



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED THIS FOURTEENTH DAY OF JUNE 2023
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY PARISH COUNCIL MEETING OF
HALE PARISH COUNCIL AT 7.30 PM
ON THE NINETEENTH DAY OF MAY 2023
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the Clerk of your apologies.

Please email: clerk@haleparishcouncil.gov.uk or call 07803611222

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

MEETING AGENDA

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Minutes** – To approve the Minutes of the Annual Meeting of Hale Parish Council on 22nd May 2023 as a true and accurate record
4. **End of Year accounts** - April 1st 2022 – March 31st 2023 –To receive the reconciled bank statement and summary of receipts & payments and to accept them as an accurate record and comparison against budget
5. **AGAR Return 2022 – 2023** – To accept and approve the Annual Governance and Accountability statement for 2022/2023
6. **Standing Orders & Financial Regulations** – To receive the reviewed Draft Nalc. Model versions of Standing Orders and Financial Regulations for approval. Documents having been reviewed by the working group as agreed in the Parish Council meeting on 24th April 2023
7. **Risk Management Scheme & Policy** - To receive and agree the reviewed versions of Risk Management Scheme and Policy documents for approval. Documents having been reviewed by the working group as agreed in the Parish Council meeting on 24th April 2023
8. **Members Code of Conduct** - To receive and agree the reviewed versions of Members Code of Conduct documents for approval. Documents having been reviewed by the working group as agreed in the Parish Council meeting on 24th April 2023
9. **Civic Service** – To discuss arrangements for hosting a Civic Service on 8th October 2023 on behalf of Hale Parish Council, from the agreed budget.

10. Policies - To review current versions of the following Parish Council Policy documents for approval :-

- i. Grievance Policy**
- j. Dignity at work Policy**
- k. Scheme of Delegation**
- l. Disciplinary Policy**
- m. Social Media Policy**
- n. Complaints Procedure**
- o. Public Complaints Procedure**

11. Future Events – To discuss and agree to support any group who wishes to stage annual Halloween, Christmas and Easter celebrations within the Village.

12. Public Participation – To adjourn the meeting for a period of public participation.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

13. Date of next Meeting Monday 17th July 2023 at 7.30pm in Hale Village Hall



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE ANNUAL MEETING OF HALE PARISH COUNCIL

HELD ON MONDAY 22nd MAY 2023 AT 8.00pm

Present: Cllr Mitchell, Cllr Healey, Cllr Cleary, Cllr Anderson Cllr King, Cllr Brown.

In attendance: B Hargreaves (Clerk) and twenty five members of the Public

- 1/ **Election of Chair** – Cllr Mitchell was proposed by Cllr Cleary and seconded by Cllr Brown. There was one abstention.

The Motion was approved

- 2/ **Election of Vice Chair** – Cllr Cleary was proposed by Cllr Mitchell and seconded by Cllr King. There was one abstention.

The Motion was approved

- 3/ **Apologies** – Were received from Cllr Trevaskis and Cllr Williams

- 4/ **Declaration of Interests** - No interests were declared.

- 5/ **Public Participation** – The Chair allowed a member of the public to enquire briefly about the likelihood of there being any planned events such as the Xmas Party, Halloween Event and the Easter Egg Hunt managed by Hale Parish Council in the future. The Clerk agreed to put this matter on a future Agenda for discussion.

6/ Minutes –

- i. The Minutes of the Parish Council Ordinary meeting on 20th March 2023 were approved with amendment to the Public Participation Item 3
Proposed by Cllr Anderson and seconded by Cllr Cleary
- ii. The Minutes of the Parish Council Ordinary meeting on 24th April 2023 were approved
Proposed by Cllr Healey and seconded by Cllr King

7/ Accounts - The financial statement for Hale Parish Council for the period 13th February 2023 to 31st March 2023 was accepted as a true and accurate account.

Proposed by Cllr Healey and seconded by Cllr King

The Motion was approved

8/ End of Year Accounts – The end of year accounts presented by the Clerk were rejected by the Chair pending further clarification of particular items. The Chair asked for a meeting with the Clerk & the internal Auditor to resolve the issue. The clerk stated that the Auditor is based in mid Wales and that the cost of a meeting might be prohibitive.

9/ AGAR Return 2022 – 2023 – This item was deferred pending correction on the Annual Governance statement

10/ Standing Orders & Financial Regulations –The working group consisting of Cllrs Cleary, Mitchell & King conducted a review and reported back to the Ordinary meeting of the Parish Council. The review is minuted and amendments to current documents have been highlighted for final approval. This item is deferred until the Ordinary Meeting on 17th July 2023

11/ Risk Management Scheme & Policy The working group consisting of Cllrs Cleary, Mitchell & King conducted a review and reported back to the Ordinary meeting of the Parish Council. The review is minuted and amendments to current documents have been highlighted for approval. This item is deferred until the Ordinary Meeting on 17th July 2023

12/ Members Code of Conduct - The working group consisting of Cllrs Cleary, Mitchell & King conducted a review and reported back to the Ordinary meeting of the Parish Council. The review is minuted and amendments to current documents have been highlighted for approval. This item is deferred until the Ordinary Meeting on 17th July 2023

13/ Policies – The policies included Ref: i – o were all deferred until the Ordinary meeting on 17th July 2023 pending review by a working group consisting of Cllrs, Mitchell, Cleary and King. The review will be minuted and any amendments to current documents will be highlighted for approval.

- **Items 10 – 13 are all deferred (as noted) until the July Parish Council Meeting when two new Council Members will be present to discuss them.**

Proposed by Cllr Brown and seconded by Cllr King

The Motion was approved

14/ Terms of Reference -

- i. Personnel Committee** – The terms of reference for the Personnel Committee were approved without amendment.
Proposed by Cllr Cleary and seconded by Cllr Anderson

The Motion was approved

- ii. Wellbeing Committee** – It was resolved to make the Wellbeing Committee a budget item only. No working group or committee will exist. The budget will exist for applicants to draw upon

Proposed by Cllr Cleary and seconded by Cllr Anderson

The Motion was approved

- iii. Finance Committee** - The terms of reference for the Personnel Committee were approved without amendment.
Proposed by Cllr Anderson and seconded by Cllr King

The Motion was approved

Working Groups – The following working groups were agreed

- i. Civic Service** – Members Cllrs Mitchell, King, Healey and a new Councillor.
- ii. War Memorial** - Members – Cllrs Cleary, Healey and an RBL representative
- iii. Guildswomen Selection Group** – Cllrs Anderson, Cleary and a Guildswoman Representative
- iv. Liverpool Airport Consultative Committee Representatives** – Cllrs Trevaskis and a new Councillor

Proposed by Cllr Mitchell and seconded by Cllr Brown

The Motion was approved

15/ Asset Register - The Asset Register was approved with amendments as specified. Valuations for the Village Hall, the canon at the Village Hall and establish ownership of Hale Park gates are required.

Proposed by Cllr Mitchell and seconded by Cllr Cleary

16/ Dates for Future Meetings - It was resolved to accept the following dates for Ordinary Parish Council meetings in 2023 – 2024

19th June 2023

17th July 2023

18th September 2023

16th October 2023

20th November 2023

22nd January 2024

19th February 2024

18th March 2024
22nd April 2024

- i. **Annual Parish Council Meeting 2023** - It was resolved to hold Hale Parish Council Annual Meeting for 2024 on Monday 20th May 2024

The Chair thanked members and closed the meeting at 9.30pm

Hale Parish Council

Transaction listing for account 60-83-01 20415507 from 01 Apr 2022 to 31 Mar 2023

Date	Time	Description	Serial No	Debits	Credits	Balance
31Mar2023	18:58	Service Charge		(18.00)		24,324.76
30Mar2023	06:28	B/P to: Chalc		(25.00)		24,342.76
30Mar2023	06:27	B/P to: Hale Village Hall		(18.00)		24,367.76
29Mar2023	06:21	B/P to: HMRC		(326.87)		24,385.76
29Mar2023	06:20	B/P to: B Hargreaves		(1,086.33)		24,712.63
23Mar2023	06:21	B/P to: Carol Anderson		(125.00)		25,798.96
07Mar2023	06:28	Direct Debit (GOOGLE CLOUD EMEA)		(13.80)		25,923.96
06Mar2023	12:00	B/P to: Hale Village Hall		(12.00)		25,937.76
06Mar2023	12:00	B/P to: B Hargreaves		(32.65)		25,949.76
06Mar2023	12:00	B/P to: B Hargreaves		(82.00)		25,982.41
06Mar2023	12:00	B/P to: B Hargreaves		(1,086.53)		26,064.41
06Mar2023	12:00	B/P to: HMRC		(326.67)		27,150.94
01Mar2023	06:20	Direct Debit (HISCOX)		(280.56)		27,477.61
13Feb2023	06:30	Direct Debit (ICO)		(35.00)		27,758.17
07Feb2023	06:25	Direct Debit (GOOGLE CLOUD EMEA)		(13.80)		27,793.17
01Feb2023	06:22	Direct Debit (HISCOX)		(280.56)		27,806.97
27Jan2023	08:27	B/P to: DM PAYROLL SERVICE		(72.00)		28,087.53
27Jan2023	08:22	B/P to: HMRC		(296.87)		28,159.53
27Jan2023	08:21	B/P to: BROXAP BENCH		(3,643.20)		28,456.40
27Jan2023	08:20	B/P to: Hale Village Hall		(3,000.00)		32,099.60
27Jan2023	08:19	B/P to: B Hargreaves		(1,116.33)		35,099.60
27Jan2023	08:15	B/P to: RBL POPPY APPEAL		(25.00)		36,215.93
09Jan2023	06:31	Direct Debit (GOOGLE CLOUD EMEA)		(13.80)		36,240.93
05Jan2023	09:29	B/P to: ANN KIEMAN		(250.00)		36,254.73
03Jan2023	06:27	Direct Debit (HISCOX)		(280.62)		36,504.73
31Dec2022	19:10	Service Charge		(18.00)		36,785.35
28Dec2022	06:39	B/P to: B Hargreaves		(1,082.93)		36,803.35
23Dec2022	14:59	B/P to: Hale Village Hall		(510.72)		37,886.28
21Dec2022	06:37	B/P to: LexisNexis		(131.99)		38,397.00
21Dec2022	06:35	B/P to: Hale Village Hall		(55.50)		38,528.99
21Dec2022	06:34	B/P to: Risk Support Serv.		(297.00)		38,584.49
21Dec2022	06:29	B/P to: HMRC		(330.27)		38,881.49
07Dec2022	06:24	Direct Debit (GOOGLE CLOUD EMEA)		(13.80)		39,211.76
28Nov2022	06:51	B/P to: HMRC		(330.07)		39,225.56
28Nov2022	06:49	B/P to: B Hargreaves		(1,083.13)		39,555.63

11Nov2022	13:15	B/P to: ANN KIERMAN	(206.85)		40,638.76
07Nov2022	06:33	Direct Debit (GOOGLE CLOUD EMEA)	(13.80)		40,845.61
01Nov2022	06:28	Direct Debit (HISCOX)	(293.92)		40,859.41
27Oct2022	06:30	B/P to: B Hargreaves	(88.15)		41,153.33
27Oct2022	06:28	B/P to: B Hargreaves	(1,079.66)		41,241.48
27Oct2022	06:27	B/P to: HMRC	(340.63)		42,321.14
27Oct2022	06:26	B/P to: R Big Tops	(809.94)		42,661.77
27Oct2022	06:25	B/P to: B Hargreaves	(245.00)		43,471.71
20Oct2022	06:35	B/P to: Opera Viva	(100.00)		43,716.71
20Oct2022	06:34	B/P to: PKF Accountants	(240.00)		43,816.71
20Oct2022	06:31	B/P to: Chalc	(270.00)		44,056.71
20Oct2022	06:30	B/P to: DM PAYROLL SERVICE	(72.00)		44,326.71
20Oct2022	06:29	B/P to: Hale Village Hall	(107.00)		44,398.71
20Oct2022	06:28	B/P to: Freethought Int.	(120.00)		44,505.71
07Oct2022	06:23	Direct Debit (GOOGLE CLOUD EMEA)	(13.80)		44,625.71
03Oct2022	06:29	Direct Debit (HISCOX)	(293.92)		44,639.51
30Sep2022	19:03	Service Charge	(18.00)		44,933.43
28Sep2022	06:35	B/P to: B Hargreaves	(1,079.46)		44,951.43
28Sep2022	06:34	B/P to: HMRC	(340.83)		46,030.89
07Sep2022	06:21	Direct Debit (GOOGLE CLOUD EMEA)	(13.80)		46,371.72
01Sep2022	06:23	Direct Debit (HISCOX)	(293.92)		46,385.52
31Aug2022	14:09	B/P to: L R Coggins	(450.00)		46,679.44
31Aug2022	14:09	B/P to: Printstat Ltd	(108.00)		47,129.44
30Aug2022	10:37	B/P to: Adlib Audio Ltd	(278.88)		47,237.44
30Aug2022	10:37	B/P to: Paul Turton	(119.00)		47,516.32
26Aug2022	06:18	HALTON BC 0019		121.00	47,635.32
25Aug2022	06:37	B/P to: HMRC	(340.63)		47,514.32
25Aug2022	06:29	B/P to: B Hargreaves	(1,079.66)		47,854.95
23Aug2022	09:29	Instant Promotion		410.90	48,934.61
23Aug2022	06:31	B/P to: Chesh Amb Serv.	(175.00)		48,523.71
23Aug2022	06:30	B/P to: Woodward Ltd	(396.00)		48,698.71
23Aug2022	06:30	B/P to: SLCC Cilca Qual.	(198.00)		49,094.71
23Aug2022	06:29	B/P to: R Big Tops	(816.00)		49,292.71
19Aug2022	07:38	PRINTSTAT LTD		907.20	50,108.71
18Aug2022	06:34	B/P to: Halton B.C	(100.00)		49,201.51
18Aug2022	06:33	B/P to: Instant Promotion	(410.90)		49,301.51
18Aug2022	06:33	B/P to: Printstat Ltd	(907.20)		49,712.41
18Aug2022	06:33	B/P to: Halton B.C	(100.00)		50,619.61
18Aug2022	06:31	B/P to: Halton B.C	(21.00)		50,719.61
18Aug2022	06:30	B/P to: Instant Promotion	(410.90)		50,740.61
18Aug2022	06:30	B/P to: Printstat Ltd	(907.20)		51,151.51
18Aug2022	06:29	B/P to: Halton B.C	(21.00)		52,058.71
09Aug2022	09:58	HALE VILLAGE HALL		227.65	52,079.71
09Aug2022	06:35	B/P to: Risk Support Serv.	(297.00)		51,852.06

09Aug2022	06:35	B/P to: Halton B.C	(3,105.74)	52,149.06
09Aug2022	06:34	B/P to: Cheshire Com. Act	(50.00)	55,254.80
05Aug2022	06:27	Direct Debit (GOOGLE CLOUD EMEA)	(13.79)	55,304.80
29Jul2022	06:29	Direct Debit (HISCOX)	(293.92)	55,318.59
27Jul2022	06:37	B/P to: Hale Village Hall	(12.00)	55,612.51
27Jul2022	06:36	B/P to: Hale Village Hall	(39.00)	55,624.51
27Jul2022	06:36	B/P to: B Hargreaves	(1,079.66)	55,663.51
27Jul2022	06:33	B/P to: HMRC	(340.63)	56,743.17
27Jul2022	06:30	B/P to: Chalc	(25.00)	57,083.80
27Jul2022	06:28	B/P to: JDH BUS SERVICES	(553.50)	57,108.80
19Jul2022	06:32	HMRC VTR		57,662.30
			1,227.89	
07Jul2022	06:24	Direct Debit (GOOGLE CLOUD EMEA)	(13.80)	56,434.41
06Jul2022	06:47	B/P to: Chalc	(566.28)	56,448.21
06Jul2022	06:45	B/P to: B Hargreaves	(1,112.65)	57,014.49
06Jul2022	06:45	B/P to: HMRC	(370.64)	58,127.14
01Jul2022	06:27	Direct Debit (HISCOX)	(293.92)	58,497.78
30Jun2022	19:00	Service Charge	(18.00)	58,791.70
27Jun2022	06:38	B/P to: Hale Village Hall	(220.00)	58,809.70
27Jun2022	06:36	B/P to: Louise Beaton	(175.00)	59,029.70
27Jun2022	06:36	B/P to: S Rangasamy	(227.65)	59,204.70
10Jun2022	06:26	Direct Debit (GOOGLE CLOUD EMEA)	(13.80)	59,432.35
01Jun2022	06:30	Direct Debit (HISCOX)	(293.92)	59,446.15
31May2022	06:42	B/P to: Living Wage Found.	(72.00)	59,740.07
31May2022	06:38	B/P to: B Hargreaves	(1,049.85)	59,812.07
31May2022	06:37	B/P to: Risk Support Serv.	(297.00)	60,861.92
31May2022	06:36	B/P to: HMRC	(370.44)	61,158.92
09May2022	06:30	Direct Debit (GOOGLE CLOUD EMEA)	(13.80)	61,529.36
05May2022	08:39	B/P to: ANN KIERNAN	(142.96)	61,543.16
03May2022	06:29	Direct Debit (HISCOX)	(293.92)	61,686.12
29Apr2022	14:02	B/P to: Starboard Systems	(345.60)	61,980.04
29Apr2022	14:02	B/P to: LEWIS HOWES	(184.80)	62,325.64
29Apr2022	14:00	B/P to: MJ Spargo	(487.70)	62,510.44
29Apr2022	14:00	B/P to: Hale Village Hall	(18.00)	62,998.14
29Apr2022	14:00	B/P to: Lakes & Rivers Ltd	(25.00)	63,016.14
29Apr2022	14:00	B/P to: VIKING DIRECT	(34.70)	63,041.14
29Apr2022	13:16	B/P to: B Hargreaves	(1,049.85)	63,075.84
29Apr2022	13:16	B/P to: HMRC	(370.44)	64,125.69
29Apr2022	13:16	B/P to: Hale Village Hall	(88.00)	64,496.13
07Apr2022	06:21	Direct Debit (GOOGLE CLOUD EMEA)	(13.80)	64,584.13
01Apr2022	06:24	Direct Debit (HISCOX)	(293.92)	64,597.93
01Apr2022	04:46	HALTON BOR COUNCIL		64,891.85
			47,500.00	

Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Insurance	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92
20 Administration	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Stationery	Viking Direct	S	28.92	5.78	34.70
29 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	12.50		12.50
30 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
31 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
32 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
33 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
34 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
35 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
36 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
37 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
38 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
39 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
40 Hall Hire (Rent)	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	27.50		27.50
2 Subscriptions/Advisory Bodie	07/04/2022	Ordinary Meeting	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.80		13.80
18 Wellbeing Committee	11/04/2022	Ordinary Meeting	Hale Parish Council Ur		Easter Eggs/Sweets	Ann McNamara	Z	142.96		142.96
9 Asset Purchase	22/04/2022	Ordinary Meeting	Hale Parish Council Ur		Commemorative Sign	Lewis Howes Signs & Engrav	S	154.00	30.80	184.80
6 Payroll & Scribe	26/04/2022	Ordinary Meeting	Hale Parish Council Ur		Payroll & Scribe	Scribe (Starboard Systems)	S	288.00	57.60	345.60
7 Guildswomen Working Group	27/04/2022	Ordinary Meeting	Hale Parish Council Ur		Guildswomen Flowers	Lakes & Rivers	Z	25.00		25.00
8 Hall Hire (Rent)	27/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Parish Council	Z	18.00		18.00
10 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	88.00		88.00
16 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Civic Service Expenses	Batleys Cash & Carry	S	3.49	0.70	4.19
14 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Civic Service Expenses	Asda	Z	17.00		17.00
11 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Civic Service Expenses	Asda	Z	15.00		15.00
12 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Civic Service Expenses	Asda	Z	105.00		105.00
13 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Civic Service Expenses	Morrisons	Z	8.45		8.45
15 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Civic Service Expenses	Costco	X	273.64	4.46	278.10
17 Civic Service Working Group	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Civic Service Expenses	Amazon	S	49.96	10.00	59.96
4 Staff Allowances/Expenses	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
3 Staffing Including NI	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	1,039.85		1,039.85
5 Staffing Including NI	29/04/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	370.44		370.44
19 Wellbeing Committee	29/04/2022		Hale Parish Council Ur		CANCELLED	duplicate	X			

Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26 Insurance	03/05/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92
27 Subscriptions/Advisory Bodie	09/05/2022	Ordinary Meeting	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.80		13.80
22 Staff Allowances/Expenses	16/05/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
21 Staffing Including NI	16/05/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	1,039.85		1,039.85
23 Staffing Including NI	16/05/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	370.44		370.44
24 Subscriptions/Advisory Bodie	16/05/2022	Ordinary Meeting	Hale Parish Council Ur		Support	Risk Support Services Ltd	S	247.50	49.50	297.00
25 Subscriptions/Advisory Bodie	16/05/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	Living Wage Foundation	S	60.00	12.00	72.00
28 Insurance	01/06/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92
42 Web Site	01/06/2022	Ordinary Meeting	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.80		13.80
41 Legal/Consultation Fees	07/06/2022	Ordinary Meeting	Hale Parish Council Ur		Consultation	Community Halls Advice - L F	Z	175.00		175.00
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	S	11.22	2.25	13.47
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	X	30.00	6.00	36.00
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	S	33.33	6.67	40.00
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	Z	17.00		17.00
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	Z	23.75		23.75
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	Z	64.98		64.98
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	Z	8.00		8.00
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	Z	4.45		4.45
43 Environmental	24/06/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Bookings Officer	Z	20.00		20.00
45 Staff Allowances/Expenses	28/06/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	63.00		63.00
46 Staff Allowances/Expenses	28/06/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
44 Staffing Including NI	28/06/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	1,039.65		1,039.65
47 Staffing Including NI	28/06/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	370.64		370.64
49 Administration	30/06/2022	Ordinary Meeting	Hale Parish Council Ur		Bank Charges	Unity Bank	Z	18.00		18.00
50 Insurance	01/07/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92
48 Subscriptions/Advisory Bodie	04/07/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	Chalc	Z	566.28		566.28
51 Web Site	07/07/2022	Ordinary Meeting	Hale Parish Council Ur		Internet/Website	Google Ireland Ltd	Z	13.80		13.80
53 Training	27/07/2022	Ordinary Meeting	Hale Parish Council Ur		Training	Chalc	Z	25.00		25.00
56 Staff Allowances/Expenses	27/07/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Town Clerk	Z	10.00		10.00
57 Hall Hire (Rent)	27/07/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	39.00		39.00
58 Hall Hire (Rent)	27/07/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	12.00		12.00
54 Staffing Including NI	27/07/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Clerk Salary	Z	340.63		340.63
55 Staffing Including NI	27/07/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Clerk Salary	Z	1,069.66		1,069.66
52 Audit	27/07/2022	Ordinary Meeting	Hale Parish Council Ur		Internal Audit	JDH Business Services Ltd	S	461.25	92.25	553.50
59 Insurance	29/07/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92

Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
60 Web Site	05/08/2022	Ordinary Meeting	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.79		13.79
141 Hall Hire (Rent)	09/08/2022	Ordinary Meeting	Hale Parish Council Ur		Halton BC	Hale Village Hall	Z			
63 Subscriptions/Advisory Bodie	09/08/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	Risk Support Services Ltd	S	247.50	49.50	297.00
61 Subscriptions/Advisory Bodie	09/08/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	Cheshire Community Action	Z	50.00		50.00
62 Election Costs	09/08/2022	Ordinary Meeting	Hale Parish Council Ur		Election Costs	Halton Borough Council	Z	3,105.74		3,105.74
66 General Reserve	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Jubilee Mugs	Printstat Ltd	S	756.00	151.20	907.20
67 General Reserve	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Jubilee Mugs	Printstat Ltd	S	756.00	151.20	907.20
70 Subscriptions/Advisory Bodie	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	Halton Borough Council	Z	100.00		100.00
71 Subscriptions/Advisory Bodie	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	Halton Borough Council	Z	100.00		100.00
64 Subscriptions/Advisory Bodie	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Licence	Halton Borough Council	Z	21.00		21.00
65 Subscriptions/Advisory Bodie	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Licence	Halton Borough Council	Z	21.00		21.00
68 Asset Purchase	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Decorations	Instant Promotion	S	342.42	68.48	410.90
69 Asset Purchase	18/08/2022	Ordinary Meeting	Hale Parish Council Ur		Decorations	Instant Promotion	S	342.42	68.48	410.90
108 General Reserve	19/08/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Printstat Ltd	S	-756.00	-151.20	-907.20
140 Environmental	23/08/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Instant Promotion	S	-342.42	-68.48	-410.90
74 General Reserve	23/08/2022	Ordinary Meeting	Hale Parish Council Ur		Toilet Hire	Woodard Ltd	S	330.00	66.00	396.00
75 General Reserve	23/08/2022	Ordinary Meeting	Hale Parish Council Ur		First Aid Hire	Cheshire Ambulance Serv.	Z	175.00		175.00
73 Subscriptions/Advisory Bodie	23/08/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	SLCC	Z	198.00		198.00
72 Asset Purchase	23/08/2022	Ordinary Meeting	Hale Parish Council Ur		Proms stage	R Big Tops	S	680.00	136.00	816.00
77 Staff Allowances/Expenses	25/08/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Clerk Salary	Z	10.00		10.00
76 Staffing Including NI	25/08/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Clerk Salary	Z	1,069.66		1,069.66
78 Staffing Including NI	25/08/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Clerk Salary	Z	340.63		340.63
139 Environmental	26/08/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Halton Borough Council	Z	-121.00		-121.00
79 Training	30/08/2022	Ordinary Meeting	Hale Parish Council Ur		Training	Paul Turton - Ex Paramendic	Z	119.00		119.00
80 General Reserve	30/08/2022	Ordinary Meeting	Hale Parish Council Ur		Sound Equipment Hire	Aclib	S	232.40	46.48	278.88
81 General Reserve	31/08/2022	Ordinary Meeting	Hale Parish Council Ur		Signage	Printstat Ltd	S	90.00	18.00	108.00
82 General Reserve	31/08/2022	Ordinary Meeting	Hale Parish Council Ur		Entertainer Proms	L R Coggins	Z	450.00		450.00
83 Insurance	01/09/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92
84 Web Site	07/09/2022	Ordinary Meeting	Hale Parish Council Ur		Internet/Website	Google Ireland Ltd	Z	13.80		13.80
87 Staff Allowances/Expenses	28/09/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
85 Staffing Including NI	28/09/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	340.83		340.83
86 Staffing Including NI	28/09/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	1,069.46		1,069.46
88 Administration	30/09/2022	Ordinary Meeting	Hale Parish Council Ur		Bank Charges	Unity Bank	Z	18.00		18.00
89 Insurance	03/10/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92

Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90 Web Site	07/10/2022	Ordinary Meeting	Hale Parish Council Ur		Internet/Website	Google Ireland Ltd	Z	13.80		13.80
94 Training	20/10/2022	Ordinary Meeting	Hale Parish Council Ur		Training	Chalc	Z	270.00		270.00
91 Web Site	20/10/2022	Ordinary Meeting	Hale Parish Council Ur		Internet/Website	Freethought Internet Ltd	S	100.00	20.00	120.00
93 Payroll & Scribe	20/10/2022	Ordinary Meeting	Hale Parish Council Ur		Payroll & Scribe	DM Payroll Services Ltd	Z	72.00		72.00
92 Hall Hire (Rent)	20/10/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	107.00		107.00
95 Audit	20/10/2022	Ordinary Meeting	Hale Parish Council Ur		External Audit	PKF Accountants	S	200.00	40.00	240.00
96 Wellbeing Committee	20/10/2022	Ordinary Meeting	Hale Parish Council Ur		Entertainer Proms	Opera Viva	Z	100.00		100.00
101 Staff Allowances/Expenses	27/10/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Clerk Salary	Z	10.00		10.00
100 Staffing Including NI	27/10/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Clerk Salary	Z	1,069.66		1,069.66
99 Staffing Including NI	27/10/2022	Ordinary Meeting	Hale Parish Council Ur		HMRC	Clerk Salary	Z	340.63		340.63
98 Asset Purchase	27/10/2022	Ordinary Meeting	Hale Parish Council Ur		Proms stage	R Big Tops	S	674.95	134.99	809.94
97 Wellbeing Committee	27/10/2022	Ordinary Meeting	Hale Parish Council Ur		Halloween Goods	Jonathan Connolly Agricultur	S	204.17	40.83	245.00
102 Wellbeing Committee	27/10/2022	Ordinary Meeting	Hale Parish Council Ur		Halloween Goods	Batleys Cash & Carry	X	78.14	10.01	88.15
103 Insurance	01/11/2022	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	244.93	48.99	293.92
104 Web Site	01/11/2022	Ordinary Meeting	Hale Parish Council Ur		Internet/Website	Google Ireland Ltd	Z	13.80		13.80
105 Wellbeing Committee	11/11/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Ann McNamara	X	14.04	2.31	16.35
105 Wellbeing Committee	11/11/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Ann McNamara	S	85.67	17.13	102.80
105 Wellbeing Committee	11/11/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Ann McNamara	Z	7.10		7.10
105 Wellbeing Committee	11/11/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Ann McNamara	Z	64.60		64.60
105 Wellbeing Committee	11/11/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Ann McNamara	Z	16.00		16.00
106 Staff Allowances/Expenses	28/11/2022	Ordinary Meeting	Hale Parish Council Ur		Salary	Hale PC	Z	10.00		10.00
106 Staffing Including NI	28/11/2022	Ordinary Meeting	Hale Parish Council Ur		Salary	Hale PC	Z	1,073.13		1,073.13
107 Staffing Including NI	28/11/2022	Ordinary Meeting	Hale Parish Council Ur		HMRC	Hale Parish Council	Z	330.07		330.07
109 Web Site	07/12/2022	Ordinary Meeting	Hale Parish Council Ur		Internet/Website	Google Ireland Ltd	Z	13.80		13.80
113 Staff Allowances/Expenses	21/12/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Lexis Nexis (Reference Mater	Z	131.99		131.99
112 Hall Hire (Rent)	21/12/2022	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Parish Council	E	55.50		55.50
110 Staffing Including NI	21/12/2022	Ordinary Meeting	Hale Parish Council Ur		HMRC	Clerk Salary	E	330.27		330.27
111 Subscriptions/Advisory Bodie	21/12/2022	Ordinary Meeting	Hale Parish Council Ur		Subscription	Risk Support Services Ltd	S	247.50	49.50	297.00
114 Wellbeing Committee	23/12/2022	Ordinary Meeting	Hale Parish Council Ur		Christmas Party Goods	Ann McNamara	X	169.77	6.57	176.34
114 Wellbeing Committee	23/12/2022	Ordinary Meeting	Hale Parish Council Ur		Christmas Party Goods	Ann McNamara	S	220.68	44.14	264.82
114 Wellbeing Committee	23/12/2022	Ordinary Meeting	Hale Parish Council Ur		Christmas Party Goods	Ann McNamara	Z	33.56		33.56
114 Wellbeing Committee	23/12/2022	Ordinary Meeting	Hale Parish Council Ur		Christmas Party Goods	Ann McNamara	Z	36.00		36.00
126 Staffing Including NI	27/12/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	296.87		296.87
116 Staff Allowances/Expenses	28/12/2022	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
115 Staffing Including NI	28/12/2022	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	1,072.93		1,072.93

Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
117 Administration	31/12/2022	Ordinary Meeting	Hale Parish Council Ur		Bank Charges	Unity Bank	Z	18.00		18.00
118 Insurance	03/01/2023	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	E	280.62		280.62
119 Wellbeing Committee	05/01/2023	Ordinary Meeting	Hale Parish Council Ur		Christmas Entertainment	Ann McNamara	Z	250.00		250.00
120 Web Site	09/01/2023	Ordinary Meeting	Hale Parish Council Ur		Internet/Website	Google Ireland Ltd	Z	13.80		13.80
121 Administration	27/01/2023	Ordinary Meeting	Hale Parish Council Ur		Remembrance Day Wreath	Royal British Legion	S	20.83	4.17	25.00
124 Village Hall Support Costs	27/01/2023	Ordinary Meeting	Hale Parish Council Ur		Bank Transfer	Hale Village Hall	Z	3,000.00		3,000.00
127 Payroll & Scribe	27/01/2023	Ordinary Meeting	Hale Parish Council Ur		Payroll & Scribe	DM Payroll Services Ltd	Z	72.00		72.00
123 Staff Allowances/Expenses	27/01/2023	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
122 Staffing Including NI	27/01/2023	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	1,106.33		1,106.33
125 Environmental	27/01/2023	Ordinary Meeting	Hale Parish Council Ur		Village Benches	Broxap Ltd	S	3,036.00	607.20	3,643.20
128 Insurance	01/02/2023	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	233.80	46.76	280.56
129 Web Site	07/02/2023	Ordinary Meeting	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.80		13.80
130 Subscriptions/Advisory Bodie	13/02/2023	Ordinary Meeting	Hale Parish Council Ur		ICO	ICO	Z	35.00		35.00
131 Insurance	01/03/2023	Ordinary Meeting	Hale Parish Council Ur		Insurance	Hiscox	S	233.80	46.76	280.56
134 Staff Allowances/Expenses	06/03/2023	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Clerk Salary	Z	10.00		10.00
135 Administration	06/03/2023	Ordinary Meeting	Hale Parish Council Ur		Repayment	Sandersons Bookbinding	S	68.33	13.67	82.00
136 Administration	06/03/2023	Ordinary Meeting	Hale Parish Council Ur		Repayment	Coop - Forum Refreshments	Z	32.65		32.65
137 Hall Hire (Rent)	06/03/2023	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	12.00		12.00
132 Staffing Including NI	06/03/2023	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Clerk Salary	Z	326.67		326.67
133 Staffing Including NI	06/03/2023	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Clerk Salary	Z	1,076.53		1,076.53
138 Web Site	07/03/2023	Ordinary Meeting	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.80		13.80
142 Wellbeing Committee	23/03/2023		Hale Parish Council Ur		Decorations	Carol Anderson	Z	125.00		125.00
147 Staff Allowances/Expenses	29/03/2023		Hale Parish Council Ur		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
146 Staffing Including NI	29/03/2023		Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	1,076.33		1,076.33
148 Staffing Including NI	29/03/2023		Hale Parish Council Ur		Clerk Salary	Hale Parish Council	Z	326.87		326.87
144 Training	30/03/2023		Hale Parish Council Ur		Training	Chalc	Z	25.00		25.00
143 Hall Hire (Rent)	30/03/2023		Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	18.00		18.00
145 Administration	31/03/2023		Hale Parish Council Ur		Bank Charges	Unity Bank	Z	18.00		18.00
Total								39,733.00	2,289.63	42,022.63

Hale Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Precept	01/04/2022	Ordinary Meeting	Hale Parish Council Ur		Precept	Halton Borough Council	Z	47,500.00		47,500.00
2 Vat Recovered	19/07/2022	Ordinary Meeting	Hale Parish Council Ur		Vat Refund	VAT Refund	Z	1,227.89		1,227.89
3 Budget Adjustment	09/08/2022	Ordinary Meeting	Hale Parish Council Ur		Bank Transfer	Hale Village Hall	S	189.71	37.94	227.65
4 Other	19/08/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Printstat Ltd	Z			
5 Other	23/08/2022	Ordinary Meeting	Hale Parish Council Ur		Correction	Instant Promotion	S			
6 Other	26/08/2022	Ordinary Meeting	Hale Parish Council Ur		Repayment	Halton Borough Council	Z			
Total								48,917.60	37.94	48,955.54

Hale Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	17,391.85	
Cash in Hand		
Asset Purchase		2,193.79
Wellbeing Committee		1,547.69
Guildswomen Working Group		25.00
War Memorial Working Group		
Civic Service Working Group		560.54
Parish Plan Working Group		
Legal/Consultation Fees		175.00
Grants		
Training		439.00
Insurance		2,707.66
Web Site		237.99
Newsletter		
Audit		661.25
Subscriptions/Advisory Bodies		1,921.38
Staffing Including NI		16,888.03
Village Hall Reserve		
Administration		222.73
Staff Allowances/Expenses		314.99
Payroll & Scribe		432.00
Village Hall Support Costs		3,000.00
Election Costs		3,105.74
Hall Hire (Rent)		481.50
Vat		
Precept	47,500.00	
Vat Recovered	1,227.89	
Grant - Bookings Officer		
Other		
Class Fees - Village Hall		
Liverpool Airport Working Group		
Green Belt Reserve		
General Reserve		2,033.40
Contingency		
Grant- Neighbourhood Plan		
Grant - Bookings Officer		
Environmental		2,785.31
Budget Adjustment	189.71	
Budget Correction		
VAT	37.94	2,289.63
	48,955.54	42,022.63

**Hale Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Closing Balances:		
Balances in Bank Account		24,324.76
Cash in Hand		
TOTAL	66,347.39	66,347.39

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed _____
Responsible Financial Officer

Date _____

Hale Parish Council

Summary of Receipts and Payments

14 June 2023 (2022-2023)

All Cost Centres and Codes

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				2,000.00	2,193.79	-193.79	-193.79 (-9%)
2	Wellbeing Committee				3,000.00	1,547.69	1,452.31	1,452.31 (48%)
3	Guildswomen Working Group				150.00	25.00	125.00	125.00 (83%)
4	War Memorial Working Group				1,286.00		1,286.00	1,286.00 (100%)
5	Civic Service Working Group				650.00	560.54	89.46	89.46 (13%)
6	Parish Plan Working Group							(N/A)
7	Legal/Consultation Fees				5,000.00	175.00	4,825.00	4,825.00 (96%)
8	Grants				1,500.00		1,500.00	1,500.00 (100%)
9	Training				1,000.00	439.00	561.00	561.00 (56%)
10	Insurance				3,000.00	2,707.66	292.34	292.34 (9%)
11	Web Site				750.00	237.99	512.01	512.01 (68%)
12	Newsletter				500.00		500.00	500.00 (100%)
13	Audit				1,000.00	661.25	338.75	338.75 (33%)
14	Subscriptions/Advisory Bodies				1,500.00	1,921.38	-421.38	-421.38 (-28%)
15	Staffing Including NI				20,000.00	16,888.03	3,111.97	3,111.97 (15%)
16	Village Hall Reserve							(N/A)
17	Administration				250.00	222.73	27.27	27.27 (10%)
18	Staff Allowances/Expenses				300.00	314.99	-14.99	-14.99 (-5%)
19	Payroll & Scribe				750.00	432.00	318.00	318.00 (42%)
20	Village Hall Support Costs				3,000.00	3,000.00		(0%)
21	Election Costs				3,500.00	3,105.74	394.26	394.26 (11%)
22	Hall Hire (Rent)				500.00	481.50	18.50	18.50 (3%)
23	Vat							(N/A)
33	Liverpool Airport Working Group							(N/A)
34	Green Belt Reserve							(N/A)
35	General Reserve				6,695.00	2,033.40	4,661.60	4,661.60 (69%)
36	Contingency							(N/A)
38	Grant - Bookings Officer							(N/A)
39	Environmental				10,000.00	2,785.31	7,214.69	7,214.69 (72%)
41	Budget Correction							(N/A)
SUB TOTAL					66,331.00	39,733.00	26,598.00	26,598.00 (40%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	49,000.00	47,500.00	-1,500.00				-1,500.00 (-3%)
25	Vat Recovered	2,500.00	1,227.89	-1,272.11				-1,272.11 (-50%)
26	Grant - Bookings Officer							(N/A)
27	Other							(N/A)
28	Class Fees - Village Hall							(N/A)
37	Grant- Neighbourhood Plan							(N/A)
40	Budget Adjustment		189.71	189.71				189.71 (N/A)
SUB TOTAL		51,500.00	48,917.60	-2,582.40				-2,582.40 (-5%)

Hale Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

14 June 2023 (2022-2023)

Summary

NET TOTAL	51,500.00	48,917.60	-2,582.40	66,331.00	39,733.00	26,598.00	24,015.60 (20%)
V.A.T.		37.94			2,289.63		
GROSS TOTAL		48,955.54			42,022.63		

Hale Parish Council
Annual Return

Accounts for Year from 01/04/2022 to 31/03/2023

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report .

Box No.	Description	Year ending		
		31/03/2022 £	31/03/2023 £	
1	Balances brought fwd	18117	17392	
2	Annual precept	43724	47500	
3	Total other receipts	2662	1456	*
4	Staff Costs	17304	16888	
5	Loan interest/capital repayment:	0	0	
6	Total other payments	29807	25135	*
7	Balances carried forward	17392	24325	*
8	Total Cash and Short Term Inve	17392	24325	*
9	Total Fixed Assets and Long Ter	1002668	1023605	
10	Total Borrowings	0	0	

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

HALE PARISH COUNCIL

ENTER PUBLIC WEBSITE ADDRESS <https://haleparishcouncil.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

HALE PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
		✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC URL: <https://haleparishcouncil.gov.uk/> PAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

HALE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	18,117	17,392	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	43,724	47,500	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,662	1,456	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	17,304	16,888	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	29,807	25135	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	17,392	24,325	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	17,392	24,325	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,002,668	1,023,605	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

HALE PARISH COUNCIL
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



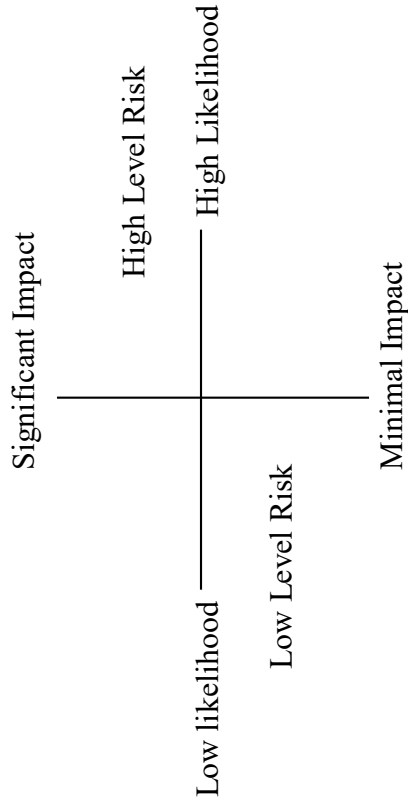
HALE PARISH COUNCIL RISK MANAGEMENT POLICY & PLAN 2019

1. POLICY

- 1.1 The recognition and management of risk is integral to the Council's stewardship of their assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.
- 1.2 Risk assessment is a continuous process for the Council. Risks may be financial or non-financial.
- 1.3 The Council are responsible for the management of risk in accordance with this policy and plan.
- 1.4 The Parish Clerk is responsible for advising the Council on risk assessment and for conducting his/her duties in a manner, which avoids undue risks to the Council
- 1.5 Key risks are identified in the Risk Management Plan and Register.
- 1.6 Risk Management is an aspect of the internal controls operated by the council through their approved Financial Regulations. Internal Control is subject to scrutiny by the internal auditor.

2. RISK MANAGEMENT PLAN

- 2.1 This plan defines how the Council will manage identified risks.
- 2.2 Risks can be defined as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Council.
- 2.3 Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.
- 2.4 The level of risk can be judged by the likelihood of it occurring and the effect on the Council should it do so.



- 2.5 Judgement of the level of risk may rely on past experience or a specific assessment of a particular instance, or both. The Council will determine whether a risk is acceptable in all the circumstances.

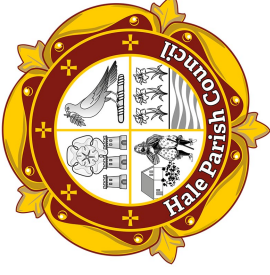
2.6 Generally much of the identified risk, which can be quantified, is covered by insurances carried by the Council:

- Public liability
- Employer liability
- Money
- Fidelity guarantee
- Property damage
- Officials indemnity
- Equipment

2.7 The appended Risks Register forms part of this Plan.

2.8 The Council will review the Plan as part of their annual budgetary procedure.

2.9 The Plan should read in conjunction with the Council's Financial Regulations.



HALE PARISH COUNCIL – RISK MANAGEMENT REGISTER
RE-ADOPTED MINUTE 8 MEETING OF 12TH MAY 2022

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Personal injury or damage to member (s) of the public or their property arising from defect (s) in Council property.	Low – Council property comprises fixed installations as set out in the Asset Register	Claims for compensation and costs to the Council in defending claims where appropriate.	Covered under the Council’s insurance policy Public Liability Section	Regular maintenance and prompt repair of any damage.	Clerk Clerk
Compensation claim by employee (or contracted person) in respect of injury sustained in the cause of his/her employment/engagement.	Low – given the nature of the Clerk’s duties.	Claims for compensation and associated costs.	Potential liabilities, including costs, covered by Council’s insurance policy Employers Liability Section	Maintain adequate insurance cover.	Clerk
Loss of cheques, cash etc. held on the Council’s behalf.	Low – Receipts are rarely in cash. More usually by cheque, but infrequent.	Reduction in Council’s financial resources.	Such losses are covered by insurance policy – include theft. (Extent of cover depends on circumstances). Prompt payment of receipts into bank. Precept & VAT refund paid direct into bank account.	Maintain adequate insurance cover. Prompt payment of receipts into bank.	Clerk

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Financial loss due to banking error (e.g. leading to loss of interest or bank charges levied)	Low	Reduction in Council's financial resources.	Regular monitoring & review and reconciliation of Bank Accounts	Application of financial regulations, including scrutiny of all bank statements upon receipt. Periodic review of banking arrangements to secure best possible terms and conditions.	Clerk Clerk
Loss of monies due to fraudulent action by employee (s).	Low – any significant incident should be easily detected. Trust in integrity of serving Clerk.	Reduction in Council's financial resources.	All payments authorised by two Councillors, against invoices. All expenditure approved by Council. Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor.	Application of financial regulations.	Council.
Damage to Council property by 3 rd party.	Low – confined to items listed on Asset Register	Repair costs to be covered.	Council's insurance policy covers items	Maintain property in good condition with regular monitoring for damage	Council and Clerk

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Compensation claim resulting from (alleged) negligent act or accidental omission by the Council or its employee(s).	Low – given the limited activities of the Council.	Potentially substantial cost to the Council.	Risk covered by Council's insurance policy	Maintain adequate insurance cover. Ensure Council decisions are based on full information, including professional advice when necessary.	Clerk Council
Actions against the Council for libel or slander.	Low – Proper conduct of Council meetings and Clerk's professional judgement regarding correspondence.	Potentially substantial cost to the Council.	Risk covered by the Council's insurance policy	Members' awareness. Proper conduct of meetings by Chairman. Professional advice from Clerk.	Chairman Clerk
Failure to represent community interest adequately in relation to matters likely to impact significantly on the parish.	Low – Parish Council well established as consultee.	Reduction in local facilities and/or quality of life, or missed opportunity to benefit from external funding or advice.	Council recognised by other agencies for consultation and information. Membership of NALC/LALC.	Threats & opportunities reported to Council meetings. Special meetings to be called as required. Representatives provide feedback as appropriate	Council Clerk

<p>Loss of council paper records and computer files due to accident or otherwise</p> <p>Unauthorised release of personal data contrary to GDPR 2018</p>	<p>Low - Council records are maintained in Clerks home and on his personal computer.</p> <p>Legal / historical records held in HVH</p> <p>Low – Amount and type of data is limited mainly to contact details of some residents on either hard copy or in electronic form</p>	<p>Inconvenience in tracing information particularly legal and historical records</p> <p>Risk of fine by ICO if data breach is occasioned</p>	<p>Paper records maintained in metal cabinet providing a degree of fire protection</p> <p>Computer records regularly backed up to CD / External Hard Drive</p> <p>Data maintained to be reviewed on a regular basis and removed where no longer required</p>	<p>Legal / Historical records are archived at LRO</p> <p>Member awareness of Council responsibilities including their own where data is provided to them whilst undertaking Council duties</p>	<p>Clerk</p> <p>Councillors / Clerk</p>
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<p>Precept is not submitted on time, not paid by Principle Authority or is inadequate for purpose or does not provide sufficient reserves</p>	<p>Low</p>	<p>Reduction in Councils financial resources Inability to deliver services</p>	<p>Budget and Precept considered each year in line with standing orders and statutory requirements Full PC minute - RFO to follow up Check receipt Quarterly review against budget</p>	<p>Diarised by RFO Reminder normally sent by Principle Authority</p>	<p>Council and Clerk</p>
<p>Salaries wrongly calculated and paid. False employees. Tax and NI deductions incorrect</p>	<p>Low Low Low</p>	<p>Reduction in Council's financial resources.</p>	<p>Payment is by on line payment or cheque in accordance with Contract of Employment and Financial Regulations. Staff paid under Inland Revenue Tax deduction scheme using Inland Revenue software</p>	<p>Procedures in place and cheques signed / payment authorised in accordance with Financial regulations Quarterly budget comparison by Council Individual payments minuted or ratified at each meeting</p>	<p>Council</p>

Payment made for goods not received	Low	Reduction in Council's financial resources.	Purchases made from reputable known suppliers and generally only paid after receipt of goods/service	Payment after receipt	Clerk
Councillors Allowances / Expenses overpaid	Low	Reduction in Council's financial resources.	No Allowances have been approved	Payment only after detailed claim submitted in respect of expenses and resolution of Council	Council and Clerk
Reserves too low	Low	Reduction in Council's financial resources. Inability to deliver services	Annual Budget approved. Regular review against Budget headings New expenditure only undertaken where reserves allow. Reserves maintained at level commensurate with expenditure commitments and historical experience	Careful budget monitoring and formal approval and costings for new services and /or projects whilst maintaining reserves in line with past practical experience	Council and Clerk

Loss of key personnel	Low	Inability to operate and deliver services	<p>Ensure Clerk and other staff have adequate training, support and hours to undertake role to avoid stress, leading to long term sickness or early departure.</p> <p>Ensure regular back up of computer based work is maintained and sufficient notice periods are provided within contract to allow replacement to be obtained if necessary</p>	<p>Maintain regular contact and approve training and support mechanisms as appropriate</p> <p>Review contract terms if appropriate and back up computer files on regular basis</p>	Council Council and Clerk.
Financial Records inadequate and not archived as required by legislation leading to potential fraudulent activity	Low	Loss of ability to prove payments, failure to comply with statutory legislation and loss of monies	<p>Ensure Financial Regulations are maintained and reviewed on a regular basis and that due governance is undertaken by Council</p> <p>Bank accounts managed in accordance with legislation and reconciled on a regular basis</p>	<p>Internal Controls are in place and reviewed as required</p> <p>Internal Audit report confirms Controls are adhered to with no adverse comment</p>	Council and RFO
Banks and Banking incl Internet Banking	Low	Loss through lack of governance and control		<p>Internal Controls adhered to</p>	Council and RFO

Hale Parish Council Organised Activities	Low	Risk of Financial Loss Failure to follow legal procedures resulting in claim against Council	All activities organised by HPC must have full risk assessment undertaken and comply with any statutory requirements with permissions being obtained as and when required thereby ensuring Public Liability insurance is complied with	Documented Risk Assessments undertaken	Council
VAT	Low	Risk of Financial Loss	Ensure VAT reclaims are made in a timely fashion	Regular Budget monitoring by Council at quarterly meetings	Council
Internal and External Audit, HMRC returns	Low	Risk of Financial Loss including late return penalties	Compliance with regulatory requirements	Member awareness of governance responsibilities and undertaking of training as required	Council

<p>GDPR Compliance</p>	<p>Low</p>	<p>Risk of Financial Loss due to penalties and reputational damage to Council</p>	<p>Compliance with regulatory requirements Appointment of external data control professional to check and advise accordingly.</p>	<p>Member awareness of legal requirements Audit, policies and appropriate privacy statements and notices in place Retention of records policy in place Personal data only retained for purpose for which it was required in the first place</p>	<p>Council</p>
<p>Damage to Council Assets as defined on Asset Register by third party which include street furniture, VH contents and VH building</p>	<p>Low / Medium</p>	<p>Financial Loss / Repair costs to be covered</p>	<p>Council's insurance policy covers on an all risks basis for street furniture, VH contents and buildings cover for VH</p>	<p>Maintain property in good condition with regular monitoring for damage – ensure electrical equipment is PAT tested at required intervals</p>	<p>Council and Clerk</p>



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



CODE OF CONDUCT ADOPTED 12TH MAY 2022 TO BE REVIEWED BY 31st MAY 2023

Joint Statement - Local Government Association

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratised role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist councillors in modelling behaviour that is expected, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against a councillor.

The Code of Conduct is also to protect the public, fellow councillors, local authority officer and the reputation of local government.

The Code of Conduct sets out general principles of conduct expected of all councillors and specific obligations in relation to standards of conduct.

The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General Principles

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civic servants, councillors and local authority officers; should uphold the Seven Principle of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect, and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interest of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application

This Code of Conduct applies to each Councillor as soon as they sign their declaration of acceptance of the office of councillor or attend their first meeting as a co-opted member. The Code continues to apply to members until they cease to be a councillor.

This Code of Conduct applies to a councillor when they are acting in their capacity as a councillor which may include when:

- they misuse their position as a councillor
- their actions would give the impression to a reasonable member of the public with knowledge of all the facts that they are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

Councillors are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer has a statutory responsibility for the implementation of the Code of Conduct, and members are encouraged to seek advice from the Proper Officer, who may refer matters to the Monitoring Officer.

Standards of Councillor Conduct

This section sets out a councillor's obligations, which are the minimum standards of conduct required of a councillor. Should conduct fall short of these standards, a complaint may be made against a councillor, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Member-Officer Protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office, you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests), which are as described in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

“Sensitive interests” are interests which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.

Where a member considers that disclosure of the details of a registrable interest could lead to them, or a person connected with them, being subject to violence or intimidation, and the Monitoring Officer agrees,

copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that the member has an interest, the details of which are withheld.

It may include a member's sensitive employment (such as certain scientific research or the Special Forces) or other interests that are likely to create serious risk of violence or intimidation against them or someone who lives with them. The member should provide this information to the Monitoring Officer and explain their concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that they or a person who lives with them will be subjected to violence or intimidation. 10 If the Monitoring Officer agrees, then the member does not need to include this information in their register of interests, but they need to disclose at meetings the fact that they have an interest in the matter concerned.

Non-participation in case of disclosable pecuniary interest

1. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Individual Member Decision Making

2. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

3. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

4. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

5. Where a matter arises at a meeting which affects:

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests asset out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest, the following test should be applied.

6. Where a matter (referred to in paragraph 5 above) affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest then you may speak on the matter only if members of the public are also

allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Individual Member Decision Making

7. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director ¹ or a body that such person has a beneficial interest in the securities ² of) and the council: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge):</p> <ul style="list-style-type: none"> (a) the landlord is the council; and (b) the tenant is a body that the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director of or has a beneficial interest in the securities of.
Securities	<p>Any beneficial interest in securities of a body where:</p> <ul style="list-style-type: none"> (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either: <ul style="list-style-type: none"> (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

¹'Director' includes a member of the committee of management of an industrial and provident society.

²'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



Grievance Policy
Adopted by Hale Parish Council on
15th February 2021

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to 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 the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the 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 unless it is unreasonable not to propose a later date.
 - any changes to specified time limits must be agreed by the employee and the Council.
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
 - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.

- if an employee who is already subject to a disciplinary process raises a grievance, the grievance may be heard concurrently if so requested.
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Halton Borough Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5).
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.
- Any grievances or code of conduct complaints raised against specific councillors by, or in relation to, an employee will preclude such councillors with direct involvement in the matter from partaking in any discussions or decisions relating to an employee that could prejudice the outcome until such time that the matter has been settled.

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Personnel Committee or, if appropriate, another member of the Personnel Committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Personnel Committee.
6. The Personnel Committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The Investigator will be an independent professional retained by the Council to undertake such matters. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee and the employee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members.
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance.
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official.
 - a copy of the Council's grievance policy.
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting.
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice.
 - findings of the investigation if there has been an investigation.
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee.
 - the employee (or companion) will set out the grievance and present the evidence.

- the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take.
 - any member of the sub-committee and the employee (or the companion) may question any witness.
 - the employee (or companion) will have the opportunity to sum up the case.
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Personnel Committee. An appeal must be received by the Council within 10 working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
- a failure by the Council to follow its grievance policy.
 - the decision was not supported by the evidence.
 - the action proposed by the sub-committee was inadequate/inappropriate.
 - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the Personnel Committee who have not previously been involved in the case. There may be insufficient members of the Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Personnel Committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. 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 staffing sub-committee.
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. 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 meeting.

19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



Dignity at Work Policy
Adopted by Hale Parish Council
on 10th February 2021

Introduction

Dignity at work is about individuals feeling respected, valued, included and able to contribute fully in a positive environment free from bullying and harassment.

The Equality Act 2010 took effect on 1 October 2010 and replaces the previous anti-discrimination legislation, simplifying the law and removing inconsistencies. It is understood this simplification makes it easier for people to understand and comply with the law, whilst strengthening the enforceability of law in order to help tackle discrimination and inequality.

This Policy sets out the Council's aim to be an environment where everyone is treated with dignity and respect, equality is promoted, and diversity is valued. The policy also outlines the rights and responsibilities associated with this commitment.

A positive working and learning environment which supports dignity at work is vital to the success of the Council. Dignity and respect should underpin day-to-day behaviours, and the rights and responsibilities under this policy apply to all Councillors, employees and volunteers.

Such rights include, but are not limited to:

- Being treated with dignity and respect.
- Working and learning in an environment free from discrimination, bullying and harassment.
- Being valued for skills, abilities and contribution.

Such responsibilities include, but are not limited to:

- Behaving in an appropriate manner, and in ways that are not derogatory to others.
- Playing a part in ensuring the creation of a positive working environment that is tolerant and supportive through treating each others with dignity and respect.
- Tactfully challenging inappropriate behaviour with confidence.
- Adhering to this policy so that these rights and responsibilities are mainstreamed into the core of Council business.

The following are features of a respectful working environment:

- All employees, Councillors and volunteers are respected and treated politely and with courtesy.
- The views of all employees, Councillors and volunteers will actively be sought, where appropriate, in order to contribute to the development and / or improvement of Services.
- A collaborative atmosphere is promoted and championed.
- An ethos of 'distributed', or shared leadership which enables people to feel safe to take on roles and responsibilities without undue scrutiny or micro-management, develop their skills, support colleagues, take forward initiatives.

Positive outcomes from the above features would be that employees, Councillors, and volunteers:

- Can actively contribute and see that their efforts make a difference.
- Feel a sense of engagement; people are motivated and they have a sense of belonging to and a pride in the Council.
- Feel they are trusted to take responsibility, where appropriate, to act independently within their remit.
- There is a sense of having a meaningful role within the organisation.

Bullying, Harassment and Intimidation

In Support of our value to respect others, the Council will not tolerate bullying or harassment by, or of, any of their employees, officials, Councillors, contractors, visitors, volunteers, or members of the public.

The Council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment.

This policy should be read in conjunction with the Council's Grievance and Disciplinary Procedures.

The Council will issue this policy to all employees as part of their induction and to all Councillors as part of their welcome pack. The Council may also wish to share this policy with contractors, volunteers, visitors and members of the public.

Legal Position

The Council recognise that an employment tribunal can increase the compensatory award of an employee by up to 25% if the employer has not followed the ACAS Code of Practice.

The Council recognise that some forms of behaviour may be serious enough to constitute a criminal offence.

The Council will adhere at all times to the ACAS Code of Practice.

ACAS states "bullying may be characterised as a pattern of offensive, intimidating malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

ACAS states "Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment."

This Policy covers, but is not limited to, harassment on the grounds of:

- Sex
- Marriage & civil partnership
- Sexual orientation
- Race
- Colour

- Nationality
- Ethnic origin
- Religion
- Belief
- Disability
- Age

ACAS states “bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, and a lack of respect for others”. Bullying, harassment and intimidation can damage the Council’s reputation and ultimately lead to an Employment Tribunal, or other court cases, and payment of unlimited compensation.

Examples of unacceptable behaviour include, but are not limited to:

- Aggressive or abusive behaviour
- Spreading malicious rumours
- Insulting or humiliating someone
- Ridiculing, degrading or demeaning someone
- Exclusion, victimisation, or non-cooperation
- Unfair treatment
- Persistent and unreasonable criticism
- Creating an offensive environment
- Threatening behaviour
- Offensive comments
- Overbearing supervision, or other misuse of position or power
- Unwelcome sexual advances, physical contact or stalking
- Making threats about job security
- Unreasonable demands and impossible targets
- Deliberately undermining a competent worker by overloading work and/or constant criticism
- Coercion, such as pressure to subscribe to a particular political belief
- Preventing an individual’s promotion or training opportunities
- Any behaviour which an individual or group knows could have the potential effect of offending, humiliating, intimidating or isolating an individual or group.

Examples of where Bullying and Harassment may occur:

Face-to-face, in meetings, through written communication, over a telephone, or through automatic supervision methods. It may occur on or off work premises, during work hours, or non-work time.

Consequences of Bullying and Harassment

Bullying and harassment are considered examples of misconduct which will be dealt with through the Council’s Disciplinary Procedure for employees, or through referral to the Monitoring Officer as a contravention of the Member’s Code of Conduct which may result in penalties against the member.

In extreme cases, harassment can constitute a criminal offence and the Council should take appropriate legal advice, sometimes available from the Council’s insurer, if such a matter arises.

Duty of Care

The Council has a duty of care towards all their workers and liability under Common Law arising out of the Employment Rights Act 1996 (updated 2008 (ch24)) and the Health and Safety at Work Act 1974 (updated 2005 part 4 s27)).

Under the following laws bullying or harassment may be considered unlawful discrimination:

- Sex Discrimination Act 1975 (Amended 1986)
- Race Relations Act 1976 (Amended 2000) - now encompassed in Equality Act 2010
- Disability Discrimination Act 1995
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sex Discrimination) 2005
- Employment Equality (Age) Regulations 2006
- Equality Act 2010 – which fundamentally replaces the anti-discrimination legislation.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. Furthermore, a harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal for sexual, racial, disability or age discrimination.

Implementation

The Council will adhere to the following approach if a matter is reported informally:

Anyone, be it an employee, contractor, member or visitor, who feels he or she is being bullied, harassed, intimidated or victimised may try to resolve the problem informally in the first instance.

It may be sufficient to explain to the person(s) involved in the unwanted behaviour, that their conduct is unacceptable, offensive or causing discomfort.

The Council will adhere to the following approach if the matter is reported formally or an informal approach is inconclusive:

- i) Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially in line with the Grievance Procedure. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked.
- ii) Any complaint about the harassment or bullying by an employee can be raised confidentially in line with the Disciplinary Procedure.
- iii) Where any other party to the council, other than an employee, who feels he or she is being bullied or harassed by a Councillor, should raise their complaint to the Proper Officer where possible, or the Monitoring Officer. If an informal notification to a member has been unsuccessful at eliminating the problem, or where a member is directly involved in the bullying or harassment and an informal approach is not appropriate, the complaint should then be investigated and a hearing held to discuss the facts and recommend the way forward.
- iv) Where a member of the public feels s/he has been bullied or harassed by any members or officers of the Council, the matter should be reported via the Complaints Procedure.

False or Malicious Allegations

Any false or malicious allegations of harassment or bullying, which damage the reputation of an employee or Councillor, will not be tolerated and will be dealt with as under the Disciplinary Procedure and/or a referral to the Monitoring Officer.

Responsibilities

All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully, or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual may challenge the perpetrator and ask them to stop.

This policy is to be reviewed annually.



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



Scheme of Delegation
Adopted by Hale Parish Council on 16th November 2020

Introduction

This document sets out the manner in which Hale Parish Council has delegated its powers.

The legal basis of the delegation conferred by the Scheme is contained in Section 101 of the Local Government Act 1972.

Proper Officer and Responsible Financial Officer

The Proper Officer of the Council is delegated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

The Proper Officer is designated and authorised to act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer.

The Proper Officer of the Council is employed by the Council under Section 112 of the Local Government Act 1972 for the proper discharge of its functions.

The Proper Officer is designated to discharge the delegated authority outlined in any resolutions of the Council, and including (but not limited to) all decisions relating to payroll management provisions, office equipment and consumables, rent, award schemes, subscriptions, accreditations, publications, insurance, communications, public relations, marketing, community engagement, the neighbourhood plan, wellbeing activities, and any such projects and/or campaigns delegated to him/her in consultation with members if so required, provided that any such decisions fall within the budget headings decided by the Council.

Committees

A Committee of the Council is delegated to act in all matters covered by the Committee's Terms of Reference and subject to prior Council approval of any delegated capital and revenue estimates.

Any activity requiring application for consent to borrow must first have been approved by the Council, and loan sanction secured.

Every Committee shall have power to authorise an officer to take decisions on specific matters falling within the Committees' terms of reference.

Council

The following matters are reserve for the full Council and may not be delegated to an officer or Committee:

- The adoption of Standing Orders and Financial Regulations
- The adoption of policies and procedures
- The appointment of permanent representatives to outside bodies
- Co-option
- The making of by-laws
- The dismissal of officers
- The setting of the annual budget and precept
- The approval of final accounts and statutory return
- The noting of the internal audit report



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



Disciplinary Policy
Adopted by Hale Parish Council
on 10th February 2021

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

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.
2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance.
 - 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. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
 - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary 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. Employees must make all reasonable efforts to attend. Failure to attend any meeting may

result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.

- 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 unless it is unreasonable not to propose a later 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 General Data Protection Regulation (GDPR).
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the two may be heard concurrently if so requested.
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal.
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first two occasions 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 consent of affected parties.
- Any complaints raised by councillors relating to specific employees will preclude such councillors with direct involvement in the matter from partaking in any discussions or decisions relating to an employee that could prejudice the outcome until such time that the matter has been settled.
- Any concurrent grievances or code of conduct complaints raised against specific councillors by, or in relation to, an employee will preclude such councillors with direct involvement in the matter from partaking in any discussions or decisions relating to an employee that could prejudice the outcome until such time that the matter has been settled.

Examples of misconduct

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- 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.

Examples of gross misconduct

5. 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: The list is not exhaustive
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Suspension

6. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
7. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
8. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9. The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of procedures
 - inadequate skills
 - unsatisfactory management of staff
 - unsatisfactory communication

The Procedure

10. Preliminary enquiries_ The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

11. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
13. If a formal disciplinary investigation is required, the Council's Personnel Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be an independent professional retained by the Council to undertake such matters. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that 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 written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
14. The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of 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 - the disciplinary meeting (see paragraph 22).

15. The Personnel Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator 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 that process. The employee will 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 Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
17. If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
18. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
19. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she 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 or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
20. The Investigator will submit a copy of the report to the employee and the Personnel Committee will decide whether further action will be taken.
21. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

22. If the Personnel Committee decides that there is a case to answer, it will appoint a Personnel sub-committee of three councillors, to formally hear the allegations. The Personnel sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
23. 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 information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.
- the time and place for the meeting. The employee will be given reasonable notice of the hearing 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 two 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.

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
- the Chairman will invite the employee to present their account.
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements).
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
- the employee (or companion) will have the opportunity to sum up.

24. 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.

25. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first 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 a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, 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 a specified period of time (e.g. 12 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.

27. 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. 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 taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

28. 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.
29. The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary 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.

30. Where possible, the appeal will be heard by a panel of three members of the Personnel Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
31. The employee will be notified, in writing, within 10 working days of receipt of the notice of 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.
32. 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 disciplinary decision.
 - explain the action that the appeal panel may take.
33. The employee (or companion) will be asked to explain the grounds for appeal.
34. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
35. The appeal panel may decide to uphold the disciplinary 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.
36. 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.
37. The appeal panel's decision is final.

HALE PARISH COUNCIL SOCIAL MEDIA POLICY ADOPTED 18 NOVEMBER 2019

Policy statement

This policy is intended to help councillors and council staff to make appropriate decisions about the use of social media such as emails, blogs, social networking websites, podcasts, forums, message boards or comments on web-articles, such as Twitter, Facebook, LinkedIn and other relevant social media websites.

This policy outlines the standards the Council requires councillors and staff to observe when using social media, the circumstances in which the Council will monitor the use of social media and the action to be taken in respect of breaches of this policy.

This policy supplements and should be read in conjunction with all other policies and procedures adopted by the Council, such as the Equal Opportunities Policy, Anti-Harassment Policy, Data Protection Policy, Disciplinary Procedure, Members Code of Conduct and such like.

This policy does not form part of any contract of employment and it may be amended at any time.

This policy covers all individuals working at all levels within the Council, including all elected and co-opted councillors, the Clerk to the Council and all other employees and volunteers (collectively referred to as staff in this policy).

All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality and interests of the Council, its services, employees, partners and community.

Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. The Council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually orientated or racially offensive comments by the employee. Breach of the policy by volunteers will result in the Council no longer using their services and if necessary, appropriate action will be taken. Behaviour required by the Members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply.

Remarks are easily withdrawn, apologised for and forgotten when made in person, but posting them on the internet means that they have been published in a way that cannot be contained. Online content should be objective, balanced, informed and accurate. Members must be aware that their profile as a councillor means it is more likely they will be seen as acting in an official capacity when blogging or networking. It must be remembered that communications on the internet are permanent and public.

Staff and councillors must not allow their interaction on any websites or blogs to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments about other staff, councillors, the Council or about the people, businesses and agencies that the Council works with and serves.

Posts must not contain anyone's personal information other than necessary basic contact details.

If staff or councillors blog or tweet personally and not in their role as a councillor, they must not act, claim to act or give the impression that they are acting as a representative of the Council.

They should not include web links to official Council websites as this may give or reinforce the impression that they are representing the Council.

Staff and individual parish councillors are responsible for what they post. They are personally responsible for any online activity conducted via their published e-mail address which is used for Council business. Both staff and councillors are strongly advised to have separate council and personal email addresses.

When participating in online communication, staff and councillors must:

Be responsible and respectful

Never make false or misleading statements

Not present themselves in a way that might cause embarrassment. They must protect the good reputation of the Council

Be mindful of the information posted on sites and make sure personal opinions are not published as being that of the Council

Keep the tone of comments respectful and informative and use sentence case format, not capital letters or write in red to emphasise points

Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age, religion or belief should not be published on any social media site

Avoid personal attacks and hostile communications

Never name an individual third party unless you have written permission to do so

Seek permission to publish original photographs or video from the persons or organisations in the video or photographs before they are uploaded and you must check that there is parental permission before photos of children are used

Respect the privacy of other councillors, staff and residents

Never post any information or conduct any online activity that may violate laws or regulations such as libel and copyright, discriminatory legislation, data protection or breach any other legislative restrictions.

Reports of any concerns regarding content placed on social media sites should be reported to the Clerk in the first instance and be referred to the Council if appropriate.

Hale Parish Council
Complaints Procedure Adopted 27/2/2020

1. Hale Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council. If a complaint against a councillor is received by the Council the complainant will be referred to the Monitoring Officer of the Principle Authority.

Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of the Principle Authority

4. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk since your complaint involves the Clerk, you may make your complaint directly to the Chairman of the Council who will try to resolve your complaint immediately. If this is not possible the Chairman will normally try to acknowledge your complaint within five working days.
8. The Clerk or the Chairman of the Council as appropriate will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Full Council or a Complaints Committee as appropriate and usually within eight weeks you will be notified in writing of the outcome of the review of your original complaint.



HALE PARISH COUNCIL

Of the Halton Borough in the County of Cheshire



PUBLIC COMPLAINTS PROCEDURE

Any residents wishing to make a formal complaint against Hale Parish Council must contact the clerk or chairman with their complaint.

All correspondence must be sent through the clerk who can be contacted by emailing haleparishcouncilclerk@gmail.com or writing to Craig Wyna, Clerk, Hale Parish Council, Hale Village Hall, Hale Village, Halton, L24 4AE.

Please note, in order for your complaint to be dealt with by Hale Parish Council, one of the below must apply:

- 1) **You believe a parish councillor has acted unlawfully whilst conducting parish council business;**
- 2) **You believe Hale Parish Council has acted unlawfully whilst conducting parish council business;**
- 3) **You have a complaint about a matter that Hale Parish Council is responsible for.**

Please note, due to the timings of parish council meetings, your complaint may take up to 12 weeks to be dealt with by the council. The full complaints procedure of Hale Parish Council can be found below. Assistance will be given to the claimant if necessary.

1. Introduction

- 1.1. This procedure covers routine complaints and those that could be described as habitual and vexatious. The majority of complaints generally fall under the first category and only occasionally move to the second option covered by paragraph 4 onwards.
- 1.2. Habitual or vexatious complaints are defined here as unreasonable complaints, enquiries or outcomes that are repeatedly or obsessively pursued.
- 1.3. Some types of complaint will be handled outside this procedure: Financial irregularity will be handled by the Council's own auditor / Audit Commission; Criminal activity by the Police; Member conduct by the standards committee of the relevant principal authority; Employee conduct by internal disciplinary procedure.

2. Complaints Procedures for Local Councils

- 2.1. Councils will handle complaints in full council or nominate councillors who are authorised to deal with complaints but are not involved with the particular case.
- 2.2. If the complaint is handled by the full council then two nominated councillors should not take part in the proceedings. They will then be available to handle any appeal, if required.

- 2.3. The clerk will normally represent the council through the proceedings but a nominated councillor may act instead.

3. The Procedure

3.1. Before the Meeting

- The complainant will complain in writing to the clerk or to the chairman of the council. Assistance will be given to the claimant if necessary.
- The complainant will be advised when the matter will be considered and whether it will be treated confidentially or heard by a committee. A copy of this procedure will also be given to the complainant.
- The complainant will be invited to attend a meeting with a representative if wished.
- Not later than seven clear working days prior to the meeting, the complainant and the council will exchange copies of any documentation or other evidence to be relied on.

3.2. At the Council Meeting or Committee Meeting

- The chairman of the meeting will introduce everyone and explain the procedure.
- The complainant (or representative) will outline the grounds for complaint before any questions from the clerk and then from members if present.
- The clerk will explain the council's position before any questions from the complainant, and from members if present.
- The complainant and the clerk will then summarise their position; they then leave the room while members decide whether or not the grounds for the complaint have been made.
- If the decision is unlikely to be finalised on that day an estimated date will be given.

3.3. After the Meeting

- The decision will be confirmed in writing within seven working days together with details of any action to be taken.
- The result of the proceedings will be reported at the next council meeting after the appeal period has passed, ensuring that agreed confidential issues are appropriately respected.

3.4. Appeals

- Should the complainant not agree with the decision they will be entitled to appeal the decision within fourteen days of receipt of the result of the proceedings.
- The councillors nominated to handle the appeal will, within twenty-one days of receiving the appeal, examine the way in which the council dealt with the complaint.
- If procedures were correctly handled by the council then the appellant will be notified that the appeal has not been successful. If the complaint was not handled correctly it will be referred back for consideration as at 3.2.
- The appellant will be notified of the result of the appeals process within fourteen days.

4. Habitual and Vexatious Complaints

- . 4.1. Councils will endeavour to deal with complaints in an efficient, equitable and effective manner.
- . 4.2. The council may have to initiate further action, if the complainant behaves in ways which can: impede the investigation of the complaint; have significant resource implications; hinder the complaints service for others; be offensive, abusive or threatening.

5. Aims of this Section

- . 5.1. The aim of the council is to manage each case properly, consistently, fairly and respectfully and ensure that the complaint, not the complainant, is the issue during any procedure and decision making.
- . 5.2. It is important to establish guidelines for identifying habitual or vexatious complainants and that any decisions made follow agreed guidelines and procedures.

6. Guidelines

- . 6.1. Councils will try to keep open the lines of communication with appropriate support e.g. clarifying the reason for the outcome; offering relevant support for a complainant with special needs; suggesting an independent representative to help present their case.
- . 6.2. Any action taken as a result of proven persistent and/or vexatious complaint will be proportionate to the degree of annoyance/aggravation caused.

7. Procedure

- 7.1. The possibility of there being an unreasonably persistent and/or vexatious complaint will be brought to the attention of the chairman or vice chairman to ensure that the complaint has been dealt with according to the council's complaints procedure.
- 7.2. The chairman or vice chairman will contact the complainant in an effort to resolve the situation.

7.3. In the case of a meeting, if there is a personality issue, the complainant may nominate another councillor who will be made aware of all the facts. A complainant may wish to bring a representative. The council will give appropriate support (e.g. special needs) to the complainant in choosing a representative etc.

7.4. The chairman/vice chairman will:

- Listen to the grievance/complaint
- Assure the complainant of confidentiality with personal details
- Carefully explain what action the council has taken within its remit to resolve the complaint
- Offer any relevant support about the complaints procedure to the complainant
- Suggest complaint routes available if complaint is outside the council's remit
- Explain how the complainant's actions are of concern but are hampering the complaints procedure
- Explain what actions the council may take
- Seek an assurance that the persistent/unreasonable nature of complaint will be addressed

7.5. The outcome and relevant details of the meeting will be noted.

8. Decision

- . 8.1. If the complainant continues to behave in unreasonable and/or vexatious way, the chairman or vice chairman will seek the approval of the council to follow the policy and agree what action(s) to take, e.g. restrict or refuse any further contact.
- . 8.2. The complainant will be advised by letter from the clerk of this action, including any further actions the complainant may take with other bodies including their right to obtain independent advice.
- . 8.3. The council will record the decision and hold all relevant correspondence except all personal details about the complaint and the complainant, which will be stored appropriately in line with the Data Protection Act.
- . 8.4. The clerk will notify all councillors and members of staff as appropriate.
- . 8.5. Any new complaint from any person who has come under the policy must be treated on its merit.

9. Review

9.1. The decision taken at Section 8 will be reviewed after 6 months. The complainant will be notified of the result if the decision to apply the policy has been reversed.