

Friday, 18 August 2023

Dear Councillor,

You are invited to attend a meeting of the **Full Council** which will be held on **Tuesday 22 August** commencing at **19.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.



Belina Boyer
Parish Clerk/RFO

Agenda no	Agenda Item title	Power/Regulation
	Chair's welcome	
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
	To receive and note reports from Borough and County Councillors.	
FC24/070	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/071	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.

Agenda no	Agenda Item title	Power/Regulation
FC24/072	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FC24/073	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC24/074	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A –Parish Council meeting, Tuesday 30 May 2023	Local Government Act 1972, Sch 12, p41 (1).
FC24/075	To note the (draft) minutes of the council’s committees: a) Planning and Environment 25 July 2023 b) Personnel and Wages 10 July and 14 August2023 Paper B	
FC24/076	To receive and note a verbal update by the clerk	
FC24/077	To consider an application for co-option to the council. Paper C	
FC24/078	To consider adopting the policies as recommended by Personnel and Wages Sub-Committee a) Dignity at Work Policy b) Councillor Officer protocol Paper D	
FC24/079	To consider the following planning applications: a) 23/O1303/LBC Internal Refurbishment including new fixed seating, new darts surround, new screen and drinks shelf, new vanity, complete redecoration and new internal doors, installation of partition wall to existing door way. External alterations to include painting of render and new replacement lighting to all elevations. Manvers Arms Main Road Radcliffe On Trent Nottinghamshire NG12 2AA	

Agenda no	Agenda Item title	Power/Regulation
	<ul style="list-style-type: none"> b) 23/O1436/FUL Demolish existing single storey flat roof garage and construct new single storey rear and side extension with pitched roof 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX c) 23/O1466/FUL New larger porch 2 Kingsway Radcliffe On Trent Nottinghamshire NG12 2EB d) 23/O1545/FUL Single storey rear extension, alterations to roof of existing extension, replace garage door with bow window, raised patio to rear 10 Maple Close Radcliffe On Trent Nottinghamshire NG12 2DG 	
FC24/080	<p>To consider and approve new Terms of reference for the following committees:</p> <ul style="list-style-type: none"> a) Amenities b) Finance and General Purposes c) Grange and Grange Hall d) HR e) Planning and Environment <p>Paper E</p>	
FC24/081	<p>To consider adopting a revised Code of Conduct based on the latest Local Government Association model.</p> <p>Paper F</p>	
FC24/082	<p>To consider quotations for the repair or replacement of the hot water supply in the changing rooms at the Grange Hall.</p> <p>Paper G</p>	
FC24/083	<p>To consider approving the expenditure to upgrade the CCTV storage to facilitate improved reporting of anti-social behaviour.</p> <p>Paper H</p>	

Agenda no	Agenda Item title	Power/Regulation
FC24/084	To consider moving all staff to MS Office 365 professional at a cost of £468+VAT over the renewal cost of the current arrangement of £451+VAT. Paper I	
FC24/085	To consider approval of quotation for continued provision of 'boxed drinks' at the Rec (paper to follow) Cllr Bere	
FC24/086	To note correspondence previously circulated. Paper J	
FC24/087	To receive and note reports from members.	
FC24/088	To receive any items for notification to be included on a future agenda – for information only	
FC24/089	To note the date and time of the next scheduled Full Council meeting as Tuesday, 26 September 2023 at 20.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

DRAFT Minutes of the Full Council meeting held on 25th June 2023 at 8pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Clr Anne McLeod (Chair)	Clr Oli Bere (Vice Chair)	Clr Irene Dovey
Clr Gillian Dunn	Clr Phil Thomas	Clr Tracy James
Clr Harry Curtis	Clr Nikki Farnsworth	Clr Oliver Furniss
Clr Sue Clegg	Clr Tracie Bere	

Members Absent:

Clr Matt Douglas-Kirk		
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In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	2 members of the public, 2 borough and county councillors.
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Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	Chair's welcome	The Chair reported that she has now visited all 3 schools to encourage youth involvement in		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>the village and also inform them of the Jeffrey Limmer Trust and that £150 is available for parents struggling with cost of living. The Chair also reported that more Councillors are required to help at the Village Show.</p> <p>She asked that we need some good news stories to get onto social media and requested Councillors to like and share on their own social media.</p> <p>There will be a portable toilet being delivered to Wharf Lane on 26th July and have a drinks van and ice van attending over the summer too.</p> <p>Radcliffe warm places is on Monday and Friday 9-12 please pop in if you have time.</p>		
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total.	There were two members of the public who were representing Radcooks and attended in respect of item 65 of this agenda. It was unanimously agreed to move to item 65. See Item 65 for the resolution.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	Please see the Standing Orders 3 d-n for details.			
	To receive and note reports from Borough and County Councillors.	<p>RBC Cllr Neil Clarke – reported that the Spitfire Homes Grantham Road planning application has been approved.</p> <p>He reported that RBC have been looking at ways to support the Bingham Road shops with signage to promote the shops to help them stand out.</p> <p>He also reported that the Ratcliffe on Soar EM Dev Co will create 1000s of high skilled jobs when the power station is closed next year.</p> <p>NCC & RBC Cllr Roger Upton reported that the travellers at RSPCA were over their pitch numbers and were requested to move on, this did not happen and enforcement was required. He stated that the van on A52 is a highways matter and the rubbish bins should be collected by Nottingham city as they are commercial waste bins.</p>		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>He stated that he still awaits a highways programme of works.</p> <p>There is better progress on Holme Lane, there will be TRO for the closing on the unmade section to vehicles.</p> <p>He also noted that County Hall in West Bridgford will be closing soon and Nottinghamshire County Council will move to Hucknall.</p>		
FC24/057	To note apologies for absence.	Cllr Matt Douglas and RBC Cllr Abby Brennan		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/058	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.		Localism Act 2011, s31.
FC24/059	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.		Localism Act 2011, s33.
FC24/060	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to	It was requested that consideration be made for item 64 to exclude the public should a discussion be required.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	exclude public and press for these items.			
FC24/061	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A –Parish Council meeting, Tuesday 30 May 2023	The Council resolved to sign the minutes as true record of the Full Council meeting held on the 25 th June 2023, this was unanimously agreed.	Administrator to upload to website	Local Government Act 1972, Sch 12, p41 (1).
FC24/062	To note the (draft) minutes of the council’s committees: a) Amenities 11 July 2023 b) Finance and General Purposes 20 June 2023 - final c) Finance and General Purposes 18 July 2023 d) Grange and Grange Hall 4 July 2023 e) Planning and Environment 27 June 2023 Paper B	The Council resolved to note the draft minutes of the committees.		Local Government Act 1972, s. 112
FC24/063	To receive and note a verbal update by the clerk	The Council noted unanimously the verbal update from the clerk. The clerk reported that things are moving along, a picnic bench has		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>arrived and will be arranged to be fitted.</p> <p>The Council wished to thank staff.</p>		
FC24/064	<p>To consider an application for co-option to the council. Paper C</p>	<p>The council considered two applications for co-option – Alice Tomlinson and Anne McKensie. It was resolved that both applications be granted, this was proposed by Cllr Furniss seconded by Cllr Dovey and unanimously agreed.</p> <p>Advertisement to continue.</p>		
FC24/065	<p>To consider a Grant application by Radcooks Community Kitchen. Paper D</p>	<p>The Council considered the grant request from Radcooks and it was proposed by Cllr Dunn to grant Radcooks the total £253.47 for the insurance, this was seconded by Cllr Dovey, 10 agreed and 1 abstained.</p>		
FC24/066	<p>To consider the proposed changes to the Nottinghamshire ALC constitution. Paper E</p>	<p>The council resolved to accept the changes to the Nottinghamshire ALC constitution this was proposed by Cllr Bere Seconded by Cllr T Bere and agreed by 10 and 1 abstention.</p>		
FC24/067	<p>To receive and note reports from members – for information only</p>	<p>Cllr Sue Clegg reported: Nottinghamshire Police</p>		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>Rushcliffe South (Northern Cluster) Priority Setting Meeting</p> <p>Held on 20th July at The Old Court House , Bingham</p> <p>I attended this meeting on behalf of Radcliffe Parish Council, also in attendance were 4 Residents of Radcliffe, Mr & Mrs Griffin (Chair of Radcliffe Neighbourhood Watch) and a couple from the Park Homes site who have instigated a Facebook Group and are wishing to set up a Neighbourhood Watch on their site, they have also rejuvenated the Residents Association. As well as representatives of several local councils and the Police Officer in charge of our area.</p> <p>Chief Superintendent Rob Lawson has moved on and Tim Cuthbert is taking his place.</p> <p>Our beat officer remains Paul Sanders - it was advised that as well as reporting any crimes and getting an incident number it is also worth reporting to Paul</p>		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>Sanders, to build up a better picture of our area.</p> <p>It was mentioned that it is well worth while encouraging residents to report crimes either by phone or online otherwise there is a poor record and it is difficult to build a picture of what is happening in a specific area. Help the Police to help us ... 999 for immediate response / 101 if not urgent All reports help the police ...</p> <p>The actions/priorities from the previous meeting were discussed and results considered.</p> <ul style="list-style-type: none"> • E-scooters remain a problem – 1st Action is a warning, 2nd Confiscation • Internet & Phone scams are still a concern for anyone not just the elderly • Rural Crime has dropped in the area due to the installation around this part of the county of vehicle recognition cameras. • Anti-Social Behaviour – RoT has been identified and work is being co-ordinated with SNA. 		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>School holidays highlight this. Keep Paul Sanders informed.</p> <ul style="list-style-type: none"> • The cost to residents of antisocial behaviour was underlined. • Asked whether he would comment on the viability of a Loo at Wharf Lane he was non comital • Fireworks on the highway again keep them informed. • .. • Some Crime figures were commented on which put Radcliffe in a poor light however these were around a very difficult time for one area of our village. • Concern was mentioned re the Bingham Road Traffic Lights and what is considered by some as the very poor road marking directions when exiting Radcliffe in an easterly direction. The person concerned was informed that this is in the hands of Highways England not RoT or RBC • Bingham also has grave concerns, as a growing community, on the lack of police presence in its new areas i.e. The Romans. More and more CCTV is not the answer. Bingham Town Councillor Nadia Jejna spoke about her concerns as 		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>Bingham grows (similarly to Radcliffe) there is no input from CIL or 106 to increase the police presence.</p> <ul style="list-style-type: none"> • If a cardboard cutout of an officer reduces crime! Surely the real thing is better • WB has an team on the streets which has benefitted WB • Date of next meeting 19th October 2023 <p>Cllr Curtis wished to thank the Councillor and the people who supported the carnival especially the caretakers.</p>		
FC24/068	To receive any items for notification to be included on a future agenda – for information only	Shelford are celebrating 80 th anniversary of D day – to go to G and GH committee to discuss.		
FC24/069	To note the date and time of the next scheduled Full Council meeting as Tuesday, 26 September 2023 at 20.00.	The date for the next Full Council meeting is due to take place on Tuesday 22 nd August 2023, this was noted by all.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 9.05pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER B

Draft Minutes of the Planning and Environment Committee meeting held on 25th July 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Matt Douglas – Kirk (Chair)	Cllr Anne McLeod	Cllr Phil Thomas
Cllr Nikki Farnsworth (Vice Chair)	Cllr Tracy James	Cllr Sue Clegg
Cllr Irene Dovey		

Members Absent:

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In attendance:-

Belina Boyer (Clerk)	Hayley Gandy (Administrator)	RBC & NCC Cllr Roger Upton
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Agenda	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	None present		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
P&E 24/034	To note apologies for absence.	RBC Cllr Abby Brennan sent her apologies		Local Government Act 1972, s85 (1) & Sch 12, p40.

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/035	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
P&E 24/036	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
P&E 24/037	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&E 24/038	To receive the minutes of the previous Planning and Environment Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning and Environment Committee Meeting Tuesday 27 June 2023	The committee unanimously resolved to sign the minutes as a true record of the Planning and Environment committee meeting held on 27 th June 2023.	Administrator to publish this on the website.	Local Government Act 1972, Sch 12, p41 (1).
P&E 24/039	To consider that the following planning application for comment: 23/01237/FUL Enlargement of existing loft space by extending the roof to form two gable ends, new rooflights to front and rear elevations and new window to second floor side elevation 63 Grantham Road Radcliffe On Trent Nottinghamshire NG12 2HE	The committee considered the planning application and it was proposed by Cllr McLeod, seconded by Cllr Thomas and unanimously agreed not to object to this application.	Clerk to submit this comment to RBC.	

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/040	<p>To note the following planning decisions:</p> <ul style="list-style-type: none"> • 23/00900/FUL Construction of first floor with shallow pitch roof, to replace existing pitched roof and dormers, includes alterations to doors and fenestration, rooflights, solar panels and application of render. Construction of detached single storey garage. 22A Cliff Drive Radcliffe On Trent Nottinghamshire NG12 1AX– Application Withdrawn • 23/00824/FUL Change of Use of 2 x Agricultural Sheds to Class E(g)(iii) and Class B8 Uses along with alterations to the Existing External Elevation and external ground regrading. Alterations to access including widening front access and addition of a passing place. Shelford Lodge Shelford Road Radcliffe On Trent Nottinghamshire NG12 1EA– Application Permitted 	The committee noted all the planning decision unanimously.		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	<ul style="list-style-type: none"> • 23/00999/TPO T1 - Walnut - reduce crown by up to 2m 7 Cliff Drive Radcliffe On Trent Nottinghamshire NG12 1AX- Consent Granted • 23/01014/VAR Variation of Condition 2 (approved plans) on application 22/00742/VAR to add render to existing west side elevation of dwelling to protect brick work 103 Bingham Road Radcliffe On Trent Nottinghamshire NG12 2GP - Permission Granted • 23/01172/FUL Demolish existing outbuilding and replace with single storey double garage and attached shed. Associated landscaping. Cliff Top Valley Road Radcliffe On Trent Nottinghamshire NG12 1BB - Permission Granted • 23/01047/FUL Single storey rear extension, alterations to existing 			

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	<p>doors and fenestration, new front porch and part timber recladding of existing bungalow 123B Shelford Road Radcliffe On Trent Nottinghamshire NG12 1AZ –</p> <p>Permission Granted</p> <ul style="list-style-type: none"> • 23/01074/FUL New front porch and single storey side extension 88 Bingham Road Radcliffe On Trent Nottinghamshire NG12 2GT – <p>Permission Granted</p> <ul style="list-style-type: none"> • 22/01600/REM Application for matters reserved under application ref 19/01353/OUT for approval of appearance, landscaping, layout and scale for the residential development of up to 280 dwellings including remodelled junction to the A52 Land To North Of Grantham Road Radcliffe On Trent Nottinghamshire (rushcliffe.gov.uk)– Approved 			

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/041	To receive any items for notification to be included on a future agenda – for information only	The Manvers pub planning application, this was sent to Ruddington Parish Council for comment instead of ROT in error. Neighbourhood plan.		
P&E 24/042	To note the date and time of the next scheduled Planning and Environment Committee meeting as Tuesday, 12 September 2023 at 19.00.	Noted by all.		

Cllr Thomas gave a report regarding Train working group – Our MP has written to the Minister of Transport to ask why more trains cannot stop at Radcliffe on Trent. The Minister stated he will ask EMR and EMT. Our MP is going to push for this.

The meeting closed at 7.27pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

DRAFT Minutes of the Personnel and Wages Sub-Committee meeting held on 14 August 2023 at 7.00pm in the Radcliffe Room, The Grange,

Radcliffe on Trent

Members Present:

Cllr O Bere (Chair)	Cllr S Clegg	Cllr Anne McLeod
Cllr P Thomas		

Members Absent:

Cllr M Douglas Kirk		
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In attendance:-

Belina Boyer (Parish Clerk)		
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
P&W24/026	To note apologies for absence.	The committee noted apologies for absence from Cllr Douglas-Kirk.		Local Government Act 1972, s85 (1) & Sch 12, p40.
P&W24/027	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none		Localism Act 2011, s31.

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
P&W24/028	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.		Localism Act 2011, s33.
P&W24/029	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Th committee did not resolve any exclusions.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&W24/030	To note a verbal update by the clerk.	The committee noted a verbal update by the clerk and requested all staff to complete timesheets to allow for effective overtime, TOIL and other leave management. The committee recommended for excess annual leave communicated to staff at the beginning of the leave year to be honoured for this year only.	Clerk to issue Timesheets and leave cards to all staff.	
P&W24/031	To receive the minutes of the previous Radcliffe-on-Trent Personnel and Wages Committee meeting(s) and resolve to sign	The committee resolved to sign minutes of the Personnel and Wages Sub-Committee meeting 10	Administrator to file and add to website.	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<p>these as a true record of the meeting(s).</p> <p>Paper A – Personnel and Wages Sub-Committee meeting 10 July 2023</p>	<p>July 2023 as a true record of that meeting.</p>		
P&W24/032	<p>To consider the recent recruitment process and approve further action..</p> <p>Paper B.</p> <p>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</p>	<p>The committee resolved:</p> <ul style="list-style-type: none"> • to re-advertise the post after the holidays with a longer period to reply. • To cover the vacancy by employing a cleaning firm that will clean the premises and the public toilets. This arrangement to last until a suitable candidate can be recruited. Costs incurred to be charged to Grange Hall staffing budget. • To cover lock ups of the Grange by non-caretaking staff where possible. • In the first instance, the hall manager will liaise with a cleaning company that has previously been used to good effect. 	<p>Clerk to advise council if cost for this arrangement are likely to exceed budgeted costs....</p>	<p>Local Government Act 1972, s. 112</p>
P&W24/033	<p>To consider the creation of an additional part time grounds maintenance post.</p>	<p>The committee considered the proposal and potential implications and came to the</p>	<p>The Clerk to liaise with the individuals concerned.</p>	<p>Local Government Act 1972, s. 112</p>

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Exclusion of Public and press recommended due to the personal nature of the items under discussion.	conclusion that currently no such post could be added to establishment. Following a staffing review, the committee may consider creating a new role to fulfil various tasks.		
P&W24/034	To consider alterations to the Terms of Reference for this sub-committee for recommendation to Full Council for approval. Paper D.	The committee resolved to recommend updated Terms of Reference for this committee to Full Council for adoption.	Clerk to add to Full Council Agenda.	
P&W24/035	To receive and consider an update by the chair of Personnel and Wages on the clerk's interim probation appraisal. Exclusion of Public and press recommended due to the personal nature of the items under discussion	The committee noted the committee chair's report.		Local Government Act 1972, s. 112
P&W24/036	To consider draft policies for recommendation to Full Council. <ul style="list-style-type: none"> • Dignity at Work • Councillor-Officer Protocol Paper F	The committee resolved to recommend both policies to Full Council for adoption with minor changes in line with the recommended Terms of reference.	Clerk to add to Full Council Agenda.	Local Government Act 1972, s. 112
P&W24/037	To receive a verbal update on staff requirements for the village show.	The clerk informed the committee that the clerk and the		

PAPER C

Appendix A - Application

APPLICATION FORM FOR THE ROLE OF PARISH COUNCILLOR

Radcliffe on Trent Parish Council

Full name	Linda Margaret Lyn-Cook
Home address Inc. Postcode	[REDACTED]
Telephone number	
Mobile number	
Email	

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this? Yes/ No

Yes / No

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes/ No
Are you 18 or over?	Yes / No

Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Radcliffe on Trent Parish Council ?	Yes/ No
Have you lived either in the parish of Radcliffe on Trent, or within three miles of its boundary, for at least a year?	Yes/ No
Have you been the owner or tenant of land in the parish of Radcliffe on Trent for at least a year?	Yes / No
Have you had your only or main place of work in the parish of Radcliffe on Trent for at least a year?	Yes // No

Yes / No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / <input checked="" type="radio"/> No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / <input checked="" type="radio"/> No
Are you disqualified by order of a court from being a member of a local authority?	Yes / <input checked="" type="radio"/> No
Are you employed by Radcliffe on Trent Parish Council, a joint committee or hold a paid office?	Yes / <input checked="" type="radio"/> No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / <input checked="" type="radio"/> No

Please briefly outline of why you are interested in being a Parish Councillor.

I moved to Radcliffe with my husband nearly two years ago to be close to family members who have lived in the village for a very long time. Many here was the best decision we have ever made. Radcliffe has so much to offer, with a strong sense of community, a proud village identity along with good facilities. The opportunity to become a councillor would enable me to give back to the community and make a positive difference. I hope to work with others to create change and to campaign for and deliver better services to meet the diverse needs of the community.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have spent over 40 years working in the education sector, initially as a teacher in Main Stream secondary schools and then in special schools and pupil referral units. I was also employed by Nottingham County Council for 10 years as an Autism consultant where I led on several initiatives aimed at improving services for children and families. I worked as a school inspector for 5 years where I focussed on the needs of the most disadvantaged as well as on safeguarding. More recently I taught on special education courses at Nottingham Trent University. I have also been a school governor for 15 years.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

Alongside my teaching qualification, I also have a Masters degree in SEND and a Diploma in Autism.

I have experience of:

- Building consensus through consultation (especially with hard to reach groups)
- Campaigning and project managing.
- Working as a member of a team to achieve a goal.

I am also familiar with the Nolan principles and am guided by these principles in my day to day work.

Are there any questions you would like to ask the council?

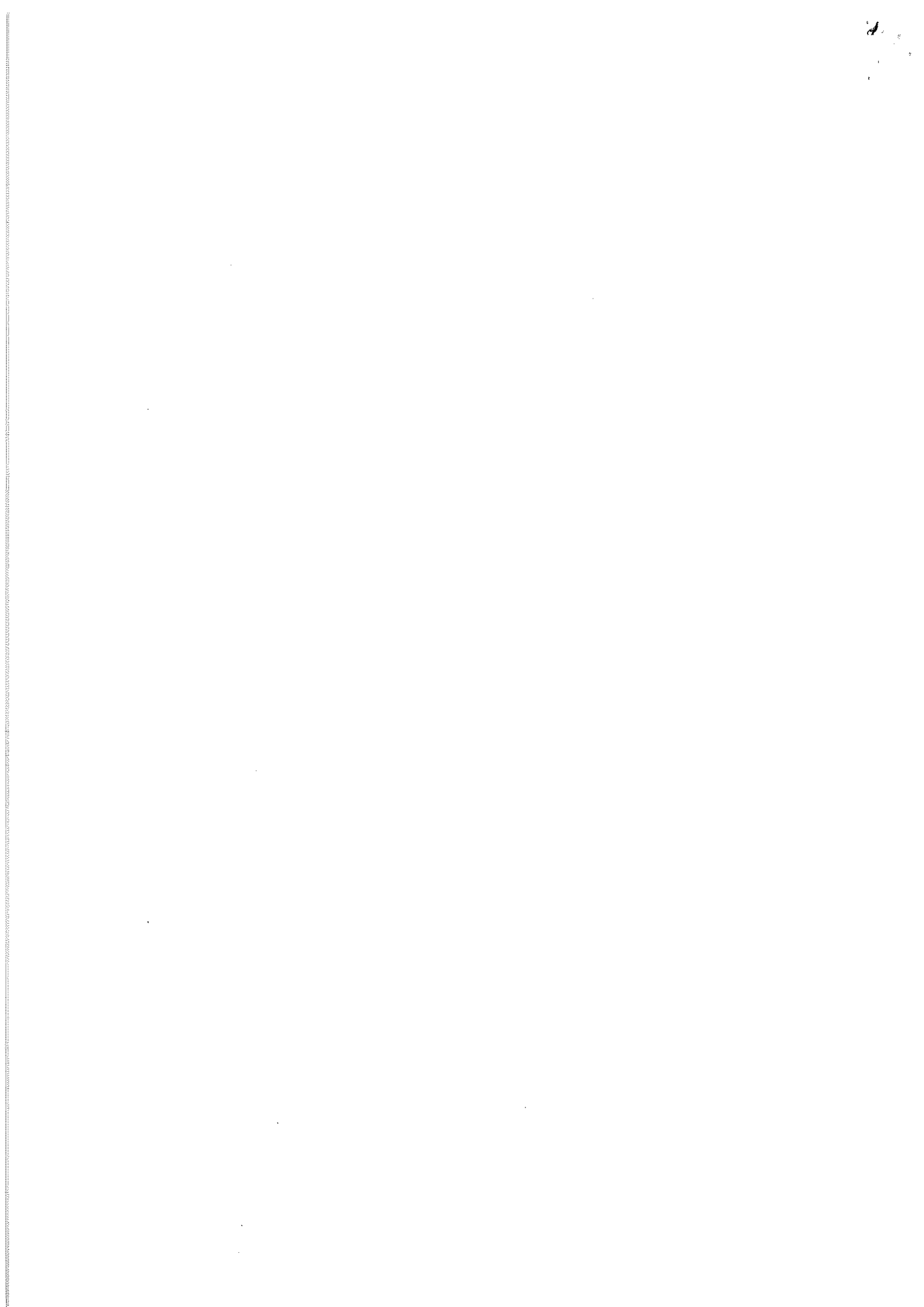
I would value the opportunity to find out more about how the council functions in general.

Signed..



Date:





Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		<p>administrator would both not be available on the day of the show. Grounds staff also had declined to work on the Sunday.</p> <p>The caretaking team will be a member short. A cleaning company will be brought in to assist.</p> <p>Several councillors had offered to help on the day and more will be welcome.</p>		
P&W24/038	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Re-evaluation of administrator post • Appointment of a current volunteer on contract • Village Show • Organisational review 		
P&W24/039	To agree the date and time of the next Personnel and Wages Sub-Committee meeting.	The committee agreed for the next meeting to be in early to mid-October. The exact date would be confirmed at a later stage.	The Clerk to circulate new meeting date.	Local Government Act 1972, Sch 12, p10 (2)(a)

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER D

COUNCILLOR-OFFICER PROTOCOL

INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework

agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;

- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and • To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.

- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol

- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in

public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;

- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a linemanagement responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

DIGNITY AT WORK POLICY

Radcliffe on Trent Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

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

~~[Optional — for Councils who have committed to the pledge]~~ In support of this objective, Radcliffe on Trent Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

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

This document:

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

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Radcliffe on Trent Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Radcliffe on Trent Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the **deputy chair or the council's personnel committee**.

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

Complaints about other employment matters will be managed under the council's grievance policy.

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

The position on bullying and harassment

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

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, equality opportunities policy, and all other policies and procedures set by the Council.

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

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

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

raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

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

Bullying

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

What Type of Treatment amounts to Bullying or Harassment?

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

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling

- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

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

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

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

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

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

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or

given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

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

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

Reporting Concerns

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

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

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

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

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

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

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

Informal resolution

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

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

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

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

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

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

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure.

You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

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

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

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

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

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

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

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

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

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

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

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

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to

consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

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

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

Notes:

Protected Characteristics

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

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

Examples of harassment related to a protected characteristic could include;

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

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

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

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

Legal risks

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

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

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

Culture and behaviour

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

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

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

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

Scope

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

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

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

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

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

Responsibilities

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

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

During the investigation

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

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

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

Ensure that you communicate regularly with both parties.

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

Confidentiality

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

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

compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

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

False allegations

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

Complaints against Councillors

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

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

PAPER E

Committee Terms of Reference

Power to decide

- All committees shall be standing committees with delegated power.
- Budgetary control and power to spend within agreed budget up to £10,000.
- Delegated power to spend from designated reserves associated with the committee up to £10,000.
- To appoint Working Groups and agree their Terms of Reference (Appendix 1)

Committee membership and quorum

- Membership will be twelve Members of the Parish Council to be appointed by Full Council at the Annual Meeting except for the HR committee which shall have six members.
- The Chair and Vice Chair shall be appointed by the Full Council at its Annual Meeting.
- Vacancies on the committee may be appointed to throughout the year by Full Council.

The quorum of the meeting shall be four except for the HR committee which has a quorum of three.

- It is expected that Members of the Committee will undertake relevant training within three months of being appointed or as soon as it becomes available. Committee members must keep up to date with relevant legislation, policy, and guidance.
- Non-committee members may attend meetings but not vote.

Meeting frequency

- A meeting schedule for all council meetings shall be agreed by full council and may be amended from time to time. Additional meetings may be called and meetings may be cancelled giving appropriate notice.

Principle meeting officer

- Clerk/RFO

Amenities Committee

Principle objective

- Committee is to consider all matters relating to existing property and services of the Parish Council excluding The Grange and Grange Hall and their management.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- Grounds Maintenance
- All council owned or managed open spaces
- Cemetery
- Play Areas
- Public Realm
- Christmas Lights.

Specific budget codes will be allocated in the budget setting process.

Delegated roles and functions

- Consider matters relating to the Parish Councils property, land and services.
- Responsible for the management and maintenance of play areas, adult gyms, public toilets and skate park.
- Consider matters relating to grounds maintenance.
- Consider all matters concerning the operation and maintenance of the Cemetery and closed churchyard.
- Responsible for the maintenance of car parks.
- Responsible for the maintenance of the Parish Council's footpaths and road surfaces.
- Recommend to the Finance and General Purposes Committee various budget lines associated with property and services as part of the budget setting process.
- Define the policies, standards of service and budgets for services and facilities.
- To be responsible for overseeing the development and improvement of services and facilities.
- Consider capital investment in amenities and related services.
- To appoint Working Groups such as, but not limited to: Grounds Maintenance, Play Equipment, Football Liaison, Leisure, Skate Park. Working Groups to be advisory and may admit non council members unless otherwise restricted.

Finance and General Purposes

Principle objective

- Committee is to consider matters relating to finance, strategy, policy, and management of business Budgetary matters

Budgetary Matters

The Committee has extensive delegated powers in relation to budget monitoring and management.

The following specific budgetary areas are considered as part of the Committee's remit:

- Administration
- Democracy
- Website
- IT provision
- Social media and Publicity
- Grants and Donations
- Health and Safety
- Audit
- Projects
- Rental Property

Delegated roles and functions

- Responsibility for the monitoring and administration of the Parish Council's agreed budget.
- Receive and consider reports and documents relating to finance, administration, and the general strategy of the Parish Council.
- Responsibility for recommending a budget to Full Council, which should include:
 - a. The budget (income and expenditure)
 - b. Three-year estimate
 - c. Investments
 - d. Reserves
 - e. Fees and charges
- Power to amend fees and charges for Parish Council services.
- Management and negotiation of land transactions on behalf of the Council including the content of leases.
- Policy review and adoption not otherwise reserved to Full Council or other committees.
- Consider and review policies relating to finance, administration, and strategy.
- Consider all matters relating to the audit process and where required to make recommendations to Full Council.
- Ensure that effective risk management and adequate insurance is in place.
- Consider expenditure that is not delegated to another committee of the Council. This would not apply to reserved matters.
- Establish, monitor, and review a long-term strategy for the Parish Council.

- To be responsible for civil emergency planning.
- Consider matters relating to communications.
- To approve any virements outside an approved committee budget.
- Consider and determine applications for grant aid in accordance with Grants Policy up to £5,000.
- To appoint Working Groups such as, but not limited to: Governance and Compliance, Publicity and Publications, IT, Health and Safety, Budget. Working Groups to be advisory and may admit non council members unless otherwise restricted.

Grange and Grange Hall Committee

Principle objective

This Committee is to consider all matters relating to The Grange, Grange Hall as well as council run events.

It will promote the Grange and Grange Hall.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- The Grange Hall
- The Grange
- Events run by Council

Delegated roles and functions

- Consider matters relating to the running of the Grange Hall and the Grange.
- Provision and Maintenance of Equipment and other Assets in relation to The Grange and Grange Hall
- Administration, management and maintenance of The Grange and Grange Hall
- All matters involving the running of The Grange and Grange Hall facilities and building management, pricing policies,
- All matters concerning the organisation of council run events,
- PR and Marketing for the Grange and Grange Hall as well as council run events.
- To Consider The Grange and Grange Hall Hire Charges & Concessions
- To maintain and review Health & Safety Policy & Procedures within its remit.
- To formulate and update a Marketing/Business Plan for the buildings
- To manage and administer Council premises to include maintenance and use of the facilities both by the Council and others, including the furnishing and equipping of the premises with regard to the Grange
- To consider licensing issues pertaining to the Grange and Grange Hall.
- To appoint Working Groups such as, but not limited to: Events, Pricing, Housekeeping and Maintenance, Christmas. Working Groups to be advisory and may admit non council members unless otherwise restricted.
- To be responsible for the provision of Christmas illuminations.

HR Committee

Membership

The membership of this committee is limited to six members of the council. Non-members may attend but not vote at meetings. They will need to leave when public and press are being excluded.

Ordinarily, in line with NALC recommendations, the chair of the council will not have automatic membership in any process where there is a requirement to retain impartiality.

Openness and Accountability

Members of the public may attend HR meetings but may be excluded from certain confidential items.

It is in the nature of this committee that some of the papers may not be available to the public as they will contain confidential information and personal data protected by law.

Minutes of the meetings are public.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- Staffing Costs

Delegated roles and functions

- Consider matters relating to personnel, Human Resources (including Members) and volunteers.
- Consider and review all personnel and volunteer policies.
- Oversee the job recruitment process with the power to appoint personnel (except in the case of a reserved matter).
- Recommend to the Finance and Strategy Committee a staffing budget as part of the annual budget creation process.
- Manage any process leading to dismissal or redundancy of staff.
- Review performance management (including annual appraisals, target setting) and consider matters relating to training (including Member and Volunteer training) and staff Continuous Professional Development.
- Determine matters relating to staff pay, which includes increment increases and appeals.
- Monitor staff absence and manage any issues arising.
- Keep under review staff working conditions, including health and safety procedures.
- Consider grievance or disciplinary matters.
- Nominate a Member or Members of the Personnel Committee to seek HR advice in conjunction with the Leader of the Council directly from the HR advisors when any matter concerns the Town Clerk or Deputy Clerk.
- Ensure the Council complies with all legislative requirements relating to volunteers and the employment of staff.

Appendix 1

Working Groups will need to have Terms of Reference which define the scope and purpose of the Group. Working Groups may be task and finish groups which cease to exist once a project or event has been delivered. Below is a sample for an event specific working group for a one-off event.

XXX Working Group **Terms of Reference**

Introduction

A Parish Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

Membership will be a minimum of three Members of the Parish Council and a maximum of five Members of the Parish Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Parish Council or one third of the membership of the working group.

A chairperson will be appointed by the working group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Report structure

The Model Working Group shall report to either the XXX relevant Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Administrator will provide administrative and project support - such as but not limited to marketing of the event - in agreement with their line manager.

Principle objective

A clear principle objective must be defined. See below for an example for an event working group.

Consider if a Model event will be held by the Council at **a given time**, having due regard to other events being held by other authorities and organisations, the venue, financial budgets and constraints, availability of staff resources to organise and deliver the event both on and before the event itself.

Budgetary matters

The working group will prepare a detailed budget proposal for the Model for recommendation to the XXX relevant Committee as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

The Parish Clerk/RFO and **Other named officer** will have delegated powers to spend within the agreed budget.

Decisions

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

Delegated roles and functions

The working group is to organise **all** aspects of delivery of a Model event and support delivery of the event on the day including risk assessments, highways applications etc as appropriate to the event in question. Relevant information must be obtained from Rushcliffe Borough Council.

PAPER F

Councillor Code of Conduct

Based on the Local Government Association Code of Conduct 2020

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 councillors can be held accountable, and all adopt the behaviours and responsibilities associated with the role. The conduct of 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.

Councillors represent local residents, work to develop better services and deliver local change. The public have high expectations of them and entrust them to represent the local area, taking decisions fairly, openly, and transparently. Councillors 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, Councillors should be able to undertake their role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

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

Introduction

All councils are required to have a local Councillor Code of Conduct. The Standards Committee will undertake an annual review of this Code in line with the review undertaken by the Local Government Association to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

The Seven Principles of Public Life

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.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your 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 of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles 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 interests 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 of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

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

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you 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.

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

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Council's Monitoring Officer on any matters that may relate to the Code of Conduct. You must have regard to any relevant advice provided to you by the Council's Monitoring Officer, Section 151 Officer and/or Chief executive where they are acting in pursuant to their statutory duties.

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer and/or National Association of Local Councils (NALC.)

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, 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 Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor 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.

Radcliffe-on-Trent Parish Council supports the definition of the Advisory, Conciliation and Arbitration Service (ACAS) which 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. For guidance and support you should contact Radcliffe-on-Trent Parish Council's Chief Information Officer.

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 your 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.

* see definition below

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. Failure by me to cooperate with the process will be noted but will not frustrate the process.

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 your Monitoring Officer.

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 A 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 within 28 days of the said offer 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 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, contact your Monitoring Officer for guidance.

Appendix A

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)**.

"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.

1. 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.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. 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.

5. 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

6. 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

7. 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.

8. 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 as set 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.

9. Where a matter (referred to in paragraph 8 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

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.

10. 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

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 him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relation (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her 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 has a beneficial interest in the securities of *) and the council ---- (a) Under which goods or services are to be provided or works to be executed; and (b) Which has not been fully discharged

Subject	Description
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 his/her 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	Any tenancy where (to the councillor's knowledge) (a) The landlord is the council; and (b) The tenant is a body that the councillor, or his/her spouse or civil partner or the person 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	Any beneficial interest in securities* of a body where: (a) That body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) (b) either— (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 or any one class in which the councillor, or his/her 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.

- director' includes a member of the committee of management of an industrial and provided society
- '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 Registerable 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 page 42

(iii) One of whose principal 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.

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".

"local authority" includes county councils, district councils, parish councils, town councils and economic prosperity boards.

"disrepute" means a member or co-opted member's conduct could potentially damage the local authority's reputation so as to bring the local authority into disrepute and could result in the public losing trust and respect for the authority.

Protocol for the Registration of Gifts and Hospitality

Councillors should treat with extreme caution any offer or gift, favour or hospitality that is made to them personally. The person or organisation making the offer may be doing, or seeking to do, business with the Council, or may be applying to the Council for planning permission or some other kind of decision.

There are no hard or fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be a proper way of doing business, if they are approved by the Council and that no extravagance is involved.

Likewise, it may be reasonable for a member to represent the Council at a social function or event organised by outside persons or bodies, for example corporate hospitality at approved conferences.

Each Councillor is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to the public confidence in the Council and in local government generally.

A Councillor must, within 28 days of receiving any gifts or hospitality over the value of £25, provide written notification to the Council's Monitoring Officer of the existence and nature of that gift or hospitality.

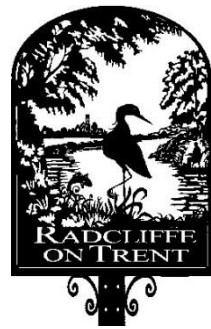
A Councillor must also notify the Council's Monitoring Officer of any offer of any gift or hospitality, whether or not the Councillor accepts that offer, which a member of the public with knowledge of the relevant facts might reasonably regard as intended to influence the discharge of their responsibilities as a Councillor.

Such notification shall be made as soon as reasonably practicable after the Councillor is aware of the offer and in any case within 28 days of such offer.

Gift or hospitality includes any opportunity to acquire goods or services at a price or on terms at which they are not readily available to the general public.

PAPER G

Officer Report to
Full Council
Report Author: Belina Boyer
Report Date: 17/05/2023



Clerk's Report

Background

The Grange Hall has two hot water systems that provide hot water for the various sinks in the building. The council had commissioned a report on energy saving measures which had recommended replacing the existing system with multipoint Instantaneous water heaters to avoid the repeated heating of large amounts of water for handwashing.

The existing water heater supplying the changing rooms has started to leak. A trusted plumbing company was asked to give an assessment and estimates to repair/replace the system.

The changing rooms are currently not being used, but will be in use again for weddings booked from September onwards as well as drama performances later in the year.

Cost

We have been quoted the following costs from one company:

Option 1.

To supply and install 4 number Heatrae Sadie Multipoint Instantaneous water heaters in 4 different locations. To modify the local pipework to suit and provide individual electrical supplies

Our budget cost would be: - £5,500.00 Nett (Plus VAT).

We are unaware of any other instantaneous water heaters which we would recommend.

Option 2

To isolate the water services and electrics to enable the removal of the existing leaking unvented hot water heater. To supply and install a new 30 litre unvented hot water heater, together with new accessories and local pipework modifications. Test and leave in working order.

Our price would be: - £1,507.30 Nett (Plus VAT).

Option 3

To isolate the water services and electrics to enable the removal of the existing leaking unvented hot water heater. To supply and install a new 15 litre unvented hot water heater, together with new accessories and local pipework modifications. Test and leave in working order.

Our price would be: - £1,276.00 Nett (Plus VAT).

Considerations

It is not known if any of these systems would integrate with a solar power supply. Once the Grange Hall receives solar panels, the system may need to be replaced or modified.

Option 1 is the one recommended by the officer from RBC. Our plumber advises us, though, that more than one of the heaters as recommended will be required in the current setup of sinks and changing rooms.

Savings will be made on electricity usage as only water to be used instantly will be heated. No water will be heated whilst the rooms are not being used, which currently is the vast majority of time.

Option 2 would replace like with like, Savings will be made due to a more efficient set up. It is doubtful that the full 30l of hot water are ever needed at any one time, even with many people washing their hands.

Option 3 would be the most cost effective to install in the short run. It would also save on energy as a newer model will be more energy efficient. The smaller tank – whilst of sufficient size to supply enough hot water for purpose – will require to heat and re-heat (legionella control) less water and thus use less energy.

Officer recommendation

- Attempt to obtain further quotes to compare like with like to ensure a competitive price is being paid.
- Opt for option 3 as it appears to offer the best balance of cost, value and environmental impact.

PAPER H

Invoice

Account Ref: RADC01

To Radcliffe On Trent Parish Council

The Grange
Vicarage Lane
Nottingham
NG12 2FB

Site Address
The Grange
Vicarage Lane
Nottingham
NG12 2FB

Date: 30/06/2023
Your Ref: C/O To Demonstrate CCTV
Invoice No: 13571
VAT No: 817319525
Company No: 04831422

SUBJECT:- C/O To Demonstrate CCTV to Clerk

Payment Due Date: 30/07/2023

Description	Qty	Price Net	Price Gross
Call Out 27/06/23 to CCTV as client reported that there had been an incident in the grounds and the new Clerk needed demonstrating how to use the system. On arrival setup new users on the system for the Clerk and another member of Staff, setup the CCTV Access on the Clerk's PC and demonstrated the operational procedures on both the Recorder itself and the web page. The Monitor in the office is installed in a position that is not easily accessible, advise that this be relocated below the comms cabinet in the Office, the system also requires its Firmware updating, Clerk also requested that the Hard Drive be upgraded to ensure that they are getting a minimum of 31 days, The cost to carry out the above works, Monitor relocation, firmware update and installation of an additional 4TB Hard drive with our one year full parts and labour warranty will be £445+VAT please advise if you wish to proceed	1		

Payment must be received by 'Payment Due Date' to retain the 10% On Time Payment Discount included on the invoice

Please Make Cheques Payable To:-

'GlobeSec Security Ltd'

BANK DETAILS

Sort Code:- 20-63-28 A/C No. 83517845

Total Nett £96.00

VAT £19.20

Total to Pay £115.20

Tel:- 0115 9 77 14 14 Email:- office@globesec.org

www.GlobeSec.org

GlobeSec Unit A Freeth Street, Nottingham. NG2 3GT

Fire Alarms



Roller Shutters



Extinguishers



Window Grilles



Automatic Barriers



Access Control



CCTV

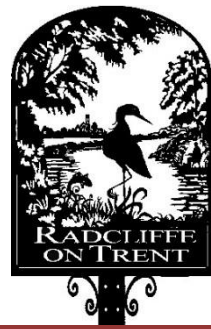


Alarms



PAPER I

Officer Report to
Full Council
Report Author: Belina Boyer
Report Date: 17/05/2023



MS 365

Background

The Council is in the process of upgrading its IT provision. Officers currently have MS Apps and non-Microsoft email. Councillors have a third party email solution. The current App licences run out 23 August.

Cost

Option 1.

4 X Microsoft 365 Apps for business £451+vat - What you have now, Apps (outlook, word, excel etc only)

Option 2

4 X Microsoft 365 Business Standard £468+vat - What we have now, plus the ability to use Microsoft email and tenanted services

Considerations

Option 2 will in itself not change anything. In order to migrate emails to MS exchange and move a large amount of data more work will be required. It will merely enable the changeover during the next licence period without having to purchase further licences.

Migration will come at additional cost and will require significant staff time which will require a separate report. The figures below represent the absolute minimum the council can expect to pay.

We have been quoted the following by our current provider:

Training, If required (estimate) 1 Hour per councillor + mobile app setup (@£60 per hour) 15x60=£900

Reconfiguration/update of existing 365 products for email for office staff (£240+VAT)

Migration for historical mail for the office staff on to 365, 6 hours (£360+VAT)

Migration of councillors historic email (rotpc.parish.email) to 365 (£35+VAT for each mail box) 15x35 =£525

Setup for other O365 features like Share point would need to be quoted separately depending on requirements.

.GOV.UK

Ideally the email should be migrated to a .gov.uk account at the same time (although there is no reason why this can't be done at a later time) I've asked the registrar I use about the .gov.uk registration process, I'm awaiting a response. £120 for domain for two years

Officer recommendation

- Option 2 to enable a transition to integrated working sooner rather than later.

PAPER J

Correspondence to meeting

Correspondence previously circulated by email

Full Council August 2023

- Concerned member of the public – Highways issues A52
- NCC - Advance notice of public consultation on the Nottinghamshire and Nottingham Waste Local Plan
- NottsALC: Managing Grievances & Disciplinary Issues - Training Course
- Objections to bench proposals Dewberry Hill
- RadCooks: Thank you for grant
- RBC - Annual Town and Parish Conference - Friday 10th November 2023 - Bingham Arena
- RBC - Annual Town and Parish Conference - Friday 10th November 2023 - Bingham Arena
- RBC - Chewing Gum Removal Project
- RBC – Lengthsman Local
- RCAN - Rushcliffe, does your Village need some Va Va Voom?! - Apply now...
- Rushcliffe South Villages - Community Safety Group (RSVCSG) – June meeting notes
- RBC - Town and Parish update - August
-

Glossary:

RBC	Rushcliffe Borough Council
NCC	Nottinghamshire County Council
NALC	National Association of Local Councils
NottsAlc	Nottinghamshire Association of Local Councils
SLCC	Society of Local Council Clerks