Asset	Date Submitted	Date Nomination Accepted	Outcome Due	Outcome
Cranleigh Village Hospital Trust	30/05/18	24/10/18	19/12/18	Declined
Rowleys	02/08/18	28/11/18	23/01/19 (29/03/19)	Accepted 28/11/19
The Cranley Hotel	02/08/18	28/11/18	23/01/19 (29/03/19)	Declined
Cranleigh Arts Centre	02/08/18	28/11/18	23/01/19 (29/03/19)	Accepted 28/11/19
Fountain	02/08/18	28/11/18	23/01/19 (29/03/19)	Declined
Cranleigh Village Hospital	25/09/18	28/11/18	23/01/19 (29/03/19)	Declined
Cranleigh Leisure Centre	19/11/18	28/11/18	05/04/19	Accepted 14/08/19
Post Office	19/11/18	28/11/18	05/04/19	Accepted 14/08/19
Lucks Green				
War Memorial				
Obelisk				
Cricket Club				
White Hart Public House				
Richard Onslow Public House				
Three Horseshoes Public House				
Little Manor Garage	19/11/18	28/11/18	05/04/19	Declined
Cranleigh Library	19/10/18	28/11/18	05/04/19	Accepted 14/08/19



## **Allotments Waiting List Policy**

The Parish Council has two allotment sites:

- Beryl Harvey Field
- Elmbridge Road

The Parish Council manages the allotment sites and issues plots on a licence agreement.

There is a waiting list for both sites which is managed through the following Waiting List Policy:

- Open to residents of the parish only.
- New plot holders to be allocated smaller starter plots.
- Existing plot holders on reserve waiting list to be given first refusal on adjacent plot.
- Existing plot holders on reserve waiting list to be offered a full size plot on relinquishment on a smaller starter plot.
- No more than one full size plot per plot holder unless there is no waiting list.

If you would like to join the allotments waiting list, please contact our Admin Clerk at [adminclerk@cranleigh-pc.gov.uk](mailto:adminclerk@cranleigh-pc.gov.uk)

January 2020

**Policy Review Date: April 2022**



## CRANLEIGH PARISH COUNCIL

### BREACH NOTIFICATION POLICY

#### 1. SCOPE

- 1.1. This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.
- 1.2. The GDPR draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

#### 2. Responsibility

- 2.1. All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of Cranleigh Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

#### 3. Procedure – Breach Notification Data processor to Data Controller

- 3.1. Cranleigh Parish Council shall report any personal data breach to the data controller (Clerk) without undue delay who will pass details to the Data Protection Officer. (GDPR-Info Ltd)
- 3.2. GDPR-info Ltd notifies their contact within the data controller, which is recorded in the Internal Breach Register.
- 3.3. Notification is made by [email, phone call, etc.].
- 3.4. Confirmation of receipt of this information is made by email

#### 4. Procedure – Breach Notification Data Controller to Supervisory Authority

- 4.1. GDPR-Info Ltd shall notify the supervisory authority [ICO] without undue delay, of a personal data breach.
- 4.2. 4.1 GDPR-Info Ltd assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.3. If a risk to the aforementioned is likely, GDPR-Info Ltd shall report any personal data breach to the supervisory authority without undue delay, and where feasible not later than 72 hours. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.

- 4.4. The data controller (Clerk) shall provide the following information to the supervisory authority on a Breach Notification Form:
- 4.5. A description of the nature of the breach
- 4.6. The categories of personal data affected
- 4.7. Approximate number of data subjects affected
- 4.8. Approximate number of personal data records affected
- 4.9. Name and contact details of GDPR-*info* Ltd
- 4.10. Likely consequences of the breach
- 4.11. Any measures that have been or will be taken to address the breach, including mitigation
- 4.12. The information relating to the data breach, which may be provided in phases.
- 4.13. GDPR-*info* Ltd notifies their contact within the supervisory authority, which is recorded in the Internal Breach Register
- 4.14. Notification is made by [email, phone call, etc.].
- 4.15. Confirmation of receipt of this information is made by email.

## 5. Procedure – Breach Notification Data Controller to Data Subject

- 5.1. Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject Cranleigh Parish Council shall notify the affected data subjects without undue delay, [using this form/in accordance with GDPR-*info* Ltd.'s recommendations].
- 5.2. The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified 4.4 above.
- 5.3. Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.
- 5.4. The controller has taken subsequent measure to ensure that the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5. It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.
- 5.6. The supervisory authority may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

Adopted: January 2020

Deleted: September 2018

Review: April 2022

Deleted: 19





## CRANLEIGH PARISH COUNCIL

### CCTV POLICY AND CODE OF PRACTICE

#### Introduction

Closed circuit television (CCTV) is installed at the Council premises & other premises for the purpose of staff and premises security. Cameras are located at various places on, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

#### Data Protection Statement

1. Cranleigh Parish Council are the Data Controllers under the Act.
2. CCTV is installed for the purpose of staff, and premises security.
3. Access to stored images will be controlled on a restricted basis within the Council.
4. Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.
5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
6. CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
7. External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

#### Retention of Images

Images from cameras are recorded on a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, and premises, will not be retained for longer than is necessary.



The system has not an automatic power backup facility which may operate in the event of a main supply power failure.

### **Access to Images**

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

### **Access to Images by Council Staff**

Access to recorded images is restricted to *the Data Controllers*, who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

### **Removal of Images for Use in Legal Proceedings**

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party
- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

### **Access to Images by Third Parties**

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives

- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

#### **Disclosure of Images to the Media**

If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

#### **Access by Data Subjects**

This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

#### **Procedures for Dealing with an Access Request**

All requests for access by Data Subjects will be dealt with by the Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the data controllers will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

The Data Controller will provide a written response to the data subject within **30** days of receiving the request setting out the data controllers' decision on the request.

A copy of the request and response should be retained.

### Complaints

Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Adopted: January 2020

Deleted: September

Review: April 2022

Deleted: 18

Deleted: 19

Field Code Changed

**Appendix 1**  
**Data Protection Act/General Data Protection Regulation**  
**- Application for CCTV Data Access**

**ALL Sections must be fully completed.** Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

<b>COUNCIL USE ONLY</b>	<b>COUNCIL USE ONLY</b>
Access granted (tick)	
Access <b>not</b> granted (tick)	Reason for not granting access:
Data Controller's name:	
Signature:	
Date:	

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF  
 Telephone 01483 272311, Fax 01483 478867  
 Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk), E-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

Field Code Changed

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Field Code Changed





## CRANLEIGH PARISH COUNCIL

### Communication and Engagement Strategy

2020

Deleted: 18

Cranleigh Parish Council intends to have meaningful engagement and collaboration with the community as part of its working practice.

#### VISION STATEMENT

**“CRANLEIGH IS, AND WILL CONTINUE TO BE, A VIBRANT PLACE  
IN WHICH TO LIVE, WORK AND PLAY.”**

#### AIMS AND OBJECTIVES

Our key objectives	What we are going to do to achieve our objectives.
<b>To Strengthen Partnerships</b>	Work proactively to strengthen and improve working relationships with our partners; statutory bodies, organisations, local business and voluntary groups.
	Through proactive networking and Parish Council representatives, encourage partners to approach the Parish Council with clear, well thought out constructive ideas which will benefit all sections of the community and on which there can be joint working.
<b>To promote Communication at all levels</b>	Publicise the work of the Parish Council through its website and the local press.
	Give the public the opportunity to ask questions at all public meetings.
	Encourage public feedback, both positive and ideas for development, by visiting the Parish Council Offices, on the website and during public participation at Council meetings. By including the community through questionnaires, by staff and councillors canvassing opinion and by any method which is relevant to the subject being considered.

Field Code Changed

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Telephone 01483 272311, Fax 01483 478867

Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) E-mail: [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

<b>To Manage the Council's resources wisely</b>	Have good financial control through legal procedures and quality auditing to ensure that resources are spent on the needs of the community.
	Focus resources on what matters to our community.
	Attain maximum benefit from management of the Council's assets.
<b>To promote a Sustainable community.</b>	Acknowledge the diversity of what heritage means to Cranleigh and seek to maintain this through active engagement in the ongoing reviews of the Cranleigh Design Statement, Neighbourhood Plan and the Planning Committee.
	Encourage ways in which our community can improve our environment and promote building resilience for the future, this includes being proactive in emergency planning and flood awareness.
	Work to encourage balancing the current needs of people, the economy and the environment without compromising the future. Be sensitive to our environment and contribute to a high quality of life.
	Promote safety and inclusion, opportunities and good services for all.
	Work wherever possible with the business community to sustain economic vibrancy.

## **DEFINING THE COMMUNITY**

Cranleigh's community is those people living or working within the Parish boundary. When using the term 'community', it includes:

- Those residing or working in the parish.
- Businesses based in the parish.
- Users of Parish Council services.
- Visitors to the parish.
- Community and interest groups.
- Voluntary and not-for-profit organisations.
- Church and faith groups.
- Educational establishments.

## **METHODS OF COMMUNITY INVOLVEMENT**

The steps set out below detail how this Council is consulting with the local community on an ongoing basis:

### **Council Office**

The Council Office is situated in Village Way and is open Monday to Friday 9.30am to 12.30pm, and at other times by appointment.

### **Information Point**

Leaflets for various community and voluntary sector organisations are provided in the lobby of the Council Office.

### **Meetings Notices**

All Council and Committee meeting agendas are displayed on the Council's noticeboard in Village Way. Meeting agendas are also posted on the Council's website with the background papers.

### **The Library**

Copies of approved Council minutes are provided to Cranleigh Library.

### **Meetings Open to the Public**

Under s1(2) of the Public Bodies (Admission to Meetings) Act 1960, all meetings of Cranleigh Parish Council are open to the press and public. Meetings or part thereof are only closed to the press and public when there is business to be transacted that is of a confidential nature.

### **Public Participation in Council Meetings**

At all Council meetings, time is set aside early in the agenda for members of the public to speak for up to three minutes (or longer at the Chairman's discretion) on items on the agenda.

### **Annual Parish Meeting**

Cranleigh Parish Council has created the Cranleigh Showcase to supplement the Annual Parish Meeting and generate community interest in the Parish Council and work of the many voluntary and community organisations in the parish. The Showcase is held on a Saturday. The Annual Parish Meeting is held annually between 01 March and 01 June inclusive. Electors are given the opportunity to participate in the meeting, and a report from the meeting is fed back to the next meeting of the Parish Council. The Annual Report is also available at the Annual Parish Meeting and uploaded to the Council website.

### **Website**

Details of Council meetings, minutes, projects, Council documents, contact details for Parish Councillors and much more are frequently updated on the Council's website.

### **Email**

The Council publishes an email address for the Parish Office and for all Parish Councillors enabling members of the public and other authorities, community and voluntary organisations to communicate with the Council.

### **Monthly Page in a Local Publication**

The Parish Council has an annual contract with a local publication for a monthly page to update the local community on the work of the Parish Council. A synopsis of the Annual Report will also be included in this page.

### **Annual Report**

The Chairman produces an Annual Report presented at the Annual Parish Meeting and widely distributed in the parish through the Council Office, library and other information points. The Annual Report includes a report from the Chairman, all Committees and details of the Council's finances. A synopsis of the Annual Report is included in one issue of a local publication.

### **Representatives on Outside Bodies**

At the annual meeting of the Council, representatives are appointed to outside bodies. Agenda items are included for main Council meetings for reports from those representatives.

### **Use of Working Parties**

When the Council is asked by the community for a new facility or service, the Council is happy to work with the local community through a Working Party to investigate the facility or service. Members of the community are invited to join the Working Party to help research the new facility for a report to be taken to Council by the Parish Councillors involved with the Working Party. Working Parties have terms of reference defined by the Council and are Task and Finish Groups for a specific task only.

### **Specific Consultation**

The Parish Council recognises the need to hold consultation on specific projects as and when they arise using the Council website and roadside banner opposite the Village Way car park exit.

### **Young People**

The Council will consult with young people when considering providing facilities and services specifically aimed at young people through the Council's Youth Council.

### **Parish Design Statement**

The Cranleigh Parish Design Statement was produced by the local community in partnership with Cranleigh Parish Council. It records the valued characteristics of the parish and is used by the Planning and Environment Committee when responding to planning application consultations. Its effectiveness is monitored by the Parish Council and it will be subject to periodical review in consultation with the local community.



### Freedom of Information

Cranleigh Parish Council has adopted a Publication Scheme which is available from the Parish Office or via the Council's website. The Council publishes routinely as much information as possible on its website, including draft minutes of Council meetings usually within a week of the meeting. Hard copies are available on request.

### Openness and Transparency

The Parish Council routinely shares information on its website under the Open and Accountable Local Government Act 2014 and the Local Government Transparency Code 2015 including details on Council land and buildings, fixed asset register, staff structure, staff pay multiple, expenditure over £500, details of grants given and requests for tender.

### Complaints Procedure

In the unfortunate event that the Council receives a complaint about its facilities or services, the Council operates a Code of Practice for Handling Complaints.

January 2020

Deleted: April 2018

Policy Review Date: April 2022

Deleted: 19

Field Code Changed





## CRANLEIGH PARISH COUNCIL

### DATA PROTECTION POLICY

#### 1. Introduction

1.1 The Council holds and processes information about employees, councillors, residents and customers, and other data subjects for administrative and commercial purposes.

1.2 When handling such information the Council, and all staff or others who process or use the information, must comply with the Data Protection principles as set out in the Data Protection Act 1998 (the Act).

#### 2. Data protection principles

2.1 There are eight principles set out in the Act, which in summary state that data shall:

- be processed fairly and lawfully
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose
- be adequate, relevant and not excessive for the purpose
- be accurate and up-to-date
- not be kept for longer than necessary for the purpose
- be processed in accordance with the Data Subject's rights
- be kept safe from unauthorised processing, and accidental loss, damage or destruction
- not be transferred to a country outside the European Economic Area, unless that country has the equivalent levels of protection for personal data, except in specified circumstances

#### 3. Responsibilities

3.1 Cranleigh Parish Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.

3.2 The Data Protection Officer is the Clerk, who acts on behalf of the Council, and is responsible for:

- fully observing conditions regarding the fair collection and use of information
- meeting the Council's legal obligations to specify the purposes for which information is used

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- collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements
- ensuring the quality of information used
- applying strict checks to determine the length of time that information is held
- ensuring that the rights of the people whom information is held are able to be fully exercised under the Act
- taking appropriate technical and organisational security measures to safeguard personal information
- ensuring that personal information is not transferred abroad without suitable safeguards
- ensuring that everyone managing and handling personal information
  - full understands that they are contractually responsible for following good practice in terms of protection
  - is adequately trained to do so
  - are appropriately supervised

#### **4. Storage and retention**

4.1 Personal data is kept in paper-based systems and/or on a password-protected computer system.

4.2 The Council will keep different types of information for differing lengths of time, depending on legal and operational requirements. More information can be found in the Council's Document Retention Scheme.

#### **5. Access to information**

5.1 Any employees, councillors, residents, customers and other data subjects have a right to:

- ask what personal information the council holds
- ask what this information is used for
- be provided with a copy of the information
- be given details of the purposes for which the council uses the information and any other persons organisations to whom it is disclosed
- ask that any incorrect data held is corrected

5.2 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended. The council must advise the individual within 21 days whether or not the amendment has been made.

## 6. Breach of policy

6.1 Compliance with the Act is the responsibility of all councillors, residents, customers and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.

6.2 Any individual who believes that the council has breached any of the requirements of the Data Protection Act 1998 should raise the matter with the Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Adopted: ~~January 2020~~

Deleted: September 2018

Review: April 20~~22~~

Deleted: 19



## CRANLEIGH PARISH COUNCIL

### DATA PROTECTION TRAINING POLICY

1. Cranleigh Parish Council ensures that those with day-to-day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice are able to demonstrate competence in their understanding of the GDPR and good practice, and how this should be implemented within Cranleigh Parish Council.
2. The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.
3. Cranleigh Parish Council also ensures that these staff members remain informed about issues related to the management of personal information, where appropriate, by contact with external bodies. Cranleigh Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk))
4. Cranleigh Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Cranleigh Parish Council's procedures, taking into account any related security requirements.
5. All employees/staff are given training to enable them to process personal information in accordance with Cranleigh Parish Council's procedures. This training is relevant to the role that each employee performs within Cranleigh Parish Council
6. The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across Cranleigh Parish Council's business cycle.

Adopted: January 2020

Deleted: September 2018

Review: April 2022

Deleted: 19



## **Discipline Policy**

### **1. Introduction**

1.1 This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

1.2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

1.3 This policy confirms:

- The Council will fully investigate the facts of each case
- The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.
- Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- The Council will give employees reasonable notice of any meetings in this procedure. The employee must make all reasonable efforts to attend any meeting. Failure to attend any meeting may result in it going ahead in the employee's absence and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make a written submission.
- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
- Any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 1998
- Recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition



- Employees have the right to appeal against any disciplinary action. The appeal decision is final
- If an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- Disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- Except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and the reasons for it
- The Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the council's and the employee's consent

## **2. Examples of Misconduct**

2.1 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct:

- Unauthorised absence
- Poor timekeeping
- Misuse of the council's resources and facilities including telephone, email and internet
- Inappropriate behaviour
- Refusal to follow reasonable instructions
- Breach of health and safety rules

## **3. Examples of Gross Misconduct**

3.1 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:

- Bullying, discrimination and harassment
- Incapacity at work because of alcohol or drugs
- Violent behaviour
- Fraud or theft
- Gross negligence
- Gross insubordination
- Serious breaches of health and safety rules
- Serious and deliberate damage to property
- Use of the internet or email to access pornographic, obscene or offensive material
- Disclosure of confidential information

## **4. Examples of Unsatisfactory Work Performance**

4.1 The following list contains some examples of unsatisfactory work performance:

- Inadequate application of office procedures
- Inadequate IT skills
- Unsatisfactory management of staff
- Unsatisfactory communication skills

## 5. Disciplinary Investigation

- 5.1 The Council's Personnel Committee will appoint a minimum of two investigators who will be responsible for undertaking the investigation – a fact-finding exercise to collect all relevant information. The investigators will be independent and will normally be Councillors.
- 5.2 If the Personnel Committee considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council.
- 5.3 The investigators will be appointed as soon as possible after the allegations have been made. The Personnel Committee will inform the investigators of the terms of reference of the investigation. The terms of reference should deal with the following:
- What the investigation is required to examine
  - Whether a recommendation is required
  - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a report
  - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed
- 5.4 The investigators will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage (see 6 below).
- 5.5 The Personnel Committee will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the investigators. The employee will be given at least five working days' notice of the meeting with the investigators so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of the process. The employee should be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the investigators, he/she will have the opportunity to comment on the allegations of misconduct.
- 5.6 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 5.7 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the investigators should try to obtain it from them in advance of the meeting with the employee.
- 5.8 The investigators have no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Personnel Committee whether or not disciplinary action should be taken.
- 5.9 The investigators' report will contain their recommendations and the findings on which they were based. They will recommend either:
- The employee has no case to answer and there should be no further action under the council's disciplinary procedure
  - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally
  - The employee has a case to answer and there should be action under the Councils' disciplinary procedure

5.10 The investigators will submit the report to the Personnel Committee which will decide whether further action will be taken.

5.11 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

## 6. The Disciplinary Meeting

6.1 If the Personnel Committee decides that there is a case to answer, it will appoint a Sub-Committee of three Councillors. The Sub-Committee will appoint a Chairman from one of its members. The investigators shall not sit on the Sub-Committee. No Councillor with direct involvement in the matter shall be appointed to the Sub-Committee. The employee will be invited, in writing, to attend a disciplinary meeting. The Sub-Committee's letter will confirm the following:

- The names of its Chairman and other two members
- Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- A copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
- The time, date and place for the meeting. The employee will be given reasonable notice of the hearing (at least 5 working days) so that he/she has sufficient time to prepare for it
- That witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
- That the employee and the Council will provide each other with all the supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the meeting
- That the employee may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official

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6.2 The disciplinary meeting will be conducted as follows:

- The Chairman will introduce the members of the Sub-Committee to the employee
- The investigators will present the findings of the investigation report
- The Chairman will set out the Council's case and present supporting evidence (including any witnesses)
- The employee (or the companion) will set out his/her case and present evidence (including any witnesses)
- Any member of the Sub-Committee and the employee (or the companion) may question the investigators and any witness
- The employee (or the companion) will have the opportunity to sum up his/her case
- The Chairman will provide the employee with the Sub-Committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the Sub-Committee

## **7. Disciplinary Action**

7.1 If the Sub-Committee decides that there should be disciplinary action, it may be any of the following:

### **Oral warning**

An oral warning is issued for most first instances of minor misconduct. The Council will notify the employee:

- The reason for the warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action
- The employee's right of appeal
- That a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months

### **Written warning**

If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- The reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action
- The employee's right of appeal
- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months

### **Final written warning**

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- The employee's right of appeal
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 18 months

### **Dismissal**

The Council may dismiss:

- For gross misconduct
- If there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force

7.2 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

7.3 If the Sub-Committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action is imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

## 8. The Appeal

8.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

8.2 The grounds for appeal include:

- A failure by the Council to follow its disciplinary procedure
- The Sub-Committee's decision was not supported by the evidence
- The disciplinary action was too severe in the circumstances of the case
- New evidence has come to light since the disciplinary meeting

8.3 The appeal will be heard by a panel of three members who have not previously been involved in the case. This includes the investigators. The appeal panel will appoint a Chairman from one of its members.

8.4 The employee will be notified, in writing, within 5 working days of receipt of the notice of the appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.

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8.5 At the appeal meeting, the Chairman will:

- Introduce the panel members to the employee
- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Personnel Committee.
- Explain the action that the appeal panel may take

8.6 The employee (or the companion) will be asked to explain their grounds for appeal.

8.7 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing within five working days of the appeal hearing.

8.8 The appeal panel may decide to uphold the decision of the Personnel Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

8.9 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved. The appeal panel's decision is final.

January 2020

Deleted: April 2019

Policy Review Date: April 2022





## FLAG FLYING 2020

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The flag pole is located in the High Street close to the War Memorial. Cranleigh Parish Council will fly the following flags, resources permitting, in accordance with guidance from the College of Arms.

### The Union Flag

The union flag shown be flown the correct way up and may be flown every day of the year. In the half of the flag nearest the flagpole, the wider diagonal white stripe must be above the red diagonal stripe:



### Dates for Flying the Union Flag in 2020:

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9 January Birthday of the Duchess of Cambridge  
 20 January Birthday of the Countess of Wessex  
 6 February Her Majesty's Accession  
 19 February Birthday of the Duke of York  
 10 March Birthday of the Earl of Wessex  
 21 April Birthday of Her Majesty the Queen  
 2 June Coronation Day  
 10 June Birthday of the Duke of Edinburgh  
 17 June Official celebration of Her Majesty's birthday  
 21 June Birthday of the Duke of Cambridge  
 17 July Birthday of the Duchess of Cornwall  
 15 August Birthday of the Princess Royal  
 11 November Remembrance Day  
 14 November Birthday of the Prince of Wales  
 20 November Her Majesty's Wedding Day

### What is half-mast and when should flags be flown at half mast?

When flags are to be flown at half-mast they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole. When raising the flag it should always be hoisted right up and then lowered back down to half-mast. Likewise before it is lowered at sunset, it should first be hoisted right up and then lowered back down.

Union Flags should be flown at half-mast on the following occasions:

- From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), when the flags are hoisted right up from 11:00am to sunset,
- In the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral, subject to special commands from Her Majesty in each case,
- The funerals of foreign rulers, subject to special commands from Her Majesty in each case,
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case,
- The Department for Culture, Media and Sport will inform of any other occasions where Her Majesty has given a special command.
- Local government bodies are permitted to fly the Union Flag at half-mast to mark local as well as national commemorations or losses.

#### Commonwealth Day

The Commonwealth of Nations Flag will fly on Monday 09 March 2020.

Deleted: 11 March 2019.

#### St George's Day

The St George's Flag will fly on Thursday 23 April 2020.

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#### Surrey Day

The Surrey Flag will fly on Saturday 02 May 2020.

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#### Cranleigh Civic Flag

The Cranleigh Civic Flag can be flown for:

- full meetings of the Council

And at half mast for:

- Death of ex-Chairman
- Death of a member of the council
- A member of council staff who died during the course of carrying out the duties of his/her employment

#### Armed Forces Day

The Armed Forces Flag will be raised on Monday 22 June 2020 at 10.00am to salute the work and dedication of our Armed Forces for the Armed Forces Day on Saturday 27 June 2020.

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#### Commemoration of 101 years since the Battle of Ypres (Passchendaele)

The Lest We Forget Flag will fly on Friday 31 July 2020.

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#### Merchant Navy Day

The Red Ensign Flag will fly on Thursday 03 September 2020 to show support for seafarers on Merchant Navy Day.

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#### VE Day

Friday 08 May – Sunday 10 May 2020



## CRANLEIGH PARISH COUNCIL

### GENERAL PRIVACY NOTICE 2020

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#### Your personal data – what is it?

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

#### Who are we?

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

#### Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

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

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

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

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

**We may process sensitive personal data including, as appropriate:**

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF  
Telephone 01483 272311, Fax 01483 478867  
Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) E-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

Field Code Changed



- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

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

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

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

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

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

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;



- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

#### **What is the legal basis for processing your personal data?**

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

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

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

### Sharing your personal data

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

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

### How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### Your rights and your personal data

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

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

The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

### The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

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

#### The right to data portability

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

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

You can withdraw your consent easily by visiting this website <https://gdpr-info.com/data-protection-contact-form/> or email.

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

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

#### Transfer of Data Abroad

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

#### Further processing

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

#### Changes to this notice

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

#### Contact Details

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

The Cranleigh Parish Council Data Protection Officer: GDPR-Info Ltd

Email: [dpo@gdpr-info.com](mailto:dpo@gdpr-info.com)

Adopted: January 2020

Deleted: September 2018

Review: April 2022

Deleted: 19

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF  
Telephone 01483 272311, Fax 01483 478867

Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) E-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

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CRANLEIGH PARISH COUNCIL

# HEALTH AND SAFETY POLICY 2020

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## 1. GENERAL STATEMENT OF POLICY

1.1 This policy was adopted by the Council on 16 January 2020.

Deleted: 22 February 2017.

1.2 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

1.3 Our policy is to ensure the safety of members of the public whilst on our premises through a system of regular inspection and risk assessment.

1.4 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.5 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review including an annual review and report on the Council's Risk Assessment.

## 2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act 1974 and Regulations\* made under the Act and the Occupiers Liability Act is that of the Parish Council of Cranleigh.

The Parish Council is responsible for:

- 2.1.1 Overseeing the Health and Safety Policy.
- 2.1.2 Reviewing its effectiveness.
- 2.1.3 Ensuring its correct implementation at all the Council's premises.
- 2.1.4 Periodically reviewing the policy.

2.2 Duties of supervisors are:

Supervisor	Area
Grounds Manager	<u>Council Office, Snoxhall Pavilion, Village Hall, Youth Centre</u> Snoxhall Fields, Bruce McKenzie Field, Beryl Harvey Field, Beryl Harvey Allotments, Elmbridge Road Allotments, Public Conveniences – Village Way and the Common, High Street flower beds
Sexton	Cemetery

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... [1]

\* See Note on Page 6



2.3 All staff are responsible for ensuring a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate supervisor.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Parish Clerk and Grounds Manager.

2.6 Accident Record Books are located:

Area	Location
Snnoxhall Fields	Sports Pavilion
Youth Centre	
Village Hall	
Council Office	
Cemetery	

### 3. FIRST AID

3.1 First aid boxes are located as follows, and are the responsibility of:

Location	Responsibility
Snnoxhall Fields Pavilion	Admin Clerk
Youth Centre	Admin Clerk
Village Hall	Admin Clerk
Council Office	Admin Clerk
Cemetery	Admin Clerk

3.2 Defibrillators in the following locations are not the responsibility of the Parish Council:

There ~~is a defibrillator in the Snnoxhall Pavilion changing rooms belonging to the Football Club.~~

**Deleted:** are no defibrillators on Parish Council property.

### 4. FIRE SAFETY

4.1 Designated persons responsible for the Regulatory Reform (Fire Safety) Order 2005 are:

Area	Person
Snnoxhall Fields Pavilion	Parish Clerk
Youth Centre	Parish Clerk
Village Hall	Parish Clerk
Council Office	Parish Clerk
Cemetery	Parish Clerk

4.2 Fire Risk Assessments shall be reviewed annually, with a three yearly professional review.

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4.3 Fire extinguishers shall have a basic visual inspection quarterly.

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4.4 Fire extinguishers shall be maintained annually.

4.5 Fire alarm systems and fire drills shall be carried out in accordance with the individual property Fire Risk Assessments.

4.6 Fire exits shall be kept free from obstructions and inspected regularly.

4.7 Notices should be prominently displayed giving directions for the evacuation of buildings in the event of fire, and shall be inspected annually.

4.8 Electrical certificates (PAT Testing) shall be obtained on all Council occupied premises in accordance with the property risk assessment.

4.9 Five yearly electrical safety inspections will be undertaken on all Council property.

## 5 TRAINING

5.1 The Council's Parish Clerk has overall responsibility for the provision of the Council's health and safety training, and will be allocated a portion of the Council's training budget for these purposes.

## 6. SPECIFIC POLICIES

6.1 Policies for particular premises and activities are attached as Annexes as follows:-

- 6.1.1 General advice to all employees, contractors, users of Council facilities and general public.
- 6.1.2 All Property.
- 6.1.3 Grounds Maintenance.
- 6.1.4 Caretaking and Cleaning.
- 6.1.5 Grounds Staff.
- 6.1.6 Contractors.
- 6.1.7 Safe Systems of Work
- 6.1.8 Pregnant Women.
- 6.1.9 Working from Home.
- 6.1.10 Handling of Animals
- 6.1.11 Clearance of Snow and Ice.

## 7. EMPLOYMENT OF CONTRACTORS

7.1 The notes to be given to contractors are attached at Annex 5.

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## 8. REPORTING AND RECORDING ACCIDENTS

8.1 Accidents should be reported and recorded in the Accident Record books as follows:

Area	Responsibility
Snnoxhall Fields	Grounds Manager
Youth Centre	Grounds Manager
Village Hall	Grounds Manager
Council Office	Grounds Manager
Cemetery	Sexton

Deleted: Assistant Clerk

Deleted: Parish Clerk

## 9. SMOKING

9.1 Smoking is not allowed in any enclosed space owned by the Parish Council in accordance with the Health Act 2006, or in vehicles when used for Council business.

NOTE: This policy has been prepared with acknowledgement to the following legislation:

- Electricity at Work Regulations 1989
- The Management of Health & Safety At Work (Amendment) Regulations 2006
- Manual Handling Operations Regulations 1992
- The Personal Protective Equipment At Work Regulations 1992
- The Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Fire Precautions (Workplace) Regulations 1997, as amended in 1999
- The Health & Safety (Young Persons) Regulations 1997
- The Work at Height Regulations 2005
- Gas Safety (Installation and Use) Regulations 1998
- The Control of Asbestos Regulations 2012
- The Control of Noise at Work Regulations 2005

## **Annex 1**

### **GENERAL ADVICE TO ALL EMPLOYEES, CONTRACTORS, USERS OF COUNCIL PROPERTIES and GENERAL PUBLIC.**

#### **1. TIDINESS**

- a. Keep floors, passages etc. clear of stores, packages and litter.
- b. Ensure no chairs or tables block corridors or fire exits.
- c. Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

#### **2. FALLS AND COLLISIONS**

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

#### **3 FIRE PRECAUTIONS**

##### **READ AND UNDERSTAND FIRE PRECAUTION NOTICES**

- a. Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.
- b. Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will bum.

#### **4 HORSEPLAY**

- a. Avoid horseplay, sky larking, practical jokes.

#### **5 LIFTING AND HANDLING**

The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action. Manual lifting is included in this and an incorrect technique can cause:

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

#### **6. The following basic rules are produced to help reduce these accidents:**

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help. If mechanical aids are provided, use them. If an object is to be lifted manually:

- 6.1 Bend the knees and crouch to the object.
- 6.2 Get a firm grip using the whole hand and not the finger tips.
- 6.3 Keep the back straight.
- 6.4 Tuck the chin in.
- 6.5 Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.



- 6.6 Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- 6.7 Avoid pinching fingers when releasing object.
- 6.8 When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- 6.9 Protect your toes with safety footwear, to be provided by the Council.
- 6.10 Wear protective gloves when handling objects with sharp or jagged edges.

#### WORKING AT HEIGHT

7. Your personal safety and that of others who could be affected by what you do is a joint responsibility. The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong. A written risk assessment shall be undertaken by the contractor or supervisor for each task that requires working at height and filed for future reference. You should never use a ladder unsupervised. Avoid working at height where possible.

##### 7.1 Ladders

###### 7.1.1 Risk assessment must justify use;

- Low risk
- Short duration
- Or site conditions dictate

###### 7.1.2 Checks

- Correct ladder for task
- Examined prior to use
- Defects checked (painted, rungs, feet)
- Suitable surface

###### 7.1.3 Safe Use

- Ladder stable
- Secured where possible
- Good access
- No overreaching
- 3 points of contact

##### 7.2 All Equipment

7.2.1 All equipment should be inspected by the operative prior to use (including contractor's equipment).

7.2.2 Appropriately maintained

7.2.3 Suitable for the task

7.2.4 Used by a competent person (particularly hired equipment)

7.2.5 Specific guidance for individual equipment available

7.2.6 Types of equipment:

- Step ladders
- Mobile elevated work platforms (MEWPS) (e.g. cherrypickers)
- Mobile scaffold (towers)
- Scaffolds



### 7.3 Other Considerations

7.3.1 Avoid risks from fragile surfaces (roofs)

7.3.2 Prevent falling objects (use of nets)

7.3.3 Warn about danger areas (notices, barriers)

7.3.4 Employees should

- Follow instructions and training

- Advise employer of hazards/risks to health & safety

### 7.4 Summary

7.4.1 Complete written risk assessment, plan and organise your work properly

7.4.2 Follow the hierarchy: avoid – prevent – minimise

7.4.3 Choose right equipment – select collective protection before personal

7.4.4 Guidance available – Work at Height Regulations – A brief guide – INDG 401

### 7.5 Sports Hall and Village Hall

7.5.1 Use only contractors qualified to work at height. Ensure a copy of their RAMS is received prior to working. If access equipment is left on site, ensure it has appropriate tags.

7.5.2 No access to the Village Hall roof space until roof space project is complete.

## VISUAL DISPLAY EQUIPMENT

8.1 The information booklet provided by the Health and Safety Executive is available to all employees on request and stored on the Council server.

### 8.2 The Workstation

The Parish Council will ensure that good features are in place, i.e. adjustable and safely balanced chairs and appropriate desks. Good lighting.

### 8.2 Breaks and Changes of Activity

The need for breaks depends on the nature and intensity of the work; guidance will be given by the Supervisor.

### 8.3 Eye Tests and the Provision of Spectacles

Training will be provided to ensure that employees are aware of the regulations and can use their equipment safely to avoid health problems. Eye tests for Parish Council staff will be arranged and paid for by the Council. In exceptional circumstances, where reading glasses are unsuitable, prescription spectacles for monitor reading may be recommended by the Council's optician and paid for by the Council. They will remain the property of the Council.

### Employees Responsibility

#### 8.4 Comfort

The equipment should be adjusted to suit individual physical requirements:

#### 8.5 Getting comfortable

The chair and VDU should be adjusted so that, as a broad guide, forearms should be horizontal and eyes at the same height as the top of the VDU. There should be adequate space for documents to be managed on the top of the desk. A document holder can help the position of the head relative to the VDU and prevent neck discomfort.

#### 8.6 Visual Display Equipment

Sunlight or artificial light should not be allowed to bounce off the screen and there should be adequate space beneath the desk to allow free movement of legs. Excess pressure on the back of the knees and legs should be avoided and a footrest used where necessary.

#### 8.7 The Keyboard

Adjust the keyboard and mouse to suit your hand movements. A wrist rest in front of the keyboard may help alleviate strain.

#### 8.8 Breaks

Do not sit in the same position for long periods. The general principle to be followed is short frequent breaks are better than longer, less frequent ones.

## **Annex 2**

### **ALL PROPERTY**

#### **1. HEATING, LIGHTING AND VENTILATION**

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised by the property supervisor. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

#### **2. ELECTRICAL EQUIPMENT**

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations and a log maintained.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. All trailing leads should be covered. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used.

#### **3. FURNITURE, FITTINGS AND EQUIPMENT**

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should be bolted to walls wherever possible. Where this is not possible, filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- e) Top of cabinets, cupboards etc should not be used for storage; should always be kept clear.

f) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

#### 4. FIRE PRECAUTIONS

a) All staff must be fully conversant with the "Fire Alert" system displayed in the property. These notices to be checked annually by the person responsible under the Regulatory Reform (Fire Safety) Order 2005.

b) Exit corridors, landings and stair cases must be kept clear at all times.

c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

d) Waste paper bins must be of metal construction and be emptied each day.



### Annex 3

#### GROUPS MAINTENANCE

This policy applies to all Council employees and contractors.

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use. Machinery must be switched off before repairs are undertaken.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected from the mains supply.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Parish Clerk, currently the garage for Council property.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. No one should climb a ladder without another person bracing the base.
11. Pathways on Council owned premises should be inspected annually and will be recorded in the Council's property inspection record for the appropriate property.



## **Annex 4**

### **CARETAKING AND CLEANING**

This policy applies to all Council property.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

#### **8. ALL OF THE FOLLOWING SHOULD BE REPORTED TO THE LOCAL SUPERVISORS:**

- 8.1 Structural faults which appear dangerous.
- 8.2 Floor coverings, etc. which cause a tripping hazard.
- 8.3 Faulty gas, electric, paraffin fixtures, fittings and equipment.
- 8.4 All accidents, however small, should be reported.

#### **NOBODY SHOULD:**

- 8.5 Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- 8.6 Attempt to move obviously heavy furniture alone.
- 8.7 Stand on something to reach windows, if you do ensure the object on which you stand is solid and reliable.
- 8.8 Dispose of aerosol cans UNLESS in the recommended way.
- 8.9 Dispose of soiled materials UNLESS in sealed bags.

## **Annex 5**

### **GROUNDSTAFF**

1. Your personal safety and that of others who could be affected by what you do is a joint responsibility. The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong.

#### **1.1 Clothing**

1.1.1 Ensure that you wear all relevant safety clothing e.g. gloves, reflective waistcoats, safety shoes.

1.1.2 Always wear reflective jackets with double stripes when working near a highway.

1.1.3 Wear heavy duty gloves to protect your hands from sharp objects.

1.1.4 Check that your protective clothing is in good condition and ask for replacements if they get damaged or worn.

#### **1.2 Personal Safety**

1.2.1 In bad light, fog, heavy rainfall and other conditions where visibility is restricted you must stop working on the highway for both your own safety and the safety of others.

1.2.2 Do not put yourself or any other road user in unnecessary danger.

1.2.3 Ensure you look out for traffic and other road users when stepping out onto the highway.

1.2.4 When litter picking in car parks ensure you keep your eyes and ears open for moving vehicles.

1.2.5 If you have an accident no matter how minor, report it to the Grounds Manager so it can be recorded in the Accident Book.

1.2.6 Do not run, no matter how keen you are to finish your work, running increases the risk of falling and hurting yourself.

1.2.7 Do not climb into any stream or watercourse, unless supervised by the Grounds Manager to retrieve rubbish.

1.2.8 Where rubbish presents a risk, it may be necessary to request outside help from another authority such as the Environment Agency or Waverley Borough Council.

1.2.9 Lone working on any stream or watercourse is prohibited.

#### **1.3 Manual Handling**

1.3.1 Bend your knees not your back.

1.3.2 If you come across a heavy item ask for help – never risk straining yourself.

1.3.3 Never collect any items which you consider may be hazardous to move e.g. chemicals, asbestos, dead animals, aerosol cans, gas cylinders, hypodermic needles etc...

1.3.4 If emptying litter bins, place sacks into a barrow or wheeled bin to avoid risk of being cut by sharp objects or hypodermic needles.

1.3.5 If you must carry sacks and it is for short distances, make sure you keep them away from your body to avoid stick wounds from hypodermic needles or cuts from other sharp objects.

1.3.6 If you find a hypodermic needle, do not handle it unless you can do so safely. Wrap it securely, place in a lidded canister and keep it separate from general rubbish. If in ANY doubt contact the Borough Council on 01483 523524

#### 1.4 Solvents

1.4.1 If using any cleansing material ensure you wear proper safety equipment as instructed, i.e. gloves, boots, goggles, face masks.

1.4.2 Take care when in confined areas, make sure doors and windows are open.

1.4.3 If there is no air circulation do not use aerosol sprays.

1.4.4 Ensure all lids are secured and tightened on containers so that chemicals cannot leak.

#### 1.5 Sweeping

1.5.1 Take care that you do not raise too much dust.

1.5.2 Work downwind wherever possible.

1.5.3 In enclosed spaces, damp down before starting to sweep and wear a mask if the dust levels are still high.

#### 1.6 Tractor

1.6.1 Ensure that the tractor is serviced at regular intervals, and a record of all maintenance kept.

1.6.2 Replace any worn parts immediately.

1.6.3 Follow the Highway Code.

1.6.4 Never leave the vehicle unattended.

1.6.5 Always wear your seat belt.

1.6.6 Use a one way system where you can.

1.6.7 Avoid reversing where possible.

## NOTICE TO CONTRACTORS

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

1.1 As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.

1.2 You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.

1.3 You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

1.4 The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.

1.5 In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

1.6 The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.

1.7 The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.



## Annex 7

### SAFE SYSTEMS OF WORK

The Parish Council provides the following guidance obtained from the Institute of Groundsmanship to all of its grounds staff:

- 001 Strimming new employees
- 002 Pedestrian cylinder mower new employees
- 003 Pedestrian rotary mower new employees
- 006 Ride on cylinder mower new employees
- 007 Ride on rotary mower new employees
- 008 Tractor gang mower new employees
- 009 Tractor mounted side arm flail grass
- 010 Tractor drawn flail
- 014 Leaf blowing new employees
- 015 Turf edging
- 017 Pedestrian operated spiker aerators
- 020 Pedestrian operated rollers hand and propelled
- 023 Tractor drawn equipment
- 025 Ride on roller (cricket)
- 030 Rose pruning
- 032 Shrub pruning
- 035 Tractor mounted side arm flail (hedges)
- 038 Chainsaw operation
- 041 Tree planning operations
- 042 Stump grinder operations
- 048 Towing trailers and emergency towing new employees
- 051 Using small dumpers
- 058 Ground work compactor
- 061 Using ladders
- 062 Using trestles and boards
- 078 Road sweeping highway spillage bin clearing
- 079 Removal of hazardous waste
- 081 Animal excrement and dead animal collection
- 083 Snow clearing
- 090 General application of pesticides
- 115 Inspection and clearing of children's play areas
- 119 Erection of sports posts
- 120 Cricket maintenance
- 121 Soccer maintenance
- 123 Sports marking
- 134 Visual display screens
- 135 Photocopying
- 136 Wiring a plug
- 141 Cleaning operations internal
- 142 Public convenience cleaning
- 144 Graffiti cleaning
- 145 Pressure washers
- 153 A-B-C Rabbit control operations
- 154 Mole control operations

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## **Annex 8**

### **Pregnant Women**

The Health and Safety Executive have published the following guidance for expectant women:

<http://www.hse.gov.uk/mothers/>

A hard copy of this document can be provided on request, and such a request will be treated in confidence.

## **Annex 9**

### **WORKING FROM HOME**

Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home this is likely to include visitors to the 'office', e.g. family, friends, etc.

It is the employees' responsibility to report all employment related hazards related to their own or others' health.

Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992.

This includes those that work at home.

The Parish Clerk will be responsible to ensure that a Risk Assessment for employees working from home is completed annually. The Council also has a Lone Working Risk Assessment for which the Parish Clerk is responsible.

## Annex 10

### CODE OF PRACTICE FOR THE HANDLING OF ANIMALS

There may be times when animals stray on to Council property. It is important that staff only deal with animals within their own competency. If staff are alerted to an animal on Council property, the call taker should extract as much information as possible including:

- Precise location of the animal.
- Species including description, size and temperament of animal (if known).
- Is the animal considered to be a danger to Council staff, contractors or the public?
- Is the animal in danger itself?
- Could the animal pose a danger to highway users?

If it is reported that the animal is showing aggressive behaviour and it is considered a danger to people or to itself, then staff should alert the Police by calling 999. Staff may attend the Council property, but must observe the animal from a distance and make a risk assessment based on their own competency for dealing with the animal. Advice can be sought from the RSPCA on their 24 hour cruelty line for animals in distress 0300 1234 999 or an advice line on 0300 1234 555 Monday – Friday 9.00am – 5.00pm.

If staff decide that dealing with the animal is beyond their own competency, then Sussex Police should be contacted for 101 for non-urgent calls. If the animal poses a danger to itself or the public, then staff should alert the Police by calling 999. DEFRA hold a livestock register, if the animal is tagged.

#### Diseases

Staff should ensure that they wash their hands after handling animals as animals may carry diseases.

#### Found Animals

The local branch of the RSPCA have a lost and found contact number 07906 924002 or [info@rspcaguildfordepsom.org.uk](mailto:info@rspcaguildfordepsom.org.uk)

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## Annex 11

### CLEARANCE OF SNOW AND ICE

Reasonable steps should be taken for the clearance of snow and ice from Council property to maintain public access to the following:

Location	Responsibility
Snoxhall Fields Pavilion	Grounds Manager
Youth Centre	Grounds Manager
Village Hall	Grounds Manager
Council Office	Grounds Manager
Cemetery	Sexton

#### Clearance of Snow and Ice

- Snow is best cleared whilst it is still fresh and has not been compacted and frozen. Snow should be cleared to the side of the path taking care not to block emergency exits from the building.
- Salt or grit should then be applied to stop the path freezing.
- If there is another snowfall, this process will need to be repeated.

#### Equipment

- The Council has snow shovels and a salt spreader located in the Snoxhall machine shed.
- Staff should ensure that they have appropriate footwear for the clearance of snow and ice, footwear to be provided by the Council.







## CRANLEIGH PARISH COUNCIL

### INTERNAL PRIVACY NOTICE

#### Your personal data – what is it?

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

#### Who are we?

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

#### Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

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

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

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

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status,

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Field Code Changed

nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

#### **How we use sensitive personal data**

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

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

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

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Field Code Changed

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

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

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

To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;

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

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF  
Telephone 01483 272311, Fax 01483 478867

Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) E-mail: [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

Field Code Changed



### **What is the legal basis for processing your personal data?**

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

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

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

### **Sharing your personal data**

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

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

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

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

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

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

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

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Telephone 01483 272311, Fax 01483 478867

Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) E-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

Field Code Changed

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

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

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

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

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

**5) *The right to data portability***

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

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

- You can withdraw your consent easily by visiting this website <https://gdpr-info.com/data-protection-contact-form/> or email.

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

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

**Transfer of Data Abroad**

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



#### Further processing

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

#### Changes to this notice

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

#### Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:  
The Cranleigh Parish Council Data Protection Officer: GDPR-Info Ltd  
Email: [dpo@gdpr-info.com](mailto:dpo@gdpr-info.com)

Adopted: [January 2020](#)

Deleted: September 2018.

Review: April [2022](#)

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## CRANLEIGH PARISH COUNCIL

### CRANLEIGH PARISH COUNCIL PLANNING CODE OF GOOD PRACTICE (PCGP)

#### Introduction

This Planning Code of Good Practice (PCGP) has been produced to provide practical advice relevant to the consideration of local planning applications (PAs). Members are advised to use this guidance in conjunction with:

- Cranleigh Parish Council's Standing Order's
- The Cranleigh Parish Council Members' Code of Conduct
- CPRE How to respond to Planning Applications: An 8 step guide
- CPRE Planning Explained
- NALC's Legal Topic Note 58 'Planning'

A full list of publications can be found in Annex 1.

The Parish Council is not a statutory consultee on planning matters, but Waverley Borough Council invites its Towns and Parishes to submit local observations as good practice. Comments submitted by Town and Parish Councils are displayed with the appropriate application on the Waverley Borough Council (WBC) website and provide planning officers with a local view. Members of the public are able to make representations to the Parish Council, but should be encouraged to also participate in the Planning Authority's public engagement methods and make direct representations.

Members are always bound by the commitment to uphold the Cranleigh Parish Code of Conduct whenever contributing to the decision-making of the Council or of the Planning Committee.

Members of Cranleigh Parish Council (CPC) shall act in the public interest of the whole parish when considering any items of business, including local PAs. Members should always act impartially in reaching decisions and avoid taking account of personal feelings or those of a planning applicant. Members should not favour improperly any person, company, group or locality.

All pecuniary or non-pecuniary declarations in any application should be disclosed at the appropriate time at Planning Meetings, this includes any member of the Planning Committee who is also a member of WBC Planning Committee.

Guidelines on disclosable pecuniary or non-pecuniary interests can be found in the Cranleigh Parish Council Members Code of Conduct, but additional advice in relation to any matter under consideration at a Council or Planning Committee meeting can be gained from the Monitoring Officer at WBC or the Clerk to the Council.

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### The Planning Committee

1. All members of Cranleigh Parish Council are able to be part of the Planning Committee should they wish. The Council has adopted terms of reference for the Planning Committee.

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2. The Planning Committee has been given delegated responsibility, where appropriate, for making comments and observations about PAs to the relevant statutory Planning Authority (usually Waverley Borough Council<sup>1</sup>).

3. The Planning Committee formally decides, on behalf of the Council, appropriate observations to make on PAs and whether or not to object to them.

4. The agreed observations of the Planning Committee are submitted to the relevant Planning Authority (WBC) by the Clerk to the Planning Committee, within the deadlines applied by WBC.

5. In reaching its decisions the Planning Committee must only take into account material considerations i.e. issues that are in law, material or relevant to a planning application. Ultimately the courts decide on what constitutes a material consideration, however, case law gives local planning authorities significant leeway to decide what considerations are relevant and how much weight should be given to them.

Material considerations include:-

- Government Policy e.g. the National Planning Policy Framework.
- Waverley Borough Council's Planning Policies contained in retained policies or the Local Plan.
- The designated status of a site or its surroundings e.g. Area of Outstanding Natural Beauty
- A site's planning history (including existing planning permissions, previous applications, refusals and appeals)
- The effect on a conservation area or listed building

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They can also include:-

- Accessibility, traffic, roads, adequate parking and servicing
- Access and highways safety
- Overshadowing
- Overlooking and loss of privacy
- Overbearing nature of proposal
- Loss of trees and ecological habitats
- Design and appearance
- Layout and density of buildings
- Effect on listed building(s) and conservation areas
- Noise and disturbance from the scheme
- Disturbance from smells
- Public visual amenity that is not loss of private individual's view
- Flood risk

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<sup>1</sup> Surrey County Council (SCC) is the Planning Authority for some issues such as minerals extraction or waste disposal. The Committee may also wish to comment occasionally on planning applications submitted to neighbouring Planning Authorities e.g. Guildford Borough Council, if it is considered there will be material impact on the Parish.

6. Members should be aware of examples that the local planning authority cannot normally consider as a material consideration. These include:

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- Loss of value to private individual's property
- Loss of view
- Boundary disputes including encroachment of foundations or gutters
- Private covenants or agreements
- The personal conduct, history or motives of any applicants
- Potential profit for the applicant from the application
- Private rights to lights or rights of way
- Damage to property
- Disruption during any construction phase
- Loss of trade and competitors
- Age, health, status, background and work patterns of objector
- Time taken to complete the work
- Capacity of private drains
- Building and structural techniques
- Alcohol or gaming licences

7. Members are encouraged to gain knowledge of the PA site by making a visual inspection from the public highway, footpath or other vantage point accessible to the public. Remember that entry onto private property without permission could be viewed as trespassing.

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8. Cranleigh Parish Council has adopted a policy whereby meetings with developers to discuss PAs should only be at a Council meeting held in public. Should an individual applicant invite a member of the Planning Committee onto their property, consideration must be given to personal safety, public perception, openness and transparency. For this reason, members are advised not to enter private properties. However, should this be unavoidable members should listen to facts and not give personal opinions.

9. Should applicants, developers or groups of objectors wish to seek to lobby or request a private meeting about PAs they should be advised to make contact with the Parish Council Office to arrange for their representations to be made during the "public-speaking" sessions provided at the start of all meetings held by the Parish Council. Such written comments can be submitted to the office to be circulated to all Planning Committee members.

10. Should the occasion arise, members are encouraged to explain the Parish Council Planning Committees consultative role in contributing to the WBC's decision making process on PAs to promote a greater understanding of the planning process. For detailed advice recommend WBC Planning Services.

11. When considering PAs the Planning Committee will consider statements on duties related to biodiversity, crime and disorder and other statements adopted by the Parish Council.

12. Councillors may be asked to speak at meetings of WBC's Planning Committee. Comments should be agreed by the Chairman and Vice Chairman prior to public speaking, and for particularly large or contentious applications by the full Council.

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### Public Engagement

Members of the public have the opportunity to engage with the planning process in Cranleigh by:-

1. Viewing plans at the local Library or on-line.
2. Attending Planning meetings, all of which are held in public. Advance notice of planning meetings is available on the public notice board at the Parish Council Office door and on the Parish Council website www.cranleigh-pc.gov.uk.
3. Addressing the Planning Committee during the allocated public speaking time which is at the beginning of every meeting.
4. Contacting the Parish Council Office or individual Councillors.

In addition local residents are able to make direct contact with the relevant Planning Authority and submit comments in writing.

### Adoption and review of the PCGP

This Planning Code of Good Practice was approved and adopted for use by the full Council at its meeting held on 16 January 2020.

January 2020

Review April 2022

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16<sup>th</sup> February 2015.

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## Annex 1

### List of publications

Campaign to Protect Rural England: (2011) How to respond to planning applications: an 8 step guide.

Available at:- [https://www.cpre.org.uk/wp-content/uploads/2019/11/How To Respond To Planning Applications.pdf](https://www.cpre.org.uk/wp-content/uploads/2019/11/How-To-Respond-To-Planning-Applications.pdf)

Published by NALC

Campaign to Protect Rural England: (2011) Planning Explained

Available at:- [https://www.cpre.org.uk/wp-content/uploads/2019/11/Planning explained.pdf](https://www.cpre.org.uk/wp-content/uploads/2019/11/Planning-explained.pdf)

Published by NALC

NALC (2012) Legal Topic Note 58 'Planning'

Available at:- [SSALC website](http://www.ssalc.org.uk)

Published by NALC

Society of Local Council Clerks (2019) The Role of Parish Councils in Planning.

Available at: - [From the Clerk](#)

Published by SLCC

Waverley Borough Council (2013) Councillors' Planning Code of Good Practice.

Available at: -

<https://modgov.waverley.gov.uk/documents/s31082/Planning%20Code%20of%20Good%20Practice.pdf>

Published by WBC

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<http://www.cpre.org.uk/resources/housing-and-planning/planning/item/2654-planning-explained> ¶  
Accessed 10<sup>th</sup> February 2015 ¶

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Accessed 10<sup>th</sup> February 2015 ¶

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[http://www.slcc.co.uk/UserFiles/advice/245\\_NL%20The%20Role%20of%20Parishes%20in%20Planning%20-%20a%20Guide%2014%2008%2012.pdf](http://www.slcc.co.uk/UserFiles/advice/245_NL%20The%20Role%20of%20Parishes%20in%20Planning%20-%20a%20Guide%2014%2008%2012.pdf) ...Accessed  
Accessed 10<sup>th</sup> February 2015 ¶

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## CRANLEIGH PARISH COUNCIL

### SUBJECT ACCESS REQUEST POLICY

#### 1. Scope

All personal data processed by Cranleigh Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether Cranleigh Parish Council is processing any personal data about that individual and, if so, to be given:
  - a description of the personal data;
  - the purposes for which it is being processed; and,
  - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which Cranleigh Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

#### 2. Responsibilities

GDPR-info Ltd are responsible for the application and effective working of this procedure, and for reporting to the Parish Clerk on Subject Access Requests (SARs). GDPR-info Ltd is responsible for handling all SARs.

#### 3. Procedure

- 3.1 Subject Access Requests must be made using our web page <https://gdpr-info.com/data-protection-contact-form/>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that Cranleigh Parish Council holds, without specifying that data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; Cranleigh Parish Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.

3.5 The SAR application is immediately forwarded to GDPR-info Ltd, who will ensure that the requested data is collected within the time frame.  
Collection will entail either:

3.5.1 Collecting the data specified by the data subject, or

3.5.2 Searching all databases and all relevant filing systems (manual files) in Cranleigh Parish Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives. The Parish Clerk maintains a data map that identifies where all data in Cranleigh Parish Council is stored.

3.6 GDPR-info Ltd maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.

3.7 GDPR-info Ltd is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.

3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:

3.8.1 Crime prevention and detection.

3.8.2 Negotiations with the requester.

3.8.3 Management forecasts.

3.8.4 Confidential references given by Cranleigh Parish Council (not ones given to Cranleigh Parish Council).

3.8.5 Information used for research, historical or statistical purposes.

3.8.6 Information covered by legal professional privilege.

3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.

3.10 The electronic formats used for responses to SARs are:

3.10.1 .CSV file

Adopted: January 2020

Deleted: September 2018

Review: April 2022

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## CRANLEIGH PARISH COUNCIL

### Local Government Transparency Code 2015

#### Part 2.1: Information to be published quarterly

- Expenditure exceeding £500
- Government procurement card transactions
- Procurement Information

#### Part 2.2: Information to be published annually

- local authority land
- grants to voluntary, community and social enterprise organisations
- organisation chart
- trade union facility time
- parking revenues
- controlled parking spaces
- senior salaries
- constitution
- the pay multiple
- fraud

#### Part 2.3: Information to be published once only

- Waste contracts

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Information Title	Information which must be published	Information recommended for publication	Cranleigh Parish Council
<b>Expenditure exceeding £500</b>	<p>Quarterly publication</p> <p>Publish details of each individual item of expenditure that exceeds £500, including items of expenditure, consistent with Local Government Association guidance, such as:</p> <ul style="list-style-type: none"> <li>• individual invoices</li> <li>• grant payments</li> <li>• expense payments</li> <li>• payments for goods and services</li> <li>• grants</li> <li>• grant in aid</li> <li>• rent</li> <li>• credit notes over £500</li> <li>• transactions with other public bodies.</li> </ul> <p>For each individual item of expenditure the following information must be published:</p> <ul style="list-style-type: none"> <li>• date the expenditure was incurred</li> <li>• local authority department which incurred the expenditure</li> <li>• beneficiary</li> <li>• summary of the purpose of the expenditure</li> <li>• amount</li> <li>• Value Added Tax that cannot be recovered</li> <li>• merchant category</li> </ul>	<p>Publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication)</p> <ul style="list-style-type: none"> <li>• Publish details of all transactions that exceed £250 instead of £500 (same individual information items)</li> <li>• Publish the total amount spent on remuneration over the period being reported on</li> <li>• Classify expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.</li> </ul>	<p>Cranleigh Parish Council publishes all expenditure monthly as part of the Council meeting minutes.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Expand data to include Council cost centre, VAT, net and gross amounts and post as a separate item on the Council website.</li> </ul>
<b>Procurement information</b>	<p>Quarterly publication</p> <p>Publish details of every invitation to tender for contracts to provide goods and/or</p>	<p>Place on Contracts Finder, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide</p>	<p>Requests for tender and awards of contracts currently recorded as part</p>

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	<p>services with a value that exceeds £5,000. For each invitation, the following details must be published:</p> <ul style="list-style-type: none"> <li>• reference number</li> <li>• title</li> <li>• description of goods and/or services sought</li> <li>• start, end and review dates</li> <li>• local authority department responsible.</li> </ul> <p>Quarterly publication</p> <p>Publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:</p> <ul style="list-style-type: none"> <li>• reference number</li> <li>• title of agreement</li> <li>• local authority department responsible</li> <li>• description of the goods and/or services being provided</li> <li>• supplier name and details</li> <li>• sum to be paid over the length of the contract or the estimated annual spending or budget for the contract</li> <li>• Value Added Tax that cannot be recovered</li> <li>• start, end and review dates</li> <li>• whether or not the contract was the result of an invitation to quote or a</li> </ul>	<p>goods and/or services with a value that exceeds £10,000.</p> <p>Publish:</p> <ul style="list-style-type: none"> <li>• information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as 'real-time' publication)</li> <li>• every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000</li> <li>• details of invitations to quote where there has not been a formal invitation to tender</li> <li>• all contracts in their entirety where the value of the contract exceeds £5,000</li> <li>• company registration number at Companies House</li> <li>• details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months</li> <li>• details of the geographical (eg. by ward) coverage of contracts entered into by the local authority</li> <li>• details of performance against contractual key performance indicators</li> <li>• information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation,</li> </ul>	<p>of the minutes of Council or Committee meetings.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Place invitations to tender on Contracts Finder.</li> <li>• Continue to record details of tenders and contracts in Council and Committee meeting minutes.</li> </ul>
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	<p>published invitation to tender</p> <ul style="list-style-type: none"> <li>whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.</li> </ul>	<p>community interest company, industrial and provident society, housing association, etc)</p> <ul style="list-style-type: none"> <li>details of existing waste collection contracts, at the point they first publish quarterly contract information under Part 2 of the Code.</li> </ul>	
<b>Local Land Authority</b>	<p>Annual publication</p> <p>Publish details of all land and building assets including:</p> <ul style="list-style-type: none"> <li>all service and office properties occupied or controlled by user bodies, both freehold and leasehold</li> <li>any properties occupied or run under Private Finance Initiative contracts</li> <li>all other properties they own or use, for example, hostels, laboratories, investment properties and depots</li> <li>garages unless rented as part of a housing tenancy agreement</li> <li>surplus, sublet or vacant properties</li> <li>undeveloped land</li> <li>serviced or temporary offices where contractual or actual occupation exceeds three months</li> <li>all future commitments, for example under an agreement for lease, from when the contractual commitment is made.</li> </ul>	<p>Publish the following additional information:</p> <ul style="list-style-type: none"> <li>the size of the asset measured in Gross Internal Area (m2) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level. Local authorities using Net Internal Area (m2) should convert measurements to Gross Internal Area using appropriate conversion factors and state the conversion factor used</li> <li>the services offered from the asset, using the services listed from the Effective Services Delivery government service function list <a href="http://doc.esd.org.uk/FunctionList/1.0.0.html">http://doc.esd.org.uk/FunctionList/1.0.0.html</a> (listing up to five main services)</li> <li>the reason for holding asset such as, it is occupied by the local authority or it is providing a service in its behalf, it</li> </ul>	<p>Cranleigh Parish Council has agreed to publish its Local Authority Asset Register on its website.</p>

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF

Telephone 01483 272311, Fax 01483 478867

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	<p>For each land or building asset, the following information must be published together in one place:</p> <ul style="list-style-type: none"> <li>• Unique Property Reference Number</li> <li>• Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (eg. on one site there could be several buildings or in one building there could be several users, floors/rooms etc – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code</li> <li>• name of the building/land or both</li> <li>• street number or numbers - any sets of 2 or more numbers should be separated with the ‘-’ symbol (eg. 10-15 London Road)</li> <li>• street name – this is the postal road address</li> <li>• postal town</li> <li>• United Kingdom postcode</li> <li>• easting and northing (geocoding in accordance with ISO 6709 Standard Representation for Geographic Point Location by Coordinates, usually a centre point of the asset location)</li> </ul>	<p>is an investment property, it supports economic development (eg. provision of small businesses or incubator space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset</p> <ul style="list-style-type: none"> <li>• whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset which the authority is actively seeking to transfer to the community</li> <li>• total building operation (revenue) costs as defined in the corporate value for money indicators for public services at <a href="http://www.vfmindicators.co.uk/guidance/2010-11-Estates-Management.pdf">http://www.vfmindicators.co.uk/guidance/2010-11-Estates-Management.pdf</a></li> <li>• required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at the standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella)</li> <li>• functional suitability rating using the</li> </ul>
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	<ul style="list-style-type: none"> <li>whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:               <ul style="list-style-type: none"> <li>for freehold assets:                   <ul style="list-style-type: none"> <li>occupied by the local authority</li> <li>ground leasehold</li> <li>leasehold</li> <li>licence</li> <li>vacant</li> </ul> </li> <li>for leasehold assets:                   <ul style="list-style-type: none"> <li>occupied by the local authority</li> <li>ground leasehold</li> <li>sub leasehold</li> <li>licence</li> </ul> </li> </ul> </li> <li>for other assets:               <ul style="list-style-type: none"> <li>free text description eg. rights of way, access etc.</li> </ul> </li> <li>whether or not the asset is land only (without permanent buildings) or it is land with a permanent building.</li> </ul>	<p>scale:</p> <ul style="list-style-type: none"> <li>good – performing well and operating efficiently (supports the needs of staff and the delivery of services)</li> <li>satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services)</li> <li>poor – showing major problems and/or not operating optimally (impedes the performance of staff and/or the delivery of services)</li> <li>unsuitable – does not support or actually impedes the delivery of services</li> <li>energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.</li> </ul>	
<b>Grants to voluntary, community and social enterprise organisations</b>	<p>Annual publication</p> <p>Publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:</p> <ul style="list-style-type: none"> <li>tagging and hence specifically identifying transactions which relate to voluntary, community and social enterprise organisations within published data on</li> </ul>	<p>Publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication).</p> <ul style="list-style-type: none"> <li>information disaggregated by voluntary and community sector category (eg. whether it is registered</li> </ul>	<p>Cranleigh Parish Council publishes all expenditure which includes grants to voluntary, community and social enterprise organisations as part of the minutes of the Council meeting.</p> <p><b>Recommendation:</b></p>



	<p>expenditure over £500 or published procurement information or,</p> <ul style="list-style-type: none"> <li>by publishing a separate list or register.</li> </ul> <p>For each identified grant, the following information must be published as a minimum:</p> <ul style="list-style-type: none"> <li>date the grant was awarded</li> <li>time period for which the grant has been given</li> <li>local authority department which awarded the grant</li> <li>beneficiary</li> <li>beneficiary's registration number</li> <li>summary of the purpose of the expenditure</li> <li>amount.</li> </ul>	<p>with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association etc).</p>	<p>A separate annual record of grants will be maintained as part of the Council's annual statement of accounts and will be published on the Council's website.</p>
<b>Organisation Chart</b>	<p>Annual publication</p> <p>Publish an organisation chart covering staff in the top three levels of the organisation. The following information must be included for each member of staff included in the chart:</p> <ul style="list-style-type: none"> <li>grade</li> <li>job title</li> <li>local authority department and team</li> <li>whether permanent or temporary staff</li> <li>contact details</li> </ul>	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> <li>charts including all employees in the local authority whose salary exceeds £50,000</li> <li>the salary band for each employee included in the chart(s)</li> <li>information about current vacant posts, or signpost vacancies that are going to be advertised in the future.</li> </ul>	<p><b>Recommendation:</b></p> <p>Cranleigh Parish Council should publish an organisational chart on its website.</p>



	<ul style="list-style-type: none"> <li>• salary in £5,000 brackets, consistent with the details published for Senior Salaries</li> <li>• salary ceiling (the maximum salary for the grade).</li> </ul>		
<b>Pay multiple</b>	<p>Annual publication</p> <p>Publish the pay multiple on their website defined as the ratio between the highest paid salary and the median salary of the whole of the authority's workforce. The measure must:</p> <ul style="list-style-type: none"> <li>• cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)</li> <li>• use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year</li> <li>• exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.</li> </ul>		<p><b>Recommendation:</b></p> <p>Cranleigh Parish Council should publish pay multiple details on its website.</p>
<b>Fraud</b>	<p>Annual publication</p> <p>Publish the following information:</p> <ul style="list-style-type: none"> <li>• number of occasions they use powers under the Prevention of Social Housing</li> </ul>	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> <li>• total number of cases of irregularity investigated</li> <li>• total number of occasions on which a) fraud</li> </ul>	<p><b>Recommendation:</b></p> <p>Cranleigh Parish Council will publish details of fraud investigations.</p>

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	<p>Fraud (Power to Require Information) (England) Regulations 2014, or similar powers</p> <ul style="list-style-type: none"> <li>• total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud</li> <li>• total number (absolute and full time equivalent) of professionally accredited counter fraud specialists</li> <li>• total amount spent by the authority on the investigation and prosecution of fraud</li> <li>• total number of fraud cases investigated.</li> </ul>	<p>and b) irregularity was identified</p> <ul style="list-style-type: none"> <li>• total monetary value of a) the fraud and b) the irregularity that was detected, and</li> <li>• total monetary value of a) the fraud and b) the irregularity that was recovered.</li> </ul>	
<b>Waste contracts</b>	<p>One-off publication</p> <p>Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraphs 32 of the Code, at the point they first publish quarterly contract information under Part 2 of this Code.</p>		<p><b>Recommendation:</b></p> <p>Cranleigh Parish Council will publish details of its waste contracts on its website.</p>



## CRANLEIGH PARISH COUNCIL

### Cranleigh Youth Council Data Protection Policy

January 2020

Deleted: November 2017

The Data Protection Act 1998 governs the collection, recording, storage, use and disclosure of personal data, whether such data is held electronically or in manual form. Young people have the same rights as adults under the Act.

#### Contents

1. What is 'Data Protection'?
2. What is 'Personal Data'?
3. What are the rules?
4. How does Data Protection apply to the Youth Council?
5. How Personal Data must be processed.
6. Dealing with Subject Access Requests (SARs).

#### 1. What is Data Protection?

Data protection aims to protect an individual's rights to privacy by regulating how organisations obtain, store and use their personal data. So, data protection rules provide individuals with certain rights whilst also imposing certain duties and obligations on organisations. Young people and adults have the same data protection rights under the law.

##### a) The Law and Regulation

Data protection is governed by the Data Protection Act 1998 - DPA which is overseen and regulated by the Information Commissioner's Office - ICO.

##### b) What records are subject to Data Protection?

The rules apply particularly to computer or automated records (including email) but also apply to manual records kept in such a way that specific information about a particular individual can easily be retrieved e.g. manual records filed by the name or role etc.

Examples of automated records include:

- Computer files - files stored on hard file or floppy discs, CD Roms, DVD's, hard disks, back-up files
- Audio/Video-CCTV, webcam images
- Digitalised images- scanned photos, digital camera
- Examples of manual records include:
  - Files on employees, volunteers, young people
  - Index systems names, addresses, other details
  - Microfiche records- containing personal data

A mere passing reference to an individual is not necessarily classed as personal data e.g. the Minutes of a meeting will not be considered personal data about those attending in general. However, if an individual was specifically discussed and is identifiable from such discussion in the Minutes, then the Minutes will be personal data about that individual.

## **2. What is Personal Data?**

This is any information held about a living individual who can be identified from the information itself or other information also held. Names, addresses or specific roles are obvious ways of identifying individuals but they can also be identified in photos or CCTV images.

For Cranleigh Youth Council, Personal Data might include: Parental consent forms, photographs, minutes of Youth Council meetings.

There are special rules applying to 'Sensitive Personal Data' where extra care must be taken when handling or disclosing it to third parties. Personal data becomes sensitive if it includes information about:

- Racial or ethnic origin;
- Political opinions;
- Religious beliefs;
- Trade union membership;
- Physical or mental health; or
- Sexual life;
- Commission of offences or alleged offences.

## **3. What are the rules?**

The law states that when processing any personal data the Data Controller must apply 8 basic Data Protection Principles.

### **a) What is 'Processing'?**

Processing has a wide meaning and includes all aspects of handling personal data e.g. from obtaining, recording, retaining (incl. editing and revising it), storing, sharing it to archiving and destroying it.

### **b) What is a Data Controller?**

A Data Controller can be either individuals, organisations or other incorporated or unincorporated bodies of persons who determine what personal data is held, why it is held and how it is processed.

Data Controllers are responsible for ensuring compliance with data protection. At Cranleigh Parish Council, the Data Controller is the Proper Officer.

The DPA also refers to a data processor who processes personal data on behalf of the data controller, and for the Youth Council, the data processor will be the Councillor that collects and holds the parental consent forms including emergency contact details for members and the Proper Officer.

As the Data Controller is ultimately responsible for what the data processor does with the data, there should be a proper agreement specifying the Data Controller's instructions for the handling of the parental consent forms.

### **Youth Council Data**

- When the parental consent forms are not in use at a meeting or outing of the Youth Council, they should be stored in the locked personnel filing cabinet in the Council Offices.
- Minutes of Youth Council meetings should be kept in a designated file and stored in the locked personnel filing cabinet in the Council Offices.

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- Electronic copies of photographs of the Youth Council should be held on the secure area of the Council's server and hard copies stored in the locked personnel filing cabinet in the Council Offices.

#### c) What are the 8 basic principles of the DPA?

The 8 basic principles address fairness, lawfulness, relevance, excessiveness, accuracy, up-to-datedness and security. Thus, when processing personal data, the Data Controller must ensure that the data is:

- Processed fairly and lawfully;
- Obtained for a specified and lawful purpose;
- Adequate, relevant and not excessive for purpose;
- Accurate and up-to-date;
- Kept only for as long as required;
- Processed in accordance with the data subjects rights;
- Be kept secure proportionately to the level of harm that could result if unauthorised access occurs;
- Not transmitted outside the European Economic Area (EEA) without consent from the data subject.

### **4. How does Data Protection apply to the Youth Council?**

#### 4.1. Does data protection apply to the Youth Council?

Data protection law applies in full to the Youth Council as it collects and stores personal data about Youth Council members.

#### a) Does the Youth Council have to register with the ICO?

No as the Parish Council is registered as a Data Controller with the ICO and the Youth Council operates with a constitution agreed with the Parish Council.

#### b) Who within the Youth Council is responsible for Data Protection?

All Councillors at each meeting or outing will be the designated data processor and responsible for collecting and holding parental consent forms including emergency contact details for members.

#### c) How could Data Protection impact the Youth Council?

- The processing of personal data.
- When individuals make a 'Subject Access Request' ('SAR') i.e. a request for disclosure of all their personal data.

### **5. How Personal Data must be processed**

The Youth Council must apply the 8 basic Data Protection Principles when processing Personal Data and the following are some basic essentials to be applied:

#### (a) When obtaining Personal Data

- have legitimate grounds for collecting and using it in the first place.
- be transparent about the purpose for which it is collected and who it will or may be shared with by providing privacy notices when collecting it.
- ensure you have consent from the individual.
- ensure that the source is clear.



(b) When retaining Personal Data

- only hold and retain data sufficient for the intended purpose.
- take reasonable steps to ensure accuracy as to facts and consider any challenges to this
- update, edit and revise it regularly in accordance with the purpose it was collected, e.g. changes to names, addresses, contact details, medical needs etc.
- review how long it should be retained in accordance with the purpose it was collected.
- give individuals access to their personal data.

(c) When storing Personal Data

- ensure secure system policies of storage, including encryption where necessary, and access in order to prevent accidental loss, alteration or breaches of security.
- be clear about who is responsible for ensuring information security.
- swiftly and effectively respond to any breach of security including reporting this to the ICO.

(d) When sharing Personal Data

- personal data must always be processed fairly, handled for intended purpose and only in ways that an individual would reasonably expect. This means that a data controller should not share personal data without legitimate reason.

(e) When deleting, destroying or archiving Personal Data

- Delete or destroy when no longer required securely.
- Archive securely where retention is justified.

(f) What are the special rules for processing 'Sensitive Personal Data'?

- All the above rules are also applicable when processing sensitive personal data but an additional rule applies to sensitive personal data which may only be held with the explicit consent of the data subject i.e. where sensitive personal data is to be processed, you must ensure that individuals have given explicit consent for this to happen. The DPA does not define the method of obtaining explicit consent, however, the best method is to obtain such consent in writing requiring the individual to e.g. tick a box or sign a declaration etc, agreeing that their sensitive personal data may be processed.

(g) Data controllers must not:

- Use personal data in ways which have an unjustifiable adverse effect on the individual.
- Transfer personal data to a country or territory outside the European Economic Area (EEA) unless first ensuring that country or territory also ensures a like level of protection for the processing of personal data.

## **6. How to deal with Subject Access Requests (SARs)**

### **(a) What is an SAR?**

One of the main rights which the Data Protection Act gives to individuals is the right to access their personal information. An individual can make a request in writing to an organisation for a copy of any personal information held about them. This is known as a Subject Access Request (SAR).

Following a request, a data subject is entitled to a copy of personal data being held or being processed about them (with only a few exemptions possible). The data controller may charge a standard fee to the data subject (a maximum of £10).

You must comply with the SAR within 40 calendar days of receiving payment.

### **(b) What can the Subject do following receipt of their Personal Data?**

Subjects can:

- ask to have inaccurate data rectified, erased or destroyed.
- ask that data be stopped from being processed if it is unnecessary or causing unjustified damage or distress.
- ask the ICO whether the Act has been contravened.
- If necessary, apply to court to exercise their rights and may receive compensation if damages are suffered due to any contravention of the Act.

Review: April 2022

Deleted: February 2021



## CRANLEIGH PARISH COUNCIL

### Youth Council Safeguarding Policy

January 2020

Deleted: November 2017

**It is the policy of Cranleigh Parish Council to safeguard the welfare of all members of the Youth Council.**

The Council will:

- Taking the interests and well-being of young people into account, in all our considerations and activities.
- Respecting the rights, wishes and feelings of the young people with whom we work.
- Taking all reasonable practicable steps to understand the symptoms of neglect and abuse.
- Promoting the welfare of young people and their protection within a position of trust.

Members of the Council and the staff will:

- Be responsible for putting this policy into practice at all times.
- Be responsible to ensure that young people are protected from harm.

Each adult should ensure that:

- Their behaviour is appropriate at all times.
- They follow the procedures following suspicion, disclosure or allegation of child abuse.
- They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with the young people under their care are appropriate.

Councillor Members of the Youth Council will:

- Have enhanced DBS checks every three years.
- Complete the SCC Safeguarding training every three years.

Other Relevant Policies:

- Code of Conduct
- Dignity at Work Policy
- Youth Council Data Protection Policy
- Health and Safety Policy
- Officer – Member Protocols
- Youth Council Premises Risk Assessment
- Press and Media Policy
- Social Media Policy

### **Good Practice Principles for working with the Youth Council**

- Adults should not behave in a manner which would lead any reasonable person to question their suitability to work with children, or act as a role model.
- Adults must not work on their own with children. If a situation occurs when this arises, due to sickness or an emergency, always inform colleagues or parents/carers to ensure that someone can be present or nearby.
- Adults should ensure that at least one DBS checked and one other adult are present sufficiently early before a meeting of the Youth Council to greet any early arrivals.
- Electronic communications to a young person will be copied to another Councillor member of the Youth Council.
- It is inappropriate to offer lifts to a child or young person. There may be occasions where the child or young person requires transport in an emergency situation or where not to do so may place a child at risk. If circumstances permit, the parent/carer or line manager should be informed before the lift is provided. The event must always be recorded and reported to the Proper Officer and parents/carers.
- Physical contact is discouraged and should only take place only when it is absolutely necessary and in a safe and open environment i.e. one easily observed by others.
- Always report any accidents/incidents or situations where a child becomes distressed or angry to the Chairman of the Council.

### **What to do if a child or third party makes an allegation. If a child or third party makes an allegation or discloses information which raises concern about significant harm**

- The initial response should be to listen carefully to what the child or third party says without interruption.
- Offer reassurance about how the child will be kept safe.
- Be understanding but do not give your opinion.
- Explain that what they say cannot be kept in confidence and will be passed to Children's Services and/or the police. If the allegation is raised by a child, the child must not be pressed for information, led or cross examined or given false assurances of absolute confidentiality. Such well intentioned actions could prejudice police investigations, especially in cases of sexual abuse. An interpreter should be used if necessary. If the child can understand the significance and consequences of making a referral to Children's Services, he or she should be asked his or her view by the referring professional. Although the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.
- Do not undertake your own investigation.
- Make careful notes of what has been said to you or you have seen. Use the actual words said. Sign and date and time your notes.
- Pass the matter on to MASH within 24 hours.



## What is the MASH?

The Surrey Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses. The Surrey MASH achieves this by co-locating agencies. It brings together Surrey County Council social care workers for children and adults, early help services, health workers and police as well as other partners across Surrey. Its aim is to identify need, risk and harm accurately and to facilitate the most appropriate and timely intervention.

## The MASH partners

The Surrey MASH comprises representatives from Adult Social Care, Children's Social Care, Health and Surrey Police. There is also a virtual team of partners who support the MASH via information sharing. This includes Education Workers, Independent Domestic Violence Advisers, Youth Support Services, Probation Service, Ambulance, Hospitals, Surrey Fire and Rescue Service, Trading Standards, schools and colleges, a Data Analysis team as well as four Early Help Co-ordination Hubs. Because of closer partnership working, there is clearer accountability and less duplication.

## Raising Alerts with MASH

To ensure timely response to Safeguarding concerns, alerts should be made by telephone to Surrey Multi Agency Safeguarding Hub (MASH):

- The team of multi-agency staff are based at Guildford Police Station, working hours 9am to 5pm Monday to Friday.
- MASH phone number: 0300 470 9100
- MASH Email: [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk)
- MASH Secure email: [mash@surreycc.gcsx.gov.uk](mailto:mash@surreycc.gcsx.gov.uk)
- MASH team Surrey Police PO Box 101 Guildford GU1 9PE



## **What is abuse?**

### **Safeguarding children from abuse**

#### **Physical abuse**

This is a form of significant harm which may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following are often regarded as indications of concern;

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Reluctance to give information or mention previous injuries.

If you notice that a child or young person has injuries such as bruising, bite marks, burns and scalds, or scars and are concerned about the cause, it should be reported using the procedures set out in this policy.

#### **Emotional Abuse**

Emotional abuse is a form of significant harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may also feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capabilities, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another, serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Staff must also be aware and report concerns relating to domestic abuse. The definition of domestic abuse was changed by Government in September 2012 and is now defined as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family member regardless of gender or sexuality. This can encompass, but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

## Sexual Abuse

Sexual abuse is a form of significant harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual activities, encouraging children to behave in a sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Staff must also be aware of Child Sexual Exploitation as an emerging, high priority concern. CSE is defined as: *...involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability.*

Sexual exploitation can have a serious long term impact upon every aspect of a child or young person's life, health and education. It also damages the lives of families and carers and can lead to families breaking up. It is a multi-agency responsibility of partner agencies to identify those children and young people at risk of exploitation, to protect them and safeguard them from further risk of harm and to prevent children from becoming victims of this form of abuse.

## County Lines

County Lines refers to urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or deal lines. This criminal activity often involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money.

New guidance has been developed by the Home Office to support frontline staff – particularly those who work with children, young people and potentially vulnerable adults – in identifying potential victims of this type of criminal exploitation. It sets out the signs to look for in potential victims, and what action staff should take so that potential victims get the support and help they need. The document supplements an organisation's existing safeguarding policies.

Any practitioner working with a vulnerable person who they think may be at risk of county lines exploitation should follow their local safeguarding guidance and share this information with local authority social care services. If you believe a person is in immediate risk of harm, you should contact the police.

The guidance is available here: <https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

### **Neglect**

Neglect is a form of significant harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If physical, emotional, sexual or neglect significant harm is suspected, or you have any other concerns regarding significant harm, it is important to report them immediately using the referral method outlined below. A piece of information, no matter how small, could mean that a child at risk is identified. Several small pieces of information from different agencies have in the past identified horrific cases of abuse that would not have been identified by one single agency.

Review: April 2022

Deleted: February 2021

Field Code Changed