



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

DATE: 07 November 2022

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **14 November 2022, at 6.00pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The Meeting will be held at **Board Room, Church House, Friargate, Penrith.**

To assist in the speedy and efficient dispatch of business, Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on Friday 11 November 2022.

Members are asked to indicate if they wish to speak on an item **PRIOR** to the meeting (by 1.00pm on the day of the meeting at the latest) by emailing office@penrithtowncouncil.gov.uk

COMMITTEE MEMBERSHIP

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Kenyon	North Ward	Cllr. Rudhall	East Ward
Cllr. Knaggs	West Ward	Cllr. Shepherd	East Ward

Mrs V. Tunnadine, Town Clerk, PSLCC

AGENDA FOR THE ORDINARY MEETING OF THE FINANCE COMMITTEE MONDAY 14 NOVEMBER 2022

PART I

Members are asked to:

1. Apologies

Receive apologies from Members.

2. Confirmation of the Minutes of the Previous Meeting

Authorise the Chair to sign, as a correct record, the minutes of the Committee held on Monday 26 September 2022.

3. Declarations of Interest and Requests for Dispensations

Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

ADVICE NOTE:

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Monitoring Officer at least 24 hours in advance of the meeting

4. Public Participation

Receive any questions or representations, which have been received from members of the public. There is a period of up to 15 minutes in total for members of the public to ask questions or submit comments.

ADVICE NOTE:

Members of the public may make representations, answer questions, and give evidence at a meeting, which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

5. Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Determine whether any item 16 should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

6. Payments for Approval

- a) Note that Cllr. Kenyon and Cllr. C. Shepherd accessed the Banking System to reconcile the report of all payments made for the relevant period and would be able to recommend that each payment aligned with the invoices.
- b) Agree two Members to undertake the Payments for Approval reconciliation for the meeting of Finance Committee on the 16 January 2023.
- c) Approve the monthly report of payments for September and October 2022.

7. Bank Reconciliation

Approve and sign the bank reconciliations as of 30 September and 31 October 2022 as a correct record.

8. Budgetary Control Statement 2022/23: 31 October 2022

Review and approve the Budgetary Control Statement for the period 31 October 2022 and recommend the statement be ratified by Full Council.

9. Cornmarket Area

Consider a request from the Board and Elbow Public House to be granted permission for use of the Cornmarket Area for outdoor hospitality in 2023 and to agree the charging arrangements and recommend these go forward for ratification by Full Council.

10. Finance Committee Meeting Dates 2023/24

Consider and approve the proposed Finance Committee Meeting dates for 2023/24 and recommend these go forward for ratification by Full Council.

11. Thacka Beck Field

- a) Consider the purchase of a Queens Platinum Jubilee bench.
- b) Note the progress of enhancements at Thacka Beck Field.

12. IT Service Schedule

Note the Council has renewed its IT Service Schedule for the period 27 October 2022 to 26 October 2023 and that the annual cost for the service is less than £5,000.

13. UK GDPR Review

Consider the report and recommendations contained within.

14. 2022-23 National Salary Award

Note that NALC has informed member Councils of the new rates of pay applicable from 1 April 2022. The new rates of pay and backdated increases will be paid to Council staff in December. The 2022-23 Budgets provide fully for the new rates of pay.

15. Next Meeting

Note that the next meeting is scheduled for **16 January 2023, 6.00pm** at the **Board Room, Church House, Friargate, Penrith.**

PART II – PRIVATE SECTION

The following is exempt information as it relates to the financial or business affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

16. Staffing Matters

Receive a verbal report on Staffing Matters.

FOR THE ATTENTION OF ALL MEMBERS OF THE FINANCE COMMITTEE AND FOR INFORMATION TO ALL REMAINING MEMBERS OF THE TOWN COUNCIL

Access to Information

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website:

<https://www.penrithtowncouncil.gov.uk/>

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Friday via office@penrithtowncouncil.gov.uk



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Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

Held on Monday 26 September 2022, at 4.00 p.m.

PRESENT

Cllr. Burgin
Cllr. Kenyon

South Ward
North Ward

Cllr. Knaggs
Cllr. Shepherd

West Ward
East Ward

Services and Contracts Manager
Responsible Finance Officer

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, which having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**DRAFT MINUTES FOR THE MEETING OF
FINANCE COMMITTEE
26 September 2022**

FIN22/16 Apologies for Absence

Apologies for absence were received from Cllr Lawson.

FIN22/17 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 27 June 2022.

FIN22/18 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations. There were no declarations of interest and requests for dispensations.

FIN22/19 Public Participation

Members noted that there were no questions or representations from members of the public.

FIN22/20 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether any items should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

RESOLVED THAT:

Matter 21 Staffing Matters be considered in Part Two, private session without the presence of the press and public as this item of business related to the financial and personal affairs of a particular person, in this instance members of staff.

FIN22/21 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Burgin and Cllr. Shepherd verified and confirmed that the banking transaction history for June, July and August 2022 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members were asked to agree the two Councillors undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 14 November 2022.

RESOLVED THAT:

Cllr Kenyon and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 14 November 2022.

FIN22/21 Payments for Approval, continued

c) Members considered the Monthly Report of Payments for June, July, and August 2022.

RESOLVED THAT:

- i. The difference of £10.95 on the August Payments report be written off.
- ii. The Monthly Report of Payments for June, July and August 2022 be approved.

FIN22/22 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, and 31 August 2022.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2022 be approved and signed by Cllr Knaggs.

FIN22/23 Budgetary Control Statement 2022/23: 31 July 2022

Members considered the Budgetary Control Statement 2022/23 Expenditure for the period to 31 July 2022.

RESOLVED THAT:

The Budgetary Control Statement 2022/23 expenditure for the period to 31 July 2022 be approved and go forward for ratification by Full Council.

FIN22/24 Risk Assessments

Members considered the Corporate Risk Assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelter
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT & Website
- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

RESOLVED THAT:

The Corporate Risk Assessments be approved and go forward for ratification by Full Council.

FIN22/25 Policy Review

Members reviewed the Financial Regulations and Procurement Policy.

RESOLVED THAT:

- i. The Financial Regulations be approved with amendments and go forward for ratification by Full Council.
- ii. The Procurement Policy be approved with amendments and go forward for ratification by Full Council.

FIN22/26 Signature Events Grant Fund

Members considered the draft Signature Events Grant Fund Policy.

RESOLVED THAT:

- i. The draft Signature Events Grant Fund Policy be approved with the following recommended amendments and go forward for ratification by Full Council:
The list of current events be removed.
Paragraph 3.b be amended to read 'Assist established events and or event organisations who can evidence a previous track record in delivering events with a demonstrable economic impact to Penrith.'
The proposed maximum grant award be removed and be considered as part of the annual budget process.
- ii. The budget for the Signature Events Grant Fund policy be considered as part of the budget setting process and be included in the Proposed Budget for 2023/24 brought to Full Council in January 2023.

FIN22/27 Internal Audit 2022-23

Members considered the scope of the Internal Audit coverage for 2022/23.

RESOLVED THAT:

The scope of Internal Audit for 2022/23 be approved and go forward for ratification by Full Council.

FIN22/28 External Audit

- a) Members received and approved the External Auditors, PKF Littlejohn LLP, report (AGAR Section 3) noting that the external auditor had signed off the accounts ending 31 March 2022 with no qualifications.
- b) Members noted that to comply with The Accounts and Audit Regulations 2015 the Council had published on its website, Sections 1 and 2 of the 2021/22 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate AGAR Section 3.

RESOLVED THAT:

- i. Sections 1 and 2 of the 2021/22 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate Section 3 go forward to Full Council for ratification.
- ii. Jack Jones, RFO be thanked for all his work leading to the positive audit report.

FIN22/29 Fairhill Playing Field

- a) Members noted the Record of Decision taken under Delegated Powers to progress a scheme to restrict unauthorised vehicular access on to Fairhill Playing Field.
- b) Members considered that the cost of the scheme be met from the Devolution Reserve.

RESOLVED THAT:

The cost of £2,500 to install timber bollards and a service access gate to restrict unauthorised vehicular access on to Fairhill Playing Field be approved and met from the Devolution Reserve and this go forward for ratification by Full Council.

FIN22/30 Bank Accounts

Members received a verbal report from the Services and Contracts Manager giving the position on the balances in the Councils Bank Accounts and noted that the Cumberland Building Society account was now closed.

FIN22/31 Budget Process 2023/24

Members considered the process for preparing the 2023/24 Budget.

RESOLVED THAT:

- i. The process for preparing and agreeing the 2023/24 budget be approved.
- ii. The budget timetable be approved.

FIN22/32 Park Play Fairhill

Members noted that that Park Play has informed the Council that due to the charity launching more than 20 Park Plays by the end of the year they no longer have the available resources to launch the Park Play planned for Fairhill during this financial year.

FIN22/33 Thacka Beck Field

Members considered a request to install two benches at Thacka Beck Field which have been refurbished as part of the National Citizen Service Summer Programme organised by Inspira.

RESOLVED THAT:

- i. Two benches refurbished by the students participating in the National Citizen Service Summer Programme be installed at Thacka Beck Field as part of any future path enhancement scheme.
- ii. The Services and Contracts Manager inspects the condition of the seats once installed, and should they become dangerous or defective the seats be removed at the Council's discretion.

FIN22/34 Social Media Account

Members considered a quotation from a local digital marketing company to enter in to a 6-month agreement to manage the Council's social media accounts.

RESOLVED THAT:

The Council accepts the quotation received from a local digital marketing company to enter in to a 6-month contract to set up, secure and manage the Council's social media accounts including Facebook, Instagram and Twitter and the cost is met from the IT budget.

FIN22/35 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 14 November 2022** at **Board Room, Unit 1, Church House** at **6.00pm**.

Private Session

Part II

Members agreed that there was one item in this part of the agenda to be considered in private as it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Exempt information relating to members of staff.

FIN22/36 Staffing Matters

Members considered a confidential oral report on staffing matters.

RESOLVED THAT:

The oral report be noted.

CHAIR:

DATE:

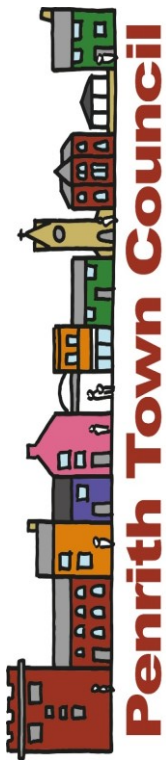
FOR ATTENTION FOR ALL MEMBERS OF FINANCE COMMITTEE AND FOR INFORMATION TO THE TOWN COUNCIL

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Payments Schedule
September 2022

Date	Ref	Details	Net £	VAT £	Total £	Budget
07/09/2022	22-110	SLCC Enterprises Ltd- Diversity Staff	30.00	6.00	36.00	Members' Training
07/09/2022	22-111	SLCC Enterprises Ltd - Diversity Staff	30.00	6.00	36.00	Staff Training
07/09/2022	22-112	SLCC Enterprises Ltd - Diversity Staff	30.00	6.00	36.00	Staff Training
07/09/2022	22-113	SLCC Enterprises Ltd - Diversity Member (Bowen)	30.00	6.00	36.00	Members' Training
07/09/2022	22-114	Urbaser Ltd - Community Caretaker Contract July 22	647.38	129.48	776.86	Community Caretaker
07/09/2022	22-115	Urbaser Ltd - Grounds Maintenance July 22	300.67	60.13	360.80	Fairhill Park
07/09/2022	22-116	Urbaser Ltd - Grounds Maintenance July 22	56.00	11.20	67.20	Thacka Beck
07/09/2022	22-117	Heatons Group - Stationary	68.46	13.69	82.15	Printing, Postage & Stationery
07/09/2022	22-118	Carlisle DBF Ltd - Room Hire	40.00	8.00	48.00	Room Hire/Meetings
07/09/2022	22-119	Breakthrough Communications - Civility and Respect Training	30.00	6.00	36.00	Members' Training
07/09/2022	22-120	Walton Goodland - Rent 29/09/22 to 24/12/22	1,875.00	-	1,875.00	Rent
07/09/2022	22-121	KTD Ltd - Managed Print Use 27/06 - 29/07/22	228.16	45.63	273.79	Printing, Postage & Stationery
07/09/2022	22-122	PKF Littlejohn LLP - AGAR External Audit Fees	1,000.00	200.00	1,200.00	Audit Fees
14/09/2022	22-123	Penrith Puma WRC - grant for rugby wheelchair	3,640.00	-	3,640.00	Large Grants
14/09/2022	22-124	Penrith Posters Ltd - Printed Fliers Jubilee event	43.00	-	43.00	Arts & Culture Development
14/09/2022	22-125	Margaret Clark - Postage reimbursement	1.50	-	1.50	Printing, Postage & Stationery
14/09/2022	22-126	Living Wage Foundation - accreditation	72.00	-	72.00	Subscriptions
21/09/2022	22-127	Walton Goodland - Fire Safety Management	24.28	4.86	29.14	Service Charges
21/09/2022	22-128	Walton Goodland - boiler valve repair	9.93	1.99	11.92	Service Charges
21/09/2022	22-129	Walton Goodland - door repairs	7.13	1.43	8.56	Service Charges
21/09/2022	22-130	Walton Goodland - Cleaning May-July 2022	145.92	29.18	175.10	Service Charges
21/09/2022	22-131	Walton Goodland - water charges 2/5 22 to 1/8/22	120.16	-	120.16	Heat, Light & Water
21/09/2022	22-132	Walton Goodland - electricity 1/8/22 to 3/7/22	18.41	0.92	19.33	Heat, Light & Water
21/09/2022	22-133	Walton Goodland - electricity 19/5/22 10/8/22	279.83	13.99	293.82	Heat, Light & Water
21/09/2022	22-134	Walton Goodland - gas 30/4/22 to 31/7/22	98.09	4.90	102.99	Heat, Light & Water
21/09/2022	22-135	Barron Media Ltd - Advert Town Service	56.00	11.20	67.20	Civic Functions
21/09/2022	22-136	Kings Chambers - Legal Advice	1,500.00	300.00	1,800.00	Legal Fees
28/09/2022	22-137	Urbaser Ltd - Community Caretaker Contract August 2022	647.38	129.48	776.86	Community Caretaker
28/09/2022	22-138	Urbaser Ltd - Grounds Maintenance August 2022	300.67	60.13	360.80	Fairhill Park
28/09/2022	22-139	Urbaser Ltd - Grounds Maintenance August 2022	56.00	11.20	67.20	Thacka Beck
28/09/2022	22-140	Urbaser - Bus shelters	181.26	36.25	217.51	Bus Shelters
28/09/2022	22-141	Urbaser - Office Cleaner	135.59	27.12	162.71	Service Charges
28/09/2022	22-142	Urbaser Ltd - Adhoc Instruction Thacka Beck Field	23.78	4.76	28.54	Thacka Beck
28/09/2022	22-143	Breakthrough Communications - Civility and Respect Training	30.00	6.00	36.00	Members' Training
28/09/2022	22-144	Cumbria Rural Choirs - Grant	1,610.00	-	1,610.00	Large Grants
28/09/2022	22-145	Heatons - stationery	115.60	23.12	138.72	Printing, Postage & Stationery
28/09/2022	22-146	Viv Tunnadine (Staff) - Expenses	17.98	-	17.98	Staff Expenses
28/09/2022	22-147	Cumbrian Local Publications Ltd - October Page	250.00	-	250.00	Community Engagement
28/09/2022	22-148	Cumbrian Local Publications Ltd - November Page	250.00	-	250.00	Community Engagement
02/09/2022	CCR 22-55	Zoom	83.93	16.79	100.72	IT
28/09/2022	CCR 22-56	Post Office Ltd	18.35	-	18.35	Printing, Postage & Stationery
28/09/2022	CCR 22-57	Post Office Ltd	2.35	-	2.35	Printing, Postage & Stationery
28/09/2022	CCR 22-58	Timpson - Padlock	8.95	-	8.95	Room Hire/Meetings
29/09/2022	CCR 22-59	YTC Penrith - Seed for Fairhill	5.49	-	5.49	Fairhill Park
08/09/2022	BP	HSBC - BankCharges	8.00	-	8.00	Bank Charges & Interest
19/09/2022	BP	Cumbria Pension Fund Superann July 2022	3,934.71	-	3,934.71	Staffing - Salaries
19/09/2022	BP	HMRC Tax & NI Aug 22	3,925.76	-	3,925.76	Staffing - Salaries
28/09/2022	DD	NET Pay - September 2022	11,689.20	-	11,689.20	Staffing - Salaries
22/09/2022	DD	British Gas	7.74	0.39	8.13	Bandstand
27/09/2022	DD	New Star Networks	220.12	44.02	264.14	Printing, Postage & Stationery
27/09/2022	DD	Adobe Acropro	63.20	12.64	75.84	IT
Total			33,967.98	1,238.50	35,206.48	

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Payments Schedule October 2022

Date	Ref	Details	Net £	VAT £	Total £	Budget
05/10/2022	22-139	SLCC Enterprises Ltd - Filca Ian Parker	120.00	24.00	144.00	Staff Training
05/10/2022	22-140	Carlisle Diocesan Board of Finance - Room Hire	136.00	27.20	163.20	Room Hire/Meetings
05/10/2022	22-141	SLCC Enterprises Ltd - VAT Guide	29.50	-	29.50	Staff Training
05/10/2022	22-141	SLCC Enterprises Ltd - VAT Guide delivery	4.00	0.80	4.80	Staff Training
05/10/2022	22-142	SLCC Enterprises Ltd - Local Council Administration	137.00	-	137.00	Staff Training
05/10/2022	22-142	SLCC Enterprises Ltd - Local Council Administration deliver	4.00	0.80	4.80	Staff Training
05/10/2022	22-143	SLCC Enterprises Ltd - Filca John Kemp	120.00	24.00	144.00	Staff Training
05/10/2022	22-144	OH Acquisitions Limited - Occupational Health Report	275.00	-	275.00	Recruitment Expenses
12/10/2022	22-145	SLCC Enterprises Ltd - Employment Law Handbook	64.00	-	64.00	Legal Fees
12/10/2022	22-145	SLCC Enterprises Ltd - Employment Law Handbook delivery	4.00	0.80	4.80	Legal Fees
12/10/2022	22-146	Penrith Parish Centre Ltd - Storage	260.00	-	260.00	Room Hire/Meetings
12/10/2022	22-147	KTD Ltd - Managed Print Use to 30 August 2022	50.80	10.16	60.96	Printing, Postage & Stationery
12/10/2022	22-148	KTD Ltd - Website Translation Service	237.00	47.40	284.40	Website
19/10/2022	22-149	Cumbria Association of Local Councils - Budgeting Training	30.00	-	30.00	Staff Training
03/10/2022	CCR22-60	Post Office Ltd	2.35	-	2.35	Printing, Postage & Stationery
03/10/2022	CCR22-61	Post Office Ltd	14.35	-	14.35	Printing, Postage & Stationery
05/10/2022	CCR22-62	Post Office Ltd	8.95	-	8.95	Printing, Postage & Stationery
03/10/2022	CCR22-63	Zoom	83.93	16.79	100.72	IT
20/10/2022	CCR22-64	Post Office Ltd	2.35	-	2.35	Printing, Postage & Stationery
09/10/2022	BP	HSBC - BankCharges	8.00	-	8.00	Bank Charges & Interest
19/10/2022	BP	Cumbria Pension Fund	4,548.22	-	4,548.22	Staffing - Salaries
19/10/2022	BP	HMRC Tax & NI Sept 22	4,547.59	-	4,547.59	Staffing - Salaries
28/10/2022	BP	Net Pay - October 2022	10,625.62	-	10,625.62	Staffing - Salaries
24/10/2022	DD	British Gas	7.33	0.37	7.70	Bandstand
17/10/2022	DD	Sage software 01/10/22 to 30/09/23	331.97	66.39	398.36	Licences
28/10/2022	DD	Adobe Acropro	63.20	12.64	75.84	IT
26/10/2022	DD	New Star Networks - VoIP	333.26	66.65	399.91	IT
Total			22,048.42	298.00	22,346.42	

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Bank Ref:	1205	Date To:	30/09/2022
Bank Name:	HSBC	Statement Ref:	1205 2022-10-10 01
Currency:	Pound Sterling		

Balance as per cash book at 30/09/2022:

209,135.02

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

209,135.02

Balance as per statement :

209,135.02

Difference :

0.00



3 September to 2 October 2022

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
171

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			214,352.18
	BP  PENRITH TOWN COUNC	621.85		
	BP  Penrith Town Counc	1,315.36		212,414.97
29 Sep 22))) POST OFFICE COUNT			
	PENRITH	2.35		
))) TIMPSON LTD			
	PENRITH	8.95		212,403.67
30 Sep 22	CR EDC GENERAL		653.16	
	BP Urbaser Ltd			
	PTC INV 6394	776.86		
	BP Urbaser Ltd			
	PTC INV 6395	428.00		
	BP Urbaser Ltd			
	PTC INV 6396	380.22		
	BP Urbaser Ltd			
	PTC INV 6397	28.54		
	BP Breakthrough Commu			
	INV-20210566	36.00		
	BP Cumbria Rural Choi			
	Penrith Town Counc	1,610.00		
	BP HEATONS OFFICE SOL			
	PENRITH TOWN COUNC	138.72		
	BP VIVIEN TUNNADINE			
	PENRITH TOWN COUNC	17.98		
	BP CUMBRIAN LOCAL PUB			
	EL 2248	250.00		
	BP CUMBRIAN LOCAL PUB			
	EL 2261	250.00		
))) YTC (PENRITH)			
	PENRITH	5.49		209,135.02
02 Oct 22	BALANCE CARRIED FORWARD			209,135.02

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Penrith Town Council
Bank Reconciliation

Bank Ref:	1205	Date To:	31/10/2022
Bank Name:	HSBC	Statement Ref:	1205 2022-10-31 01
Currency:	Pound Sterling		

Balance as per cash book at 31/10/2022: 188,444.11

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 188,444.11

Balance as per statement : 188,444.11

Difference : 0.00


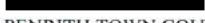




3 October to 2 November 2022

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
173

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
14 Oct 22	BP BALANCE BROUGHT FORWARD			209,753.86
	SLCC Enterprises			
	ORD508515-1	68.80		
	BP Penrith Parish Cen			
	PTC INV 3166	260.00		
	BP KTD			
	K144454	60.96		
	BP KTD			
	K126344	284.40		209,079.70
17 Oct 22	DD SAGE SOFTWARE LTD	398.36		208,681.34
19 Oct 22	BP HMRC PAYE/NIC CUMB			
	475PK00871578	4,547.59		
	BP CUMBRIA LOCAL GOVT			
	PENRITH TOWN COUNC	4,548.22		199,585.53
20 Oct 22))) POST OFFICE COUNT			
	PENRITH	2.35		199,583.18
21 Oct 22	BP CUMBRIA ASSOCIATIO			
	TR2644	30.00		199,553.18
24 Oct 22	DD BRITISH GAS TRADIN	7.70		199,545.48
26 Oct 22	DD NEW STAR NETWORKS	399.91		199,145.57
27 Oct 22	BP 			
	PENRITH TOWN COUNC	2,680.76		196,464.81
28 Oct 22	BP 			
	PENRITH TOWN COUNC	3,146.84		
	BP 			
	PENRITH TOWN COUNC	1,370.33		
	BP 			
	PENRITH TOWN COUN	1,370.13		
	BP 			
	PENRITH TOWN COUNC	621.85		
	BP 			
	Penrith Town Counc	1,435.71		
	VIS INT'L 0051888297			
	ADOBE ACROPRO SUBS			
	ADOBE.LY/BILL	75.84		188,444.11
01 Nov 22	DD TV LICENCE DDA	159.00		
	BP Momenive Europe			
	Pro Forma 43442299	900.00		
	VIS POST OFFICE COUNT			
	PENRITH	21.45		187,363.66
02 Nov 22	CR PUBLIC SECTOR DEPO		1,085.13	188,448.79
02 Nov 22	BALANCE CARRIED FORWARD			188,448.79

FINANCE COMMITTEE

14 November 2022

COUNCIL

19 December 2022

**Matter: Budgetary Control Statement 2022-23:
Expenditure to 31 October 2022**

Purpose of Report:

To consider the budgetary control statement for the seven-month period to 31 October 2022.

Item no: 08

Author: RFO

Supporting Member: Cllr Dave Knaggs, Finance Committee Chair

This is a public report

Recommendations

Finance Committee is recommended to review the budgetary control statement and forward it, with any comments, to Council for approval.

Council is recommended to receive and approve the report.

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, who having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

The Local Government Act 1972 requires the Council to have sound financial management.

Link to Council Priorities

Robust budgetary control supports the Council in its delivery of priorities within the approved budget framework.

1. Report Details

A. Budgetary Control Statement (Appendix A)

The attached budgetary control statement shows the following information, analysed over the most detailed budget headings:

- The full year's Approved Budget for 2022-23, which was ratified by Council on 24 January 2022.
- The Latest Budget for the full year; no changes have been made to the Revised Budget which was approved in July this year.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first seven months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (ie 7/12ths for the current period), however more detailed profiles have been used for several budget headings .
- Actual income and expenditure to 31 October, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of committed expenditure against budget.
- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of October. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end. The transfer of balance on the Acquisitions Reserve is planned for 31 March 2023.

B. Commentary

The statement shows underspendings on most budget headings, continuing the trend from the July statement. This is understandable given the Council's staffing situation during the reporting period. The following comments concentrate on unusual or unexpected variances.

B.1 Income

Overall income of £274,100 exceeds the profiled budget of £271,023 by £3,077.

- The approved budget set a very modest amount for investment income, which was increased in the revised budget. Returns have continued to improve and income is well above profile.

B.2 Planning Committee

Expenditure of £3,202 is shown against the profiled budget of £14,009, an underspending of £10,807.

- The only notable expenditure is on Carbon Literacy Training, where £2,910 has been spent against the full annual budget of £1,000. The excess can be offset against underspendings elsewhere in the Climate Change budget.

B.3 CCEG Committee

Net spend of £34,786 is shown against the profiled budget of £75,958, an underspending of £41,172.

- The Revised Budget transferred £7,000 from Large Grants to Arts & Culture Development to meet an expected overspending due to events earlier in the year. The anticipated overspend has been reduced to £937, which can be set against substantial underspending elsewhere, notably Town Projects £4,236, Greening £5,000, Grants £16,846 and Participatory Budgeting £5,833.

B.4 Finance Committee

Net expenditure of £187,319 is shown against the budget to date of £219,410, an underspending of £32,091

. The main variances are as follows:

- The Staffing budget is currently underspent by £17,274. The new posts of Community Services Officer and RFO were taken up later than anticipated in the Revised Budget and sickness absence continues. An overspend of £1,004 on Recruitment Expenses reflects the need to re-advertise vacancies.
- Heat, Light and Water expenditure includes estimates of costs since the last invoices from the Council's landlord. Since those invoices are received sporadically, the latest trends may not be forecast accurately, however an overspend of £691 suggests that the Council's costs are increasing, similar to the national picture.
- The IT budget is currently underspent by £3,380, although there will be new expenditure on equipment for the incoming posts.
- The £25,500 initial contribution to the Thacka Beck development is profiled to start in December.
- The various Devolved Services headings show an underspend totalling £5,761, which is assumed to be an additional transfer to the Devolution Reserve.
- There has been no expenditure to date on Local Government Re-organisation, budget £8,750, nor on Officer Support to projects, budget £1,750.

B.5 Total Expenditure & Increase/Decrease in General Reserve

- The individual variances result in an underspending of £88,620 against the profiled total expenditure budget of £313,927. As there is £3,077 more income, there is a net variation of £91,697 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The Actual to date column includes the General Reserve balance at 1 April 2022 of £428,090 which is now included in the Revised Budget.

The profiled budget assumes that the Reserve should decrease by £42,904 in the period, resulting in a balance of £385,186 at 31 October. The actual balance on the reserve at the month end is £476,883, which is £91,697 higher than expected.

- The Devolution Reserve opened the year with a balance of £149,855, again included in the Revised Budget. The actual amount of £17,104 transferrable into the Devolution Reserve is £5,761 higher than profile.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 October 2022. The following points may be noted:

- The total invested of £716,113 includes £630,000 placed with CCLA.
- The main debtor balance is £1,537 VAT reclaimed from HMRC.
- Prepayments of £6,875 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £188,444, to provide cash flow for the next few months.
- Accruals of £12,519 represent goods and services received before 31 October, where the payment was not made by that date. Individual items include grounds maintenance, caretaking and audit and accountancy fees.
- The Payroll Control balance of £7,959 relates to deductions calculated in the October payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure represents income for the period 1 August 2022 to March 2023, already received from Eden DC as precept and grants, together with monies from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that net spending to 31 October was around £89,000 below the Latest Budget for the period.

Finally, there are no issues arising from the Council's balance sheet at 31 October.

2. Options Analysis including risk assessment

Risk & Consequences

The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.

Adverse criticism of over or underspending.

Controls Required

A sound budgetary control system with regular reporting and identification of issues.

3. Financial and Resource Implications

This report is concerned solely with financial management.

Appendices

- Appendices - Income & Expenditure and Balance Sheet statements

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- Budgetary control working papers



Penrith Town Council

BUDGETARY CONTROL STATEMENT: SEVEN MONTHS ENDED 31 OCTOBER 2022

Approved Budget 2022-23	Latest (Revised) Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
455,209	455,209	Council Tax	265,539	265,539	0
7,390	7,390	CTRS Grant	4,311	4,311	0
		Other Income:			
250	2,000	Investment Income	1,167	4,250	3,083
10	10	Miscellaneous Income	6	0	(6)
462,859	464,609	TOTAL INCOME	271,023	274,100	3,077
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
}	}	Officer Support	0	0	}
10,000	10,000	Planning Consultancy	5,833	292	5,541
}	}	Consultation	0	0	}
10,000	10,000		5,833	292	5,541
		Climate Change:			
5,000	5,000	Community Consultation	2,917	0	2,917
2,000	2,000	Internal Business Plan	1,167	0	1,167
1,000	1,000	Carbon Footprinting: High level baseline	583	0	583
500	500	Carbon Footprinting: Calculator licence	292	0	292
3,000	3,000	BIG STEP	1,750	0	1,750
800	800	Staff Development/Exceptional Expenses	467	0	467
1,000	1,000	Carbon Literacy Training	1,000	2,910	(1,910)
13,300	13,300		8,176	2,910	5,266
23,300	23,300	Planning Committee Total	14,009	3,202	10,807
		CCEG COMMITTEE:			
		Town Projects:			
10,000	10,000	Town Projects	5,833	1,597	4,236
5,000	5,000	Marketing Penrith	2,917	0	2,917
15,000	15,000		8,750	1,597	7,153
		Arts & Entertainment:			
7,500	7,500	Officer Support	4,375	757	3,618
10,000	17,000	Arts & Culture Development	17,000	17,937	(937)
17,500	24,500		21,375	18,694	2,681
		Environment:			
5,000	5,000	Greening	5,000	0	5,000
		Grants:			
15,000	15,000	Small Grants	8,750	0	8,750
15,500	15,500	Grow Nature Grants	9,042	960	8,082
26,500	19,500	Large Grants	11,375	11,361	14
57,000	50,000		29,167	12,321	16,846
		Corporate Communications:			
7,500	7,500	Community Engagement	4,375	689	3,686
2,500	2,500	Press Support	1,458	1,485	(27)
10,000	10,000		5,833	2,174	3,659
		Participatory Budgeting			
10,000	10,000		5,833	0	5,833
114,500	114,500	CCEG Committee Total	75,958	34,786	41,172

Approved Budget 2022-23	Latest (Revised) Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
196,850	204,850	Salaries	110,694	97,078	13,616
19,960	21,470	National Insurance	11,539	9,539	2,000
39,170	42,200	Superannuation	23,473	21,532	1,941
500	1,750	Recruitment Expenses	1,750	2,754	(1,004)
950	950	Staff Training	554	535	19
1,000	1,000	Conferences	583	0	583
500	500	Staff Expenses	292	173	119
258,930	272,720		148,885	131,611	17,274
		Accommodation:			
7,500	7,500	Rent	4,375	4,375	0
1,800	1,800	Heat, Light & Water	1,050	1,741	(691)
920	920	Service Charges	537	693	(156)
1,730	1,730	Room Hire & Meetings	1,009	1,173	(164)
380	380	Insurances	222	228	(6)
(10)	(10)	Letting Income	(6)	0	(6)
12,320	12,320		7,187	8,210	(1,023)
		Civic Functions:			
400	400	Civic Functions	233	56	177
700	700	Mayoral Expenses	408	0	408
300	300	Deputy Mayor's Expenses	175	0	175
100	100	Civic Regalia	58	102	(44)
1,500	1,500		874	158	716
		Cost of Democracy:			
200	200	Annual Meeting	200	225	(25)
1,000	1,000	Members' Training	583	105	478
200	200	Members' Expenses	117	0	117
200	200	Notice/Honours Board	117	0	117
1,600	1,600		1,017	330	687
20,000	20,000	IT	11,667	8,287	3,380
2,050	2,050	Website	1,196	316	880
		Devolved Services:			
800	800	Allotments	279	(450)	729
400	400	War Memorial	233	0	233
1,500	1,500	Benches	875	0	875
5,780	8,750	Bus Shelters	3,425	3,330	95
1,750	1,750	Bandstand	1,021	165	856
800	800	Musgrave Monument	467	0	467
3,300	3,300	Fairhill Park	1,925	2,110	(185)
	0	Fairhill United Utilities Planting Maintenance	0	0	0
3,700	28,700	Thacka Beck	2,158	621	1,537
300	300	Signage, etc	175	0	175
8,800	8,800	Community Caretaker	5,133	4,154	979
19,214	(8,756)	Contribution to/(from) Devolution Reserve	11,343	17,104	(5,761)
46,344	46,344		27,034	27,034	0
15,000	15,000	Local Government Re-organisation	8,750	0	8,750
3,000	3,000	Council Projects: Officer Support	1,750	0	1,750
		Other Overheads:			
1,800	1,800	Printing, Postage & Stationery	1,050	1,605	(555)
1,450	1,450	Audit Fees	846	520	326
3,800	3,800	Insurance	2,217	1,894	323
130	130	Bank Charges & Interest	76	83	(7)
2,600	2,600	Accountancy Fees	1,517	950	567
1,500	1,500	Legal Fees	875	1,768	(893)
500	500	Licences	292	892	(600)
4,160	4,160	Subscriptions	2,427	2,080	347
15,940	15,940		9,300	9,792	(492)
3,000	3,000	Repairs & Renewals	1,750	1,581	169
379,684	393,474	Finance Committee Total	219,410	187,319	32,091

Approved Budget 2022-23	Latest (Revised) Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 12,000	£ 7,800	Contingency	£ 4,550	£ 0	£ 4,550
0	(50,000)	Transfer to/(from) Acquisitions Reserve	0	0	0
529,484	489,074	TOTAL EXPENDITURE	313,927	225,307	88,620
(66,625)	(24,465)	INCREASE/(DECR) IN GENERAL RESERVE	(42,904)	48,793	91,697
		RESERVES:			
		General Reserve:			
358,758	428,090	Balance brought forward 1 April 2022	428,090	428,090	0
(66,625)	(24,465)	Increase/(decrease) in year	(42,904)	48,793	91,697
292,133	403,625	Balance carried forward	385,186	476,883	91,697
		Devolution Reserve:			
147,402	149,855	Balance brought forward 1 April 2022	149,855	149,855	0
19,214	(8,756)	Contribution from/(to) 2022-23 Budget	11,343	17,104	5,761
166,616	141,099	Balance carried forward	161,198	166,959	5,761
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2022	50,000	50,000	0
0	(50,000)	Contribution from/(to) 2022-23 Budget	0	0	0
50,000	0	Balance carried forward	50,000	50,000	0
508,749	544,724	TOTAL RESERVES	596,384	693,842	97,458



Penrith Town Council

BALANCE SHEET AS AT 31 OCTOBER 2022

	£	£
Investments		
Penrith Building Society	86,113	
Cumberland Building Society	0	
CCLA Public Sector Deposit Account	<u>630,000</u>	
		716,113
Current Assets		
Debtors	1,228	
Debtor - VAT	1,537	
Prepayments	6,875	
HSBC Bank Account	<u>188,444</u>	
	198,084	
Current Liabilities		
Creditors	0	
Accruals	12,519	
Payroll Control	7,959	
Receipts in Advance	<u>199,877</u>	
	220,355	
Net Current Assets		(22,271)
		<u>693,842</u>
Represented by:		
Reserves		
General Reserve		476,883
Devolution Reserve		166,959
Acquisitions Reserve		50,000
		<u>693,842</u>

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REPORT TO FINANCE COMMITTEE

Date: 14 November 2022

Public Report

Item no: 09

Matter: Cornmarket Area request for consent for use.

Author: Services and Contracts Manager

Supporting Member: Cllr. Knaggs, Chair of Finance Committee

Purpose of Report:

To consider a request from the Board and Elbow to be given consent to use the area to the front of the Bandstand for outdoor hospitality in 2023.

Recommendation

The committee is recommended to:

- i. Approve consent for the Board and Elbow Public House to use the area to the front of the Bandstand for outdoor hospitality in 2023.
- ii. Give delegated authority to the Services and Contracts Manager to confirm the arrangements with the Board and Elbow in line with those arrangements as set out in paragraph 1.3.
- iii. Agree a fee to be charged to the Board and Elbow for the use of the area noting that £750 was charged in 2022.

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, which having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Contribution to Council Business Plan

This report aligns with the priority to recover from the effects of Covid-19 by supporting local business to provide outdoor hospitality for residents and tourists.

Report

- 1.1 In both 2021 and 2022 the Council has granted consent for the Board and Elbow Public House to use the area to the front of the Cornmarket Bandstand for the provision of outdoor hospitality. The Services and Contracts Manager under delegated authority has liaised with the landlord of the Board and Elbow to manage and monitor the consent. This has also included liaison with Eden District Council Licensing Officers.
- 1.2 The use of the area has allowed the pub to cater for residents and tourists and assist with the recovery from Covid 19. The provision of the outdoor hospitality has proven successful with many people using the space with no reported incidents of disorder, anti-social behaviour or vandalism. The provision of the outdoor hospitality area has introduced vibrancy to the area which otherwise largely goes unused.
- 1.3 The Board and Elbow has requested that the Council consider giving consent for use of the area in 2023 for the provision of outdoor hospitality. The outline arrangements would be based on previous years and would include:
- Permission to use the same area (footprint) as in 2022 which is confirmed with both the landlord and Eden District Council licensing officers.
 - The period of permission to be from 01 April to 30 September 2023.
 - A fee of £750 be charged.
 - The Council will be the sole arbiter when determining whether any other hires of the area will take priority and as such the Board and Elbow be informed.
 - The Board and Elbow to ensure that the area is cleaned after use including removal of furniture and waste.
 - The Board and Elbow to provide a copy of its Public Liability insurance to the Council.
 - The Board and Elbow to obtain licensing consent from Eden District Council prior to the 01 April 2023 as a condition of the Council's permission.
- 1.4 Members are advised to note that the period of consent, 01 April to 30 September does not necessarily mean that the pub will trade every day. In previous years use has been determined by the weather, staffing availability and the anticipated number of customers.

2. Options Analysis including Risk Assessment

Risk

Unauthorised use of the area or breach of permission agreement.

Consequence

Reputational damage to the Council; liability issues arising from any unauthorised use.

Controls Required

Consent granted by the Council setting out permissions and arrangements.

3. Financial Implications

The Board and Elbow have been charged £500 in 2021 and £750 in 2022 for use of the Cornmarket Area. The granting of consent for the area to be used provides an income to the Council.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

6. Legal Implications

None identified.

Appendices

- Plan of Area

Background Papers

- Previous Reports

Appendix A – Plan of Area



REPORT TO FINANCE COMMITTEE

Date: 14 November 2022

Public Report

Item no: 10

Matter: Draft Finance Committee Meeting Dates 2023/24

Author: Services and Contracts Manager

Supporting Member: Cllr. Knaggs, Chair of Finance Committee

Purpose of Report:

To consider the dates for the meetings of Finance Committee in 2023/24.

Recommendation

That the proposed Finance Committee meeting dates for 2023/24 be approved and recommend that these go forward for ratification by Full Council.

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, which having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Contribution to Council Business Plan

This report aligns with the priority for core business to ensure that the Council provides effective governance.

Report

- 1.1 The Council is required to approve the Finance Committee meeting dates for the 2023/24 municipal year, in order that they can be published in the annual committee meeting calendar.
- 1.2 This report sets out the proposed meeting dates for 2023/24. The dates as set out in the table below, follow as closely as possible the dates for the current year. The schedule of meetings allows the Finance Committee to operate effectively and report key decisions at the appropriate times throughout the year.

Dates in 2022/23	Proposed Date 2023/24
27 June 2022	26 June 2023
26 September 2022	25 September 2023
14 November 2022	13 November 2023
16 January 2023	15 January 2024
20 March 2023	18 March 2024
24 April 2023	22 April 2024

2. Options Analysis including Risk Assessment

Risk

Meetings not scheduled.

Consequence

Council finances not managed, monitored and reported effectively.

Controls Required

Agree meeting dates.

3. Financial Implications

There are no financial implications associated with this report.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

6. Legal Implications

None identified.

Appendices

- None

Background Papers

- None

REPORT TO FINANCE COMMITTEE

Date: 14 November 2022

Public Report

Item no: 11

Matter: Thacka Beck field

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd

Purpose of Report:

To receive an update on the progress of enhancements at Thacka Beck Field and to consider the purchase of a Queens Platinum Jubilee bench.

Recommendation

The committee is recommended to:

- i. Note the progress of the tree planting scheme in support of the Queens Platinum Jubilee Green Canopy project.
- ii. Note the progress made to install a new footpath.
- iii. Approve the purchase of a Queens Platinum Jubilee Bench.

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, which having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Contribution to Council Business Plan

This report aligns with the strategic priority for Health and Wellbeing to protect and improve the environment, leisure and recreational community facilities, services and assets that contribute to our quality of life.

Report

- 1.1 Finance Committee, 25 April 2022 approved the Stage 2 Development Plan for Thacka Beck Field. Full Council, 23 May 2022, resolved that a budget of £25,500 be approved towards the costs of implementing elements of the Stage 2 Development Plan including Tree Planting, Biodiversity Measures, Seating, Footpaths and other items such as bins and nest boxes.
- 1.2 Finance Committee, 10 January 2022 had already resolved for trees to be planted at Thacka Beck Field as part of the Queens Platinum Jubilee Green Canopy project

following an approach from the Rotary Club of Penrith. This report sets out progress made on the proposed enhancements at Thacka Beck Field.

Tree Planting - Queens Platinum Jubilee Green Canopy

- 1.3 The Council has been working with representatives from the Rotary Club of Penrith and a scheme of work is now scheduled to proceed later in November 2022.
- 1.4 The Rotary Club of Penrith has successfully applied to the Woodland Trust for a pack of 420 native British Trees which are scheduled for delivery in mid-November.
- 1.5 Eden will undertake the planting which will involve setting out the site, planting the tree whips, installing a tree support and a spiral protector. The planting will also be supported by members of the Rotary Club and the Council.

Installation of New Footpath

- 1.6 The Council is in the process of inviting quotations for the installation of a new footpath that will connect the entrance at Carleton Hall with the entrance at Tynefield Drive. The work will involve the installation of a 2m wide self-binding gravel footpath and three concrete plinths to accommodate benches. The deadline for the receipt of quotations is the 10th November 2022. Upon appointment of the successful contractor a timescale for the work will be scheduled.

Queens Platinum Jubilee Bench

- 1.7 Officers are proposing that the Council considers the purchase and installation of a Queens Platinum Jubilee Bench to mark the 70 year reign of Queen Elizabeth II. Given that the footpath scheme includes the provision for concrete plinths for benches then it is the opportune time to give this proposal consideration.
- 1.8 The Council has an approved Benches Policy which includes an approved design of bench. It is possible to procure a Queens Platinum Jubilee branded bench in the Council corporate style, and it is therefore recommended that the bench shown in Appendix A is the seat to be purchased.
- 1.9 The cost of the proposed bench would be approx. £850 and can be met from the approved budget for the enhancement of Thacka Beck Field which includes a budget allowance of £3,000 for seating.

2. Options Analysis including Risk Assessment

Risk

The principle risk associated with this report and the programme of works is financial risk. The installation of the footpath and planting will be subject to their own individual risk analysis.

Consequence

Quotations or costs that are over budget will result in a reduction or delay in planned works and may be subject to further budget approvals resulting in time delays.

Controls Required

Seek quotations prior to the progression of works and ensure the cost of works and purchases are within the approved budget.

3. Financial Implications

Council, 23 May 2022, Minute PTC22/10 approved a budget of £25,500 towards enhancements at Thacka Beck Field. This included a sum of £3,000 for seating. The cost of the bench can be met from this budget.

An estimated budget of £17,500 was allocated for the provision of a new footpath. At the time of preparing this report quotations had not been received but the deadline for the receipt of quotations is the 10 November 2022.

There will be no expenditure against the Thacka Beck budget for the installation of the tree project. The trees and all supports and protectors are being provided free of charge by the Woodland Trust. The Rotary Club are applying to the Council's Grow Nature Grant Fund to cover the costs for planting.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

The installation of trees at Thacka Beck Field will seek to enhance the environmental value of the field and in doing so positively contribute to the climate change agenda.

6. Legal Implications

None identified.

Appendices

- Appendix A – Proposed Bench

Background Papers

- Thacka Beck Field Stage 2 Development Plan

Appendix A – Proposed Bench



REPORT TO FINANCE COMMITTEE

Date: 14 November 2022

Public Report

Item no: 13

Matter: UKGDPR Review

Author: Town Clerk and Solicitor

Supporting Member: Cllrs. Shepherd and Knaggs

Purpose of Report:

- i. To carry out the annual GDPR review via an audit, risk assessment and policy review
- ii. To review the Social Media Policy as resolved 10 October 2022
Minute Reference: PTC22/55 as the policy falls under the Councils GDPR policies.
- iii. To review the Training Policy to include mandatory training for GDPR, Social Media and to demonstrate the Councils commitment to the Civility and Respect Pledge it made on 10 October 2022
Minute Reference: PTC22/59 by confirming that the Council has put in place a training for councillors and staff

Summary

Penrith Town Council is committed to a policy of protecting the rights and privacy of individuals, including service users, staff, and others, in accordance with the United Kingdom General Data Protection Regulation (UK GDPR) January 2021.

From the 1 January 2021, the 'UK GDPR' replaced the GDPR as the UK's data protection law. Where the text 'GDPR' appears on the Councils website, this now refers to the 'UK GDPR'. Penrith Town Council supports the objectives of the UK General Data Protection Regulation (UKGDPR) and Data Protection Act 2018 (DPA) and seeks to ensure compliance with this data protection legislation.

The UKGDPR make it clear that the processing of personal data must respect the rights and freedoms of the data subject (individual), but at the same time be adequate for the Council to function effectively.

Recommendations

- i. Note the data audit and risk assessment.
- ii. Note that several policies have had typographical errors and dates amended but that the overall content is unchanged and that UKGDPR is referenced rather than EU GDPR.

- iii. Note that the Councils GDPR policies will be consolidated when the anticipated legislative changes are enacted.
- iv. Approve the amendments to the Social Media and Electronic Communications Policy which if approved will go forward to Full Council for ratification.
- v. Approve the amendments to the Training Policy which if approved will go forward to Full Council for ratification.

Law and Legal Implications

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

GDPR was retained in domestic law after Brexit as the UK GDPR, but the UK has the independence to keep the framework under review. The 'UK GDPR' sits alongside an amended version of the DPA 2018.

1. Background

- a. Penrith Town Council processes certain information about its staff, service users and other individuals with whom it has a relationship for various purposes such as, but not limited to:
 - i. The recruitment and payment of staff.
 - ii. The administration of services.
 - iii. Collecting payments and fees.
 - iv. Complying with legal obligations.
- b. To comply with various legal obligations, including the obligations imposed on it by the UK GDPR, Penrith Town Council must ensure that all information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

- c. In order to comply with its obligations, Penrith Town Council resolved in 2018 to:
- i. Process personal data fairly and lawfully - Penrith Town Council ensures that individuals who are the focus of the personal data (data subjects) are informed of the identity of the data controller, the purposes of the processing, any disclosures to third parties that are envisaged; given an indication of the period for which the data will be kept, and any other information which may be relevant.
 - ii. Process the data for the specific and lawful purpose for which it collected that data and not further process the data in a manner incompatible with this purpose - Penrith Town Council ensures that the reason for which it collected the data originally is the only reason for which it processes those data, unless the individual is informed of any additional processing before it takes place.
 - iii. Ensure that the data is not excessive in relation to the purpose for which it is processed - Penrith Town Council will not seek to collect any personal data which is not strictly necessary for the purpose for which it was obtained. Forms for collecting data will always be drafted with this mind. If any irrelevant data are given by individuals, they will be destroyed immediately.
 - iv. Keep personal data accurate and, where necessary, up to date - Penrith Town Council reviews and updates all data on a regular basis.
 - v. Only keep personal data for as long as is necessary - Penrith Town Council does not retain personal data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements and regularly reviews the information held. The Council disposes of any personal data in a way that protects the rights and privacy of the individual concerned (e.g. secure electronic deletion, shredding and disposal of hard copy files as confidential waste).
 - vi. Put appropriate technical and organisational measures in place against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of data - All members of staff are responsible for ensuring that any personal data which they hold are kept securely and not disclosed to any unauthorised third parties.
 - vii. Penrith Town Council ensures that all personal data is accessible only to those who have a valid reason for using it and has in place appropriate security measures including an annual assessment for Cyber Essential Plus and third factor authentication.

2. Review

- a. GDPR compliancy is reviewed annually. All policies are reviewed annually and updated as necessary to reflect best practice in data management, security, and control and to ensure compliance with any changes or amendments to the UK GDPR and other relevant legislation. Council are advised that there are imminent changes on the way for GDPR. UKGDPR is being reviewed and revised by the Government. It is understood that the revisions will be substantial. Seemingly the significant change may be around the accountability framework. It is being suggested that Council will need to develop a risk-based privacy management programme that reflects the volume of sensitive data the Council processes.
- b. Penrith Town Council remain the 'data controller' under the terms of the legislation and is responsible for controlling the use and processing of the personal data.
- c. The Senior Officers of the Council are responsible for all day-to-day data protection matters, and for ensuring that all members of staff and relevant individuals abide by policy, and for developing and encouraging good information handling within the Council.
- d. The Council's registration with the ICO is updated and renewed annually and details of the Council's registrations can be found on the Office of the Information Commissioner's website.
- e. A data audit and risk assessment have been carried out as appended.
- f. The audit and assessment have identified that the Council has processes in place and takes appropriate technical and organisational measures to record and be able to demonstrate the Council's compliance with UK GDPR. Such as:
 - Adopting, implementing and monitoring data protection policies.
 - Implementing appropriate security measures.
 - Appointing a Data Protection Officer.
 - Subscribing to the ICO.
 - Undertaking an Annual Cyber Essentials Plus assessment.
 - Providing general information to the public about their statutory rights under the UKGDPR and DPA on the Council website.
 - Holding the minimum amount of personal data necessary to carry out its functions.
 - Retaining all electronic and manual records in accordance with the Records Retention Policy.
 - Annually risk assessing all data processing.
 - Providing Councillors and staff training in the use and supervision of personal data.
 - Providing Councillors with a checklist of GDPR compliancy at home.

- Ensuring that any forms used to gather data on an individual contains a statement (Privacy Notice) explaining the use of that data, how the data may be disclosed and also indicate whether or not the individual needs to consent to the processing.
 - Ensuring new Councillors and staff sign a privacy consent form.
 - Ensuring that legitimate disclosures have occurred in the following instances, pensions, salaries, national insurance and recruitment.
- g. The Council's Social Media and Electronic Communications Policy has been reviewed as resolved 10 October 2022 by Full Council Minute Ref: PTC22/55 as appended.
- h. Consolidation of the numerous GDPR policies is underway to remove duplication and will be drafted to include legislative changes in due course and when those changes have been enacted. The requirement to appoint a Data Protection Officer (DPO) may change to become that the Council will be expected to appoint a suitable person to oversee data protection. The DPO role currently sits with the Council's solicitor and if the DPO requirement is changed to a suitable person this role will remain with the solicitor, Paul Foote. It is not clear and how if parish and town councils fall under the new requirements. Officers will report to Council when any changes are required to existing policies and procedures.

3. Proposal Details

- a. An audit and risk assessment has been carried out and members are asked to note these.
- b. The Information Security Policy and Password Policy that were developed with KTD/Aindale to comply with Cyber Essentials is being reviewed by KTD/Aindale.
- c. The following policies have been updated and typos, DPO, email addresses have been amended:
- i. Privacy Policy
 - ii. Information Security Incident Policy
 - iii. Information Protection Policy
 - iv. SAR Requests
 - v. Data Protection Policy
 - vi. Subject Access Request Policy
 - vii. Removable Media Policy

Members are asked to note that policies i-vii have been amended and emails and contacted details updated. These policies will be fully reviewed and consolidated when we receive guidance and following the new legislative changes.

- d. Members are asked to approve the amendments to the Social Media and Electronic Communications Policy which if approved will go forward to Full Council for ratification.

4. Conclusion and Reasons for Recommendations

The Town Council as Data Controller has a duty to comply with data protection legislation.

5. Options Analysis including risk assessment

There are no alternative options.

The risk not to comply with Data Protection legislation is that the Council would be acting unlawfully and sanctions may be imposed relating to any breach.

6. Financial Implications

Annual Cyber Essential fees and ICO subscription fees.

Appendices:

- A Data Register
- B Data Audit
- C Risk Assessment
- D Social Media Guidance for Councillors
- E Staff Use of Social Media
- F External Use of Social Media
- G Electronic Communications
- H. Training Policy

APPENDIX A

PENRITH TOWN COUNCIL
Data Register 2022

Data type	Document type	Held by	Storage location	Duration of storage	Method of disposal	Frequency of review	Method of review	Data in public domain?
Electoral Register	Electronic/hard copy	Clerk	Fire safe & server	Prior and during an election	Deletion and shredding	As required	After an election	NO
Councillor's emergency contact and next of kin details	Electronic/hard copy	Clerk	Fire safe & server	Duration of membership	Removal of details on completion of term of office.	Annually	Councillors to inform Deputy Clerk promptly of any changes. Clerk to check annually at the AGM the records held against the declarations of interests.	YES
Councillors Register of Interests	Electronic/hard copy	District Council	District Council	Duration of membership	Removal of details on completion of term of office.	Annually	District Council informed of any changes	YES
Councillors Register of Interests	Electronic/Paper	Clerk	Fire safe & server	Duration of membership	Removal of details on completion of term of office.	Annually	Councillors to inform Deputy Clerk promptly of any changes. Clerk to check annually at the AGM the records held against the declarations of interests.	YES
Councillor's contact details	Electronic/paper	Other councillors	Councillors' computers, mobile devices and/or paper records	Duration of membership	Removal of details on completion of term of office.	Annually	Councillors/Clerk to circulate any changes as required.	YES
Councillor's contact details	Electronic/paper	Council's Banks	Name and address details of councillors who are signatories to the Council's bank accounts are held by the Council's bankers, as well as copies of identification documents councillors have been asked to provide. The Council will resolve to add/remove signatories at various times. 18/12/17 - requested data protection policy from Unity Bank. Downloaded data protection statement from Barclays Bank.	Duration of membership	Removal of details on completion of term of office.	Annually	Records held checked annually.	NO
Staff application/recruitment	Electronic/Paper	Clerk	Fire safe & server	Period of recruitment and up to	Removal and shredding	As required	After completion of recruitment	NO
Staff contact details	Electronic/Paper	Clerk	Fire safe & server	Employment plus 6 years	Deletion and shredding	As required	Records held checked annually.	NO
Staff payroll & NI	Electronic/paper	Clerk	Fire safe & server	Employment plus 6 years	Deletion and shredding	As required	Records held checked annually.	NO
Staff bank details	Electronic/Paper	Clerk	Fire safe & server	Up to 6 months after termination	Removal of details on termination of employment.	Annually	Records held checked annually.	NO
Staff Next of Kin, GP and medical details	Electronic/Paper	Clerk	Fire safe & server	Up to 6 months after termination	Removal of details on termination of employment.	Annually	Records held checked annually.	NO
Staff contact details	Electronic/paper	Clerk	Fire safe & server	Up to 6 months after termination	Removal of details on termination of employment.	Annually	Records held checked annually.	YES
Suppliers names & addresses & bank details	Electronic	RFO & SCM	Server	Invoices and other financial records - 7 years	After 7 years, financial records to be shredded	On receipt of invoice.	Records held checked annually.	YES
Suppliers names & addresses with a contract value in excess of £5,000	Electronic	Clerk	Website & Server	Indefinitely	Indefinitely	Annually	RFO to review with SCM	YES
Grant applications received from individuals applying on behalf of an organisation	Electronic/paper	EDO	Server, SLA's, accounting records if grant awarded	Indefinitely	Retained for historical usage	NA	NA	YES - award value only
Business Correspondence	Electronic/paper	Officers	Server, locked filing cabinets	Indefinitely	The Council may retain correspondence for historical usage unless they contain sensitive personal information. Electronic files could be deleted and paper records shredded upon request.	NA	Officers are asked to review documents annually and if there is no current context nor on-going work related to the correspondence and there is no historical purpose the document will be deleted.	NO
Group & Organisation Correspondence	Electronic/paper	Officers	Server, locked filing cabinets	Indefinitely	The Council may retain correspondence for historical usage unless they contain sensitive personal information. Electronic files could be deleted and paper records shredded upon request.	NA	Officers are asked to review documents annually. If there is no current context, legal basis, nor on-going work related to the correspondence and there is no historical purpose the document will be deleted.	NO
Surveys of residents	Electronic/paper	CEO	Server	For as long as relevant for the subject matter.	Electronic files to be deleted and paper files shredded.	NA	NA	NO
Financial records	Paper	Internal auditor & external auditor	Annual financial records are shared with, but not retained by, the internal auditor.					YES
Financial records	Electronic/paper	Banks	Financial information, including bank account details, held by the Council's external accountancy service and banks.					NO

APPENDIX B

Types of data	Yes	No	TBC	Types of data	Yes	No	TBC
Name	✓			Sex life or sexual orientation	✓		
Address	✓			Health Data	✓		
Email address	✓			Race	✓		
Contact telephone number	✓			Ethnic origin	✓		
				Political opinions	✓		
Profiling/analytical/insights information/cookies	✓			Religious or philosophical beliefs		✓	
Photograph/CCTV footage	✓			Trade Union membership		✓	
Banking details	✓			Genetic data		✓	
Card payment information		✓		Biometric data (where this is used for identification purposes)		✓	
Salary/employment benefit details	✓			Criminal Offence data		✓	
Vulnerable adult data		✓					
Children's data		✓		Other: see definition below			

Personal data is defined in the GDPR as:

“personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

YOUR INFORMATION			
1. Person completing questionnaire a) Name: V.TUNNADINE	b) Role: TOWN CLERK	c) Telephone number: 01768 899 773	d) Email: townclerk@penrithtowncouncil.co.uk
Date: 22/10/22	Equipment: Full IT suite		
Legal basis for processing data:	To carry out the statutory functions of the Council: To carry out procedures related to Council's financial and personnel operations.		
COMMUNICATING PERSONAL DATA This section relates to communications with councillors, staff and residents (including mailing lists) public.			
What type of personal data do you keep? e.g. name, contact details such as bank details.	STAFF	COUNCILLORS	RESIDENTS/COMMUNITY GROUPS/CUSTOMERS
	Address, NoK, DoB, GP details & bank details	Address, NoK, DoB, GP details	Email, name & address
Where do you get the personal data from? e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies	From staff	From Councillors	From the original enquiry
Why do you collect or process the data – what do you do with the personal data? For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions.	H&R Statutory function	Statutory function	local resident concerns, general enquiry, interest expressed in a project, voluntary participation in Council activities, complaints, consultations, grant application forms, email distribution lists.
Who do you disclose personal data to? e.g. the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers	External Accountancy firm IT provider Reference requests	Contact details only to the public Register of interests to district council	Residents have access to councillor contact details & official contact details of staff

COMMUNICATING PERSONAL DATA This section relates to communications with councillors, staff and residents (including mailing lists) public.	
Do your meeting minutes contain personal data?	No
Do you ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services. e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?	No

COMMUNICATING PERSONAL DATA This section relates to communications with councillors, staff and residents (including mailing lists) public.			
	STAFF	COUNCILLORS	RESIDENTS
Do you collect any sensitive personal data? see definition	Yes	Yes	No
If so for what reason? e.g. for safeguarding compliance; physical or mental health data relating to staff & councillors; racial and ethnic origin relating to equal opportunities monitoring.	Equal opportunities monitoring Medical information and NoK for emergencies	Register of Interests Medical information and NoK for emergencies	NA

SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH This is about individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact		
Who do you keep personal data about? e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors.	SUPPLIERS	CONTRACTORS
	All suppliers paid by BACS.	All contractors who have tendered, quoted and employed by the Council.

SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH This is about individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact		
What type of personal data do you keep? e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills.	Contact details and bank/building society details.	Name, contact details, qualifications, financial details, details of certificates and diplomas, insurance, references, education and skills.
Where do you get the data from? e.g. the individuals, suppliers.	From the Supplier.	From the Contractor.
How do you collect or process the data? e.g. council property maintenance and repairs and management of council facilities, pay and manage staff.	Council expenditure related to Council business, property maintenance and repairs and management of council facilities, pay and manage staff	Via the tender processes for: Contracts related to Council business, property and asset maintenance and management of Council services/facilities

GENERAL QUESTIONS ABOUT PERSONAL DATA	
How does the council store the personal data collected?	Paper hard copies – locked cupboard in a locked office On server – password protected.
Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what?	Office security and IT and data security procedures and policies are in place.
How does the council manage access to data?	Access restricted to known specific officers and password protected.
What is the process involved in giving data access to staff or councillors?	Permission is to be sought from the Town Clerk or in her absence the Deputy Town Clerk.
Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	Procedure led by the Town Clerk or in her absence the Deputy Town Clerk.
Who has access to / is provided with the personal data (internally and externally)?	Specific known officers.
Is there an authorisation procedure for accessing personal data? If so, please provide details.	General – restricted to officers Staff records - requires authorisation from the Town Clerk or in her absence the Deputy Town Clerk.
Does the council provide a copy of all existing privacy notices?	Yes.
So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details.	No.
Does the council have any policies, processes or procedures to check the accuracy of personal data?	Yes.
In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?	Yes.
What are these?	IT security Pack and Data Security Breach Policy

GENERAL QUESTIONS ABOUT PERSONAL DATA	
If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?	Yes.
Is this procedure contained in a written document?	Yes.
Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents	Yes.
Are cookies used on our council website?	Yes.
Does the council provide information about the cookies used and why they are used?	Yes. The information that cookies provide are not shared with third parties.
Does the council keep a record of the consents provided by users to the cookies?	No.
Does the council allow individuals to refuse to give consent?	No - provides information on how the correspondent can refuse using alternative sites.
Does the council have website privacy notices and privacy policies?	Yes.
What data protection training do staff and councillors receive?	PowerPoint presentation, that is retained by the individual for referencing.
What does the training involve?	PowerPoint, Video, Q&A
Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?	Town Clerk
If so, how regularly are these activities carried out?	Annually or when required.
What does the council do about archiving, retention or deletion of personal data?	Record Management and retention policy in place since 2015.
How long is personal data kept before being destroyed or archived?	Finance – 6 years Salaries/HMRC/LGPS– 12 years Contact details/Employment? Councillor details – 6m
Who authorises destruction and archiving?	Town Clerk or Deputy Town Clerk

Certifications and Assurance

Cyber Essentials	✓
Cyber Essentials Plus	✓
ICO	✓

MONITORING

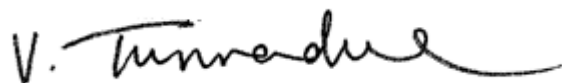
- a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:
- (i) computer networks and connections
 - (ii) remote access systems
 - (iii) email and instant messaging systems
 - (iv) telephones, voicemail, mobile phone records

All are monitored by the Council's IT designee.

Does the council have notices, policies or procedures relevant to this monitoring?

IT security Pack

SIGNATURE:



DATE: 26 October 2022

APPENDIX C

Data protection area of risk	What are the hazards?	Who might be harmed and how?	What are you doing already?	Level	What further action is necessary?
All Personal Data	Personal data falls into hands of a third party	Staff, councillors, members of the public	Personal data identified. Retention and disposal Policy – approved. Office security annually risk assessed. All staff aware or procedures. All date secured physically and electronically. IT audit – Cyber Essential Plus carried out annually IT Security systems are in place and checked by IT company. All hard copy sensitive documents secured. No public access to the office. All IT equipment users have passwords. All councillors and staff have received training. New starter induction training Consent sought to forward emails	L	Third factor authentication commenced Cyber Essentials assessment due March 2023
All Personal Data	Publishing of personal data in the minutes and other council documents	Staff, councillors, members of the public	Personal information is not recorded in the minutes or other council documents which are in the public domain. Members of the public are identified as “resident” or “a member of the public”. Officers are not named from attending authorities. Reasons for absence are not recorded in apologies or voiced in the public domain.	L	Regular proof reading

Data protection area of risk	What are the hazards?	Who might be harmed and how?	What are you doing already?	Level	What further action is necessary?
Sharing of Data	Personal data falls into hands of a third party	Staff, councillors, members of the public	The Council does not share personal data with any other organisations other than official approved partners such as the Local Government Pension Scheme.	L	
Hard Copy Data	Hard copy data falls into hands of a third party	Staff, councillors, members of the public	<p>Personal data which is no longer needed is stored and destroyed in line with the Retention of Documents policy</p> <p>All sensitive personal data is stored securely in a locked room and in a locked cabinet when not in use and on secure part of the server.</p> <p>The Council will operate a clear desk policy: no personal data is left unsecured on a desk at the end of the day and all equipment is shut down.</p> <p>Office Security risk assessed.</p> <p>All councillors will be aware of the risk of theft or loss of paper documents and the need to take sensible measures to protect them and will refrain from retaining any documents that contain personal data out of the Council Office.</p> <p>Councillors will handover paper copies of meeting papers after the meeting that contain personal or sensitive data.</p> <p>Personal and sensitive data is printed on pink paper to clearly mark the information as confidential.</p>	L	

Data protection area of risk	What are the hazards?	Who might be harmed and how?	What are you doing already?	Level	What further action is necessary?
Electronic Data	Theft or loss of a laptop, memory stick or hard drive containing personal data	Staff, councillors, members of the public	All devices are password protected. All councillors will be aware of the risk of theft or loss of devices and the need to take sensible measures to protect them and will refrain from retaining any documents that contain personal data on their equipment. Daily back-ups are made of council data. The IT contractors are responsible for the safe disposal of IT equipment and printers at the end of their life. The IT contractors ensure all new IT equipment has all security measures installed before use	L	
General Internet Security	Unauthorised access to council computers and files	Staff, councillors, members of the public	NOTE: Annual Cyber Essential Plus assessment every October. All computers are password protected and that the passwords are not shared or displayed publicly. All computers have up-to-date anti-virus software, firewalls and file encryption is installed. Operating system on all computers is up-to-date and that updates are installed regularly. Shared drives do not provide unauthorised access to HR and other records containing personal information. Councillors are required to confirm to the IDO that their computers are passworded with anti-virus software, firewalls and file encryption when they complete the Councillor checklist.	L	

Data protection area of risk	What are the hazards?	Who might be harmed and how?	What are you doing already?	Level	What further action is necessary?
Email Security	Unauthorised access to council emails	Staff, councillors, members of the public	<p>All email accounts are password protected.</p> <p>The passwords are not shared or displayed publicly.</p> <p>Email accounts are monitored for GDPR compliancy.</p> <p>Each councillor has a separate council email addresses.</p> <p>Access to the councillor email accounts is via passwords known to the Town Clerk and IT Contractor and Councillor.</p> <p>Email accounts are monitored for GDPR compliancy.</p> <p>Blind copy (bcc) is used to send group emails to people outside the council.</p> <p>The Council will use encryption or passwords for emails that contain personal information.</p> <p>For payroll SAGE secure payslips are utilised which are password protected.</p> <p>Cut and paste is used for a new email to remove the IP address from the header.</p> <p>Emails from members of the public are not forwarded without their explicit consent. If consent cannot be sought and the matter is urgent the email will be copied and pasted into a new email with personal information removed.</p> <p>Emails from members of public are deleted when the query has been dealt with and there is no need to keep it.</p>	L	

Data protection area of risk	What are the hazards?	Who might be harmed and how?	What are you doing already?	Level	What further action is necessary?
Website Security	Personal information or photographs of individuals published on the website	Staff, councillors, members of the public	Written consent is gathered including parental consent if the subject is 17 or under or a vulnerable adult. The Council has a DBS Policy for Vulnerable Adults and Children. DBS vetting commenced in 2018.	L	
Disposal of Computers and Printers	Data falls into the hands of a third party	Staff, councillors, members of the public	The IT contractors wipe the hard drives from computers, laptops and printers or destroy them before disposing of the device.	L	
Social Media	Displaying photographs of minors & vulnerable adults without consent	Staff, councillors, members of the public	Consent will be sought in advance of postings. Shared images from third parties will have assumed consent.	L	
Financial Risks	Financial loss following a data breach because of prosecution or fines	Staff, councillors, members of the public	The Council has liability cover which specifically covers prosecutions resulting from a data breach and put aside sufficient funds (up to 4% of income) should the council be fined for a data breach.	L	
Financial Risks	Budget for GDPR and Data Protection	Staff, councillors, members of the public	The Council has sufficient funds to meet the requirements of the new regulations both for equipment and data security and add to budget	L	
General Risks	Loss of third party data due to lack of understanding of the risks/need to protect it	Staff, councillors, members of the public	All staff and councillors will receive adequate training and will be aware of the risks. Councillors are reminded to handover meeting papers to officers for shredding.	L	

Data protection area of risk	What are the hazards?	Who might be harmed and how?	What are you doing already?	Level	What further action is necessary?
General Risks	Filming and recording at meetings	Staff, councillors, members of the public	When a meeting is closed to discuss confidential information (for example salaries, or disciplinary matters), officers will ensure that no phones or recording devices have been left in a room by a member of the public. If someone wishes to record a meeting they are requested to inform the meeting in case a third-party refuses consent to be recorded.	L	
General Risks	Public access to the Council Office	Staff, councillors, members of the public	Separate office risk assessment carried out – all doors are locked, and all hard copy information is secured.	L	

Does any of the following apply to this risk assessment. If so, then you may wish to refer to the HSE supplementary guidance:

Area	YES	NO	Guidance
Safety Signs		✓	HSE – Safety Signs and Signals
Electricity		✓	HSE – Maintaining Portable Electrical Equipment HSE – Electrical Safety and You
Fire		✓	-
Working at Height		✓	HSE – Safe use of Ladders and Stepladders HSE – Working at Height
PPE		✓	HSE – A Short Guide to PPE at Work
Manual Handling		✓	HSE – Manual Handling at Work
Hazardous Substances		✓	HSE – Working with Substances Hazardous to Health COSHH
Display Screen Equipment		✓	HSE – Working with Display Screen Equipment
Vibration		✓	HSE – Control Body Pain from Vibration

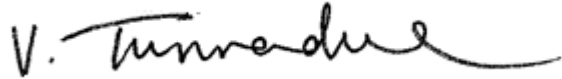
Name: Viv Tunnadine

Job Title: Town Clerk

Date: 26/10/2022

Review Date: When new guidance is issued.

Signature:

A handwritten signature in black ink, appearing to read 'V. Tunnadine', written in a cursive style.

DRAFT Social Media Protocol for Councillors

Section 1 – Introduction

1. The Council welcomes and encourages Councillors' use of new technology, including social media. It is not a requirement for Councillors to have a Facebook or Twitter account or use other forms of social media. If Councillors are already using or planning to use social media in connection with their work as a councillor, they should ensure that they are familiar with the guidance set out below and that their use of social media does not use Council resources for party political purposes or put the organisation's information and security systems at risk.
2. Most people are familiar with doing things online and residents will increasingly expect the Council to provide its services online, with the same level of interactivity that they find everywhere else. However, there are challenges that may discourage Councillors and the Council from using social media. For example, inappropriate use (which may occur inadvertently) can cause significant damage to a Councillor's (or the Council's) reputation and can lead to legal claims. In addition, technology is changing fast. This can mean that it is hard to keep up and maintain useful interaction with residents.
3. This protocol provides guidance to using social media and will ensure that it is effective, lawful and does not compromise Council information.
4. Users must ensure that they use social media sensibly and responsibly, in line with corporate policy. They must ensure that their use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies. Social media must not be used in a way that might lead to a complaint that you have breached the Council's Code of Conduct for Councillors.

Section 2 – Legal Considerations

4. Three of the important Nolan Principles applying to those in public life are “Openness”, “Accountability” and “Leadership”. That means Councillors should be as open as possible about the actions and decisions they take, submit to an appropriate level of public scrutiny, and lead by example. Social media can be a vital tool for public debate and its use by Councillors is encouraged.
5. In the same way as anyone else publishing material, Councillors will need to be aware of the laws that apply to published material. Some of the main ones are these:
 - a. **Defamation:** if you publish an untrue statement about a person that is damaging to their reputation you may be liable to pay damages.
 - b. **Copyright:** publishing information that is not yours, without permission, may also result in an award of damages against you.
 - c. **Harassment:** it is an offence to repeatedly pursue a campaign against a person that is likely to cause alarm, harassment or distress.
 - d. **Data protection:** do not publish personal data of other people, including photographs, without their express permission to do so.
 - e. **Incitement:** it is an offence to incite any criminal act.
 - f. **Discrimination and ‘protected characteristics’:** it is an offence to discriminate against anyone based on protected characteristics (as defined in the Equality Act 2010).
 - g. **Malicious and obscene communications:** it is an offence to send malicious or obscene communications.
6. Inappropriate and offensive material should not be published. This includes revealing confidential or commercially sensitive information belonging to the Council, personal or confidential information about an individual, publishing something that could reasonably be considered insulting or threatening and something that promotes illegal activity or is intended to deceive.
7. Additional considerations apply to Councillors.

Bias and pre-determination

8. Members sitting on committees such as planning should be aware that they are allowed to have a view but must not have gone so far as to have predetermined their position on a matter. Any views aired on social media could be used as evidence of making a decision in advance of hearing all relevant information. The Council's decision is then open to challenge and could be invalidated, and the 'disrepute' provisions of the Code of Conduct for Members could be engaged.

Equality and discrimination

9. The Council is a public authority required to comply with the Equalities Act 2010. As noted above it is an offence to discriminate against anyone based on their protected characteristics. The Council must also have 'due regard' to the Public Sector Equality Duty (which consists of eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations) and that applies to Councillors when appearing to act in their official capacity.

Electioneering

10. Council resources, including any the use of social media on Council mobile devices or IT equipment, should not be used for political/campaign purposes. Particular care should also be taken when using social media during the pre- election period. The Electoral Commission has further guidance including on the requirements to provide a return of expenditure on election advertising which includes web advertising.

Human Rights

11. Various fundamental human rights are protected by law and they include in particular freedom of expression and respect for a person's private life and family. A restriction can only be placed on such rights if it is lawful, necessary and proportionate. Any person should behave responsibly and respects the rights of others.

Code of Conduct

12. Councillors may use social media in both an official and personal capacity but they must be aware that the public may perceive them as acting in either capacity when that is not their intention. Any social media account which could be potentially linked to a councillor would need to meet the standards of the code of conduct.

Section 3 – Responsibilities of Councillors

13. Do not use the Council's logo, or any other Council related material on a personal account or website. Social media sites are in the public domain and it is important to ensure that you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.
14. Councillors will need to monitor and, where appropriate, censor or remove the contributions made by others to their sites. Allowing defamatory or offensive statements to remain on a site can become the Councillor's own legal problem as the 'publisher' of the material and could also give rise to Code of Conduct issues where allowing comments to remain could be seen as condoning or endorsing them.
15. Similarly, 'liking', 'sharing' or 're-tweeting' posts could be seen as an endorsement of them and legally this can be a separate instance of publication, by the Councillor, to which all the legal and Code of Conduct considerations would apply.
16. Make use of stringent privacy settings if you do not want your social media to be accessed by the press or public. Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings.
17. Safeguarding issues are paramount because social media sites are often misused by offenders. Safeguarding is everyone's business – if you have any concerns about other site users, you have a responsibility to report them.
18. Generally it is best to allow disagreement rather than to seek to censor it. However, there is no need to respond to everything and unhelpful online arguments should be avoided. Be professional, respectful and polite, even (or especially) when corresponding with those who do not return the courtesy.
19. Careful use of language is required. Sarcasm, irony and ambiguous comments should be avoided.
20. Do not publish or report on meetings which are private or internal (where no members of the public are present or it is of a confidential nature) or exempt reports.
21. Promptly admit to mistakes.
22. Avoid using social media when you are tired, angry, upset or your judgment may be impaired as something permanently published can't be easily taken back.
23. Think carefully about who to 'follow' or 'befriend' online. Online 'friendships' with council officers should be avoided as they may compromise the appearance of impartial advice. It is inadvisable to 'follow' anyone without a good reason – some constituents may find it uncomfortable (and see the Human Rights comments above).
24. Always ensure the security of your devices to prevent unauthorised access by third parties who may make inappropriate use of the device.

25. Be aware of your own safety when placing information on the internet and do not publish information which could leave you vulnerable.

Section 4 – Principles for using Social Media

You should follow these five guiding principles for any social media activities:

21. **Be respectful** – set the tone for online conversations by being polite, open and respectful. Use familiar language, be cordial, honest and professional at all times. Make sure that you respect people's confidentiality – do not disclose non-public information or the personal information of others.
22. **Be credible and consistent** – be accurate, fair, thorough and transparent. Encourage constructive criticism and deliberation. Make sure that what you say online is consistent with your other communications.
23. **Be honest about who you are** – it is important that any accounts or profiles that you set up are clearly and easily identifiable. Be clear about your own personal role, in particular a clear distinction should be drawn between use of an account in your personal capacity and use in your capacity as a councillor. Note that merely stating you are acting in your private capacity may not be sufficient.
24. **Be responsive** – make an effort to share what you know. Offer insights where appropriate and put people in touch with someone who can help if you cannot. Respond to questions and comments in a timely manner.
25. **Think twice** – think carefully about all your social media posts. Once published it will be too late to change your mind. Following these rules and seek further guidance if you need it.

Section 5 – Use of Social Media during Council Meetings

26. Use mobile devices sparingly, discreetly and with common sense at meetings, considering the impression they are giving to others. Councillors should be mindful that regulatory committees such as planning require the Councillor to alert officers to any lobbying material they have received. This would be difficult if it arrives on Twitter and is read by the Councillor during the course of a meeting.
27. Mobile devices enable councillors to manage their busy lives when time is at a premium. There may be occasions when texting or e-mailing between Councillors during meetings on matters relevant to the debate at hand may be valuable (on the same basis as circulating paper notes) However, it is most important for Councillors not to give the impression that insufficient attention is being given to the discussion at the meeting. That could lead to the relevant decision coming under challenge if Councillors are perceived to have made a decision without having properly listened to the debate. It could also result in Code complaints of a failure to treat others with respect or of bringing the Council into disrepute.

Section 6- Inappropriate use of Social Media by Others

28. Anyone receiving threats, abuse or harassment via their use of social media should report it to the police.
29. Other inappropriate content can be reported to the social media site directly to ask for it to be removed. You may wish to save a screenshot in the circumstances.

Section 7 –Code of Conduct

30. Whenever you post something on social media, it becomes a publication, you have effectively made a broadcast. As it is now in the public domain, it is subject to both the Code of Conduct and to various Laws.
31. These guidelines do not form part of the Code of Conduct for Members but there may be instances where councillors' use of social media amounts to a breach of that Code and the Monitoring Officer may take these guidelines into account when considering whether such a breach has taken place.
32. The Code of Conduct applies to you whenever you are "Conducting the business of your authority, acting, claiming to act or give the impression you are acting in your official capacity as a member or representative of your authority".

33. The Code applies if you "Conduct yourself in a manner which could reasonably be regarded as bringing your office or your authority into disrepute". If you can be identified as a councillor when you are using social media, either by your account name or how you describe yourself or by what you comment upon and how you comment, the requirements of the Code of Conduct apply. Also if you say something that could be regarded as bringing your office or authority into disrepute the Code applies even if you are not apparently acting in your official capacity or do not identify yourself as a member.
34. Be advised that making unfair or inaccurate criticism of your authority in a public arena might well be regarded as bringing your authority into disrepute.
35. In the same way that you are required to act in council meetings or in communities you should:
- **Show respect for others** - do not use social media to be rude or disrespectful.
 - **Not disclose confidential information about people or the Council.**
 - **Not bully or intimidate others** - repeated negative comments about or to individuals could be interpreted as bullying or intimidation.
 - **Not try to secure a benefit for yourself or a disadvantage for others.**
 - **Abide by the laws of equality** – do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith. Even as a joke or "tongue in cheek"

DRAFT Social Media Employees

Section 1- Introduction

1. Penrith Town Council strives to be an open and transparent organisation, which actively engages with our residents, businesses, visitors, and partners. Our communication with stakeholders should be a two-way process, so everyone's views can help shape the services we provide. We are a listening Council. We welcome engagement and feedback from our residents and followers. We expect that information in the public domain regarding the operations and services of the Council are accurate.
2. This policy is intended to provide clear guidance regarding the acceptable use of electronic communications and social media both within, and outside, of work. The policy covers you if you are:
 - One of our employees
 - An agency, temporary or contract member of staff working for us or on our behalf
 - Staff of third-party suppliers contracted to and/or providing services to the Council
 - Volunteers collaborating with us on our projects
 - Students on work placements with us
3. Penrith Town Council is committed to making the best use of all available technology and innovation to improve the way we do business. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different communities we serve.
4. The use of digital and social media and electronic communication enables the Penrith Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.
5. 'Social media' is the term commonly given to web-based tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.
6. We acknowledge that social media is a reality and, when used effectively, can support Council business and the services we provide. These platforms open many new and exciting opportunities. However, the practical application of such technology by the Council is continually developing and there are many potential issues to consider – both as individual employees and as a Council.

7. There is increasing use of social media for work related purposes, be this posting proactive messages about our services or activities, dealing with queries, complaints, or comments, uploading audio and video material or professional/peer networking.
8. The Council has a website, Facebook page, Instagram and Twitter account and uses email to communicate. It will always try to use the most effective channel for its communications. The Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.
9. The Council's Social media accounts provide information, updates regarding activities and opportunities within Penrith, and promote the community positively. To avoid major mistakes which could result in reputational, legal and ethical issues, and misuse/abuse of a well-functioning social media relationship, it is important that we manage any potential risks through a common-sense approach and framework as well as proactively monitoring the development of such applications.

Section 2 - Understanding the Risks of Social Media

1. These guidelines aims to provide information concerning the use of, or the development of, any social media application, to help get the best out of the tools available whilst maintaining a safe professional environment and protecting the Council.
2. Communications from the Council will meet the following criteria:
 - i. Be civil, tasteful and relevant.
 - ii. Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
 - iii. Not contain content knowingly copied from elsewhere, for which the Council does not own the copyright.
 - iv. Not contain any personal information.
 - v. If it is official Council business, it will be moderated by Councils external Communications Team, the Clerk and senior officers of the Council.
 - vi. Social media will not be used for the dissemination of any political advertising.
 - vii. Be considerate and respectful of others.
 - viii. Differing opinions and discussion of diverse ideas will be encouraged, but personal attacks on anyone, including the Council Councillors or staff, will not be permitted.

- ix. Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.
 - x. Stay on topic.
 - xi. Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise, market or sell products.
3. Exceptional care should be taken when using any social media tools. Most social media sites work on the principle of 'broadcast-by-default,' which means it is not always possible to control who may, or may not, see the content. Even where such sites allow users to set up privacy settings and to block unwanted contacts, the content published may be broadcast beyond a controlled audience.
 4. Clear legal precedents have now emerged whereby the misuse of social media can result in both civil and criminal action. Users of digital communication channels need to have due regard for such consequences. Recent high-profile cases have shown the legal dangers posed by social media and led to both significant fines and, in some cases, imprisonment.
 5. GDPR applies to the use of digital communications. Therefore, whether using social media for work or personal purposes, you are advised to follow the principles of this legislation when referring to any other living individual. Failure to do so could lead to enforcement action and potential civil or criminal action against the Council and/or against you as the individual responsible.
 6. **Likes, shares, and retweets:** Likes, shares and retweets do not imply an endorsement on the part of PTC, and we may like, retweet, and share links that we believe are relevant to the work of PTC.
 7. **Following, sharing** PTC's decision to follow a Twitter user and share or like an Instagram account, a Facebook Post or YouTube video does not imply endorsement of any kind. We do this when we believe it is relevant to our work. This could include following, sharing, or liking social media accounts of companies, partners, stakeholders, contractors (and/or their employees) who comment on PTC-related issues.

Section 3 - Acceptable Use and Monitoring social media

1. This policy should be read together with the Council's other GDPR policies, communications and community engagement policies.
2. No data about individuals or organisations collected for the Council's business use should be published or distributed via social media because we cannot control or secure the potential audience and we must comply with UK and European laws which state all data must be held on servers in 'approved locations' (we cannot do so for social media providers). We must comply with relevant laws before sharing data with partners and we have a duty of care to the data 'subject.'
3. We reserve the right to monitor and maintain audit trails of electronic communications (including, but not limited to, content on social media sites, or other digital communication channels and/or email sent using the Council's email system).
4. We do not monitor use of electronic communications or social media set up by individuals and not in the name of Penrith Town Council. However, where items are published electronically referring to the Council, our business, activities, or services, or to named employees in their Council role, we may respond where it is brought to our attention.

Section 4 - Official Communications

1. Our policies and procedures for official communications, and for issuing media statements, apply equally to digital communications and social media.
2. Only those with delegated authority to issue such statements should use electronic communications and social media to do so.
3. Before any official public statement or post intended as a news release or in response to an enquiry from the media is issued, it must be checked with the Town Clerk.
4. It is also important we continue to have effective internal communications, which allow us to share information with staff and others on a basis of trust and in confidence.

Section 5 - Social Media for Work Use

1. We allow, and encourage, the use of social media and digital channels of communication for business purposes as defined in this policy. Examples may include:
 - To engage residents (or other stakeholders) who prefer to use social media.
 - To engage partner organisations who use social media.
 - To participate in peer and professional body networks.
 - To access business-related, content posted or published via social media.
2. We have a duty to protect our reputation and ourselves and want to use social media in a way that is consistent with our overall communications policies.
3. Employees may contribute to the Council's social media activities, for example by writing for blogs, managing a social media accounts and running official social communications account for the Council in accordance with the standards defined in the Communication Procedure.
4. The Council understands that employees may wish to use their own computers or devices, such as laptops, tablets and mobile telephones, to access social media websites. Such use should nonetheless be in accordance with these guidelines.
5. Employees must be aware that, while contributing to the Council's social media activities, they are representing the Council and must adhere to the following safeguards:
 - Making sure that the communication has a purpose, is accurate and a benefit for the Council.
 - Obtaining permission from the Chair and Council before embarking on a public campaign using social media.
 - Getting a colleague to check the content before it is published.
6. Any communications that employees make in a professional capacity through social media **must not**:
 - i. **Breach confidentiality**, for example by revealing confidential intellectual property or information owned by the Council or;
 - give away confidential information about an individual (such as a colleague or partner contact) or organisation (such as a partner institution); or
 - discuss the Council's internal workings (such as agreements that it is reaching with partner institutions/customers or its future business plans that have not been communicated to the public) or;

- ii. Do anything that could be considered **discriminatory** against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age or;
 - using social media to bully another individual (such as an employee of the Council); or
 - posting images that are discriminatory or offensive or links to such content or;
 - iii. Bring the **Council into disrepute**, for example by:
 - criticizing or arguing with Councillors, colleagues, partners or competitors or;
 - making defamatory comments about individuals or other organisations or groups; or
 - posting images that are inappropriate or links to inappropriate content or;
 - iv. Breach **copyright**, for example by:
 - using someone else's images or written content without permission; or
 - Failing to give acknowledgement where permission has been given to reproduce something.
7. If you want to set up a new social media or digital channel(s), you need to justify the need to do this and gain approval from the Town Clerk who will provide advice on what is required and how the site(s) should be branded. The use of such sites will be monitored, and passwords must be shared with the Officer team.
 8. Social media accounts should make it clear in the description that they are provided by the Penrith Town Council. Our logo must be used as the profile image for serviced accounts unless agreed otherwise with the Town Clerk.
 9. You should not use a separate social media site for content that could (and should) be published on our corporate Twitter, Instagram or Facebook sites or the Council website.
 10. If you wish to extend the reach of relevant content, it should be published on the Council website first before a link to the material is posted to social media.
 11. If you are signing up to any social media facility for work use, you should use your Council email address and give your job title.
 12. Do not forget you represent the Council when posting to social media or digital platforms. Any content you publish or post (and any material you access) must be relevant to your role at the Council and could be understood to be made on behalf of the Council.

13. In the same way that you are responsible for your actions by email, on the telephone you are entirely responsible for your actions, views, opinions, and any published comments on social media.

Section 6 - Your Personal Use of Social Media

1. Employees can make reasonable and appropriate use of social media websites from Penrith Town Council's computers or devices, if this does not interfere with their duties.
2. The Council does not want to prevent or restrict your use of social media in your own time and for your own purposes.
3. However, we need to make you aware that if your personal use of social media conflicts with your duties for the Council or your obligations as an employee, as a Councillor, a contracted supplier, or a volunteer then we may act.
4. No confidential information you have as a representative of the Council should be copied, published, or commented upon when using social media for personal use.
5. Our standards and codes of behaviour extend beyond the workplace in respect of your actions or communication(s) that could bring the Council into disrepute.
6. We do not block access to social media sites at work but will restrict access to sites whose purpose or content are not consistent with our values and policies.
7. Personal use of social media sites is only permitted in your own time.
8. If you are suspected of using social media for personal use during working time, just as conducting other personal activities in work time, you may be subject to investigation and potential disciplinary action.
9. Your use of social media and other electronic communications, whether for work or personal use, must be consistent with the standards of behaviour always expected by the Council, and must be legal.
10. Personal use of social media sites is only permitted in your own time. Council work will take priority over personal use of social media sites. If you are suspected of using social media for personal use during working time, just as conducting other personal activities in work time, you may be subject to investigation and potential disciplinary action.
11. Our standards and codes of behaviour extend beyond the workplace in respect of your actions or communication(s) that could bring the Council into disrepute.
12. The Council recognises that many employees make use of social media in a personal capacity. While they are not acting on behalf of the Council, employees must be aware that they can damage the Council if they are recognised as being one of our employees.

13. Employees can say that they work for/with the Council, which recognises that it is natural for its staff sometimes to want to discuss their work on social media. The employee's online profile (for example, the name of a blog or a Twitter name) may contain the Council's name but should be focused to the area in which the employee/member works.
14. If employees discuss their work/role on social media (for example, giving opinions on their specialism or the sector in which The Council operates), they should include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of the Council.
15. Your use of social media and other electronic communications, whether for work or personal use, must be consistent with the standards of behaviour always expected by the Council, and must be legal.
16. Any communications that employees make in a personal capacity through social media must comply with Section 5 (6).

DRAFT The Acceptable use of Social Media by media and the Community

Section 1 - Introduction

1. We recognise that social media has a significant role to play in how we communicate with, engage, and promote dialogue with our residents. Some people prefer sites like Twitter and Facebook as their method of interacting with the Council.
2. We are pleased to be able to offer these methods for people to get in touch, to ask us questions, reporting issues and to seek our help or support. We have an existing process for dealing with complaints via the Complaints Procedure and the public can make representations at meetings. Details of how to do this are on "Your Say" and in the policies section of our website.
3. We acknowledge that everyone has a right to free speech. This is enshrined in law. However, a right to free speech must be balanced with UK laws covering matters such as libel and defamation, contempt of court, harassment, the Communications Act, Computer Misuse Act and what is acceptable.
4. As a Council, we also have a duty of care towards our employees and Councillors.

Section2 - What Is and Is Not Acceptable

1. We know that there will be times when people will be unhappy with what the Council does (or does not do) or the decisions it takes. Criticism is a fact of life, and we know organisations like ours are in the public spotlight. In fact, we encourage public debate, and it is good that people are free to share their views about the city and the Council.
2. We have no intention of stifling discussion about us as an organisation.
3. We draw the line at posts or messages, on whatever channel or social media site, which cross the line in terms of acceptability. This includes targeting named Councillors or staff with direct, unacceptable, criticism.
4. We will reserve the right to act in relation to social media posts or messages which:
 - i. Are abusive, offensive, or use provocative language - including swearing, rude or indecent comments
 - ii. Are harassing, contain abuse directed at an individual, group, other organisations, or page administrators
 - iii. Are threatening

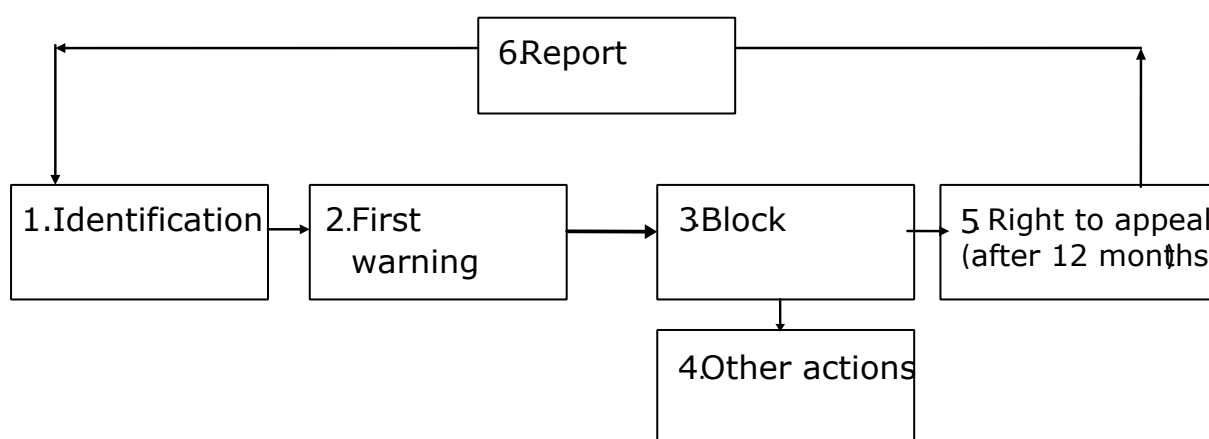
- iv. Promote any product, service, or publication not relevant to the discussion
- v. Use sexist, racist or other unacceptable language/swear words which are intended to cause concern/harm
- vi. Are defamatory or libellous
- vii. Link to obscene or offensive material
- viii. May be in contempt of court
- ix. Contains personal details, such as private addresses, phone numbers, email addresses or other online contact details whether they would breach privacy laws
- x. Break any other law this includes libel, condoning illegal activity, trade secrets, national security, and breaking copyright
- xi. Are persistent or repetitive negative messages which aim to provoke a response and/or do not constructively add to the conversation
- xii. Are not concise and constitute spam
- xiii. Contain links to inappropriate material (photographs or video) - We reserve the right to remove links-only comments-
- xiv. Incite someone or people to break the law.

Section 3 How We Will Deal With Unacceptable Behaviour

1. Where we choose to remove or not to publish a comment for whatever reason, we will refer to this policy. This is not about censoring people's views. The aim is to ensure that comments relate to the subject being discussed.
2. Moderation will not be used to suppress legitimate, reasoned discussion.
3. We may also report posts and comments that breach this policy to the appropriate social media platform.
4. In the first instance, the Council's external communications contractor (Communications Team) will issue a written warning to the author in private via a direct message, or email if appropriate and any inappropriate material will be removed immediately from the Council's social media feeds.
5. The Communications Team will make all efforts to identify the person responsible, but where they cannot, or, in the case, unacceptable content continues to be published, they will remove posts, messages or content considered unacceptable, from the Council's social media feeds.
6. If unacceptable behaviour continues, the Council will consider blocking users from interacting with the Council's Twitter feed.
7. A decision to block a user will be made by the Town Clerk, Communication Team Lead in consultation with the Council's solicitor.

8. If a block is imposed, the Town Clerk will write to the person concerned, explaining the reasons, and setting out the terms of when the Council will review the block. The Town Clerk will use discretion and a decision whether to continue blocking a user will be made on a regular basis and may involve the Vexatious Complainant Policy.
9. Unacceptable behaviour may also be addressed by restricting the way someone can communicate with the Council, or their participation/attendance at meetings.
10. We may also report the matter to the police where behaviour amounts to abuse or harassment, or a criminal offence is suspected. All decisions on these matters will be made by the Town Clerk in consultation with others where appropriate
11. The Council reserves the right to take whatever legal action may be necessary in the case of libellous or defamatory posts/messages.

Section 4 - Process



1. Identification

- i. The Communications Team monitors PTC main social media accounts daily.
- ii. If they see unacceptable behaviour, they will record the name and handle of the account, the date, the social media post, and why it is unacceptable.

2. First warning

- i. Once unacceptable behaviour has been identified, the Communications Team will confirm whether it is inappropriate with the Town Clerk.
- ii. Once a decision has been made, they will issue a written warning to the author in private via a direct message, or email sent from the office email address, if appropriate.
- iii. The warning will link to the social media policy and remind the individual of acceptable behaviour. It will be a standard message.
- iv. The inappropriate material will be removed immediately from the Council's social media feeds.
- v. Unacceptable behaviour that has been identified will be logged on a central record.
- vi. Before issuing a warning, the central record will be checked to assess whether this is a first warning or whether the individual is now blocked (see 4).
- vii. Extreme unacceptable behaviour will result in a block (see 4).

3. Blocking users

- i. If unacceptable behaviour continues after the one warning, or if the behaviour is extreme, the Council will consider blocking users from interacting with the Council's Twitter feed.
- ii. The Communications Team will provide a report to the Town Clerk outlining the details collected above (1a), the dates of the written warning and any subsequent response.
- iii. A panel comprised of the Town Clerk (or representative if appropriate), the Council's Solicitor and the lead of the Communications Team will be convened to discuss the matter. The Town Clerk, or representative, will take the final decision to block an individual.
- iv. If a block is imposed, the Town Clerk will write to the person concerned, explaining the reasons, and setting out the terms of when the citizen will have the opportunity to ask for an appeal (after the block has been imposed for 12 months).

4. Other actions taken when blocking an individual

- i. The Council manages unacceptable behaviour according to the 'Dealing with Abusive or Vexatious Customers' policy.
- ii. A blocked social media account could also lead to restricting the way someone can communicate with the Council, or their participation/attendance at meetings.
- iii. We may also report the matter to the police where behaviour amounts to abuse or harassment, or a criminal offence is suspected.
- iv. The Town Clerk in consultation with the Council's Solicitor will make all decisions on these matters.

5. Right to Appeal a Blocked Account

- a) After 12 months, the blocked account owner can appeal the decision to block.
- b) To request an appeal, they will need to provide evidence that they are no longer posting messages that are unacceptable.
- c) Evidence will include screen shots from their account to demonstrate understanding of acceptable behaviour.
- d) On receipt of a request to appeal, a review meeting comprised of the Town Clerk, the lead of the Communications Team will be convened who will review the evidence provided.
- e) Individuals who are unblocked will be regularly reviewed to ensure behaviour remains acceptable.
- f) The panel will review the tone, sentiment and approach taken by the blocked account holder's evidence to assess whether their behaviour remains unacceptable.
- g) Should the account holder remain blocked, PTC will write (via email or direct message) to the account holder to explain the decision.
- h) Should the account holder be "unblocked," the Town Clerk will notify them in writing.

6. Reporting Unacceptable Behaviour by Citizen's Who Have Posted Comment on PTC Accounts

- a) Citizens who respond to PTC posts have the right to express their opinion without fear of retribution or unacceptable behaviour.
- b) If citizens are uncomfortable with any post directed at them on a Council social media account, they have the right to report the post to the Communications Team, who will investigate.
- c) The process described above will be followed if the event of unacceptable behaviour directed at residents who are commenting on Council social media accounts.
- d) A member of the Communications Team will contact the citizen to let them know the outcome of the investigation and any actions taken.
- e) Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not monitor or respond to requests for information through these channels. Instead, please make direct contact with the Council's Clerk, officers and/or Councillors of the Council by emailing.
- f) The Council reserves the right to take whatever complaints or legal action that may be necessary in the case of inaccurate, libellous or defamatory posts/messages.
- g) We can take no responsibility for any point at which social media services are unavailable, whether this is due to our actions, due to general issues with the social media sites themselves, due to internet access in your area or due to any other factors.

Queries relating to the application of this policy should be addressed, in writing, to office@penrithtowncouncil.gov.uk

If your account has been blocked, you can request a right to appeal by providing evidence, including the date you were blocked, by emailing office@penrithtowncouncil.gov.uk

Requests for information

We welcome requests made under the Freedom of Information (FOI) Act, in addition, would ask you, if possible, to email these to office@penrithtowncouncil.gov.uk

If you do make a request for information via a social media page, please make clear that this is a request for information (e.g., by including the words "This is a formal request for information"), to help us ensure that we apply the appropriate procedures for you.

To receive a full response to your request you will need to provide your name and address (this can be an electronic address such as email).

We would therefore advise that you refer to the guidance on submitting request for information on our website.

Complaints and Feedback

If you are not happy with the service we provide or have feedback that you would like to bring to our attention and are not happy with the response you receive via social media please email office@penrithtowncouncil.gov.uk

You can find full details of our Complaints Procedure on our website.

DRAFT Electronic Communications Policy

Section 1 - Town Council Email

1. The Council email account, office@ is monitored only during office hours.
2. The officer email accounts are monitored when the officers are available.
The Council aims to reply to all questions sent as soon as we can and within 5 working days.
3. An 'out of office' message is used when appropriate.
4. The officers are responsible for dealing with email received and passing on any relevant mail to Councillors or external agencies for information and/or action.
5. All communications on behalf of the Council will usually come from the Clerk or senior officers.
6. Individual Councillors have Town Council emails, which they monitor when they are available. Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, and if appropriate, copy to the Clerk.
7. It is essential to note that Councillors are required by the Code of Conduct to maintain confidentiality.
8. The Councils communications, community engagement, social media and GDPR policies applies to such messages.
9. Councillors should be aware that any emails copied to the Clerk or any email from the Councillors official Council email or from a private email account used for Council business will be subject to The Freedom of Information Act.

Section 2 - Sms (texting)

Councillors and officers may use SMS as a convenient way to communicate at times. The Councils communications, community engagement, social media and GDPR policies applies to such messages.

Section 3 - Video conferencing e.g. skype, zoom and teams

If this medium is used to communicate, the Councils communications, community engagement, social media and GDPR policies applies to video conferencing.

Section 4 - Internal Communication and Access to Information within the Council

1. Councillors and Officers are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.
2. Councillors and Officers are expected to abide by the Council's communications, community engagement, social media and GDPR policies.
3. It is vital that all information is treated sensitively and securely.
4. Councillors and officers are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone.
5. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through prescribed procedures and may result in a criminal investigation.
6. Councillors and officers should only cc essential recipients on emails and therefore avoid use of the 'Reply to All' option.
7. Councillors and officers should only send emails to those individuals who need to know and ensure that email conversation trails have been removed.

Section 5 - Town Council Website

1. The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence via a link or a page on its website for presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site aligned to the Council's communications, community engagement, social media and GDPR policies.
2. The Council reserves the right to remove any or all a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website.
3. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council



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APPENDIX H

TRAINING POLICY

Purpose

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff. It applies to all staff whether full or part time, temporary or fixed term.

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's strategic priorities efficiently and to help raise the Council's overall performance.

One salary point will be added to an employee's salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- Introduction to Local Council Administration
- Financial Introduction to Local Council Administration
- ILCA to CiLCA Knowledge Training
- Certificate in Local Council Administration
- Community Governance – levels 4,5 and 6
- MA Public Leadership and Management
- ILM Certificate in Coaching and Mentoring
- ILM level 5 Diploma in Coaching and Mentoring
- ILM level 5 Diploma in Leadership and Management

The training and development policy is aligned with the Council's overall priorities and objectives and gives due regard to the personal development needs of individuals.

Training and development forms part of the overall performance management of the Council. The Council recognises that because of its size most formal training will be provided by outside bodies.

Scope

The Council will:

- Review its organisational plan regularly to ensure that training and development needs are assessed and sufficient resources are provided to meet these needs.
- Provide information about training courses, induction programmes and development opportunities to all staff.
- Comply with Equal Opportunities and other Council policies when assessing training and development needs.
- Ensure each employee receives annual appraisals, feedback and assessment of personal development needs.
- Evaluate all training activities to ensure that delivery is relevant to needs, cost effective and that the quality of training is consistent.
- Provide a personal development plan as part of the appraisal or performance review system, which will identify skills and knowledge development needs for each individual.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the Council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the Council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the Council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the Council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the Council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the Council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma]

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the Council.

The Council reserves the right to reclaim financial support where the employee;

- Leaves the Council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study, which is not mandatory but part of the individual's formal continuous professional development, the Council, will contribute up to 100% of study leave time, to a maximum of 24 days per annum.

Where individuals require study leave to undertake training, which is not mandatory but part of the individual's desire for career development, the Council, will contribute up to 12 days study leave per annum for courses, which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to complete and submit the Training Request Form to the Town Clerk setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, the Clerk will consider requests for flexible working to allow the study to take place, as long as the needs of the Council can be met.

Training course feedback

In order to evaluate training, employees and Members are required to evaluate how successful and appropriate the training has been. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money. Staff and Members are required to produce a brief report on the training course attended, this should include:

- a. What they have learned from the training and how this relates to the Council's priorities
- b. Is additional training required
- e. Are there organisational changes that need to be made as a result of gaining the information
- f. Could the training be beneficial to anyone else at the Council

Reports will be added as an agenda item and discussed at appropriate meetings.

National Joint Council ("Green Book") Provisions the Green Book makes specific reference to encouraging local authorities to provide training and development opportunities for their employees at Part 2, Section 3.

Employees attending or undertaking required training are entitled to payment of normal earnings, all prescribed fees and other relevant expenses arising.

Employees are also entitled to paid leave for the purpose of sitting for required examinations.

When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

Councillors training

All Councillors are offered the opportunity to attend all relevant training courses as it is essential that Councillors are equipped to make informed decisions and receive training to support their participation in committees and Full Council.

All members and co-opted members have equality of access to a programme of training provided by NALC, CALC and SLCC and approved external providers.

Members take responsibility for their own development needs and fully participate in training and development activities. The Town Clerk provides information on training and development activities, which is communicated in such a way as to give sufficient notice to attend.

All Members are offered a Personal Development Plan with the aim of identifying and prioritising training and development needs when they commence in the role.

Evaluation and feedback relating to development activities are effectively monitored and reviewed so that future provision of training and development remains relevant and to a high standard.

Members will be encouraged to share their knowledge and expertise with fellow members, where appropriate, by:

- Leading workshops.
- Supporting newly elected mentors (buddying)

Officers will support training and development by:

- Providing the main support and source of information for all Councillor training and development, ensuring that all members are clearly aware of training and development opportunities in good time.
- Providing 1-2-1 support to newly elected members as part of their planned induction programme.
- Devising and delivering in consultation with a programme of induction training for new Councillors.
- Provide administrative support for all training and including communication with Members and provision of feedback to providers.
- Managing the member training budget.

Whether delivered through the Council's internal expertise or through specialist external training providers, access to training will be offered as follows:

- Core programme courses – mandatory and committee specific
- In-house briefings and workshops
- External conferences and seminars
- Written learning materials
- Peer mentors, political group/officer buddying
- E-Learning packages
- Study visits to other Councils or relevant partners
- Targeted training for newly elected Members
- Shadowing opportunities

- Sharing knowledge with other elected and co-opted Members
- Leadership development opportunities, and chairmanship

Mandatory

Requirement of the Council that all members attend training for:

- GDPR and Privacy
- Carbon Literacy
- Civility and Respect

In addition, mandatory training for committees:

- Planning
- Local Council Finance

And mandatory training

New Chairs of committees or Council

- New chairman training

Failure to attend the mandatory training sessions will result in expulsion from committee terms of identifying appropriate external courses and training.

Councillors & Officers training

Civility & Respect – Facilitated by NALC (Note topics may vary)

Mandatory

- Code of Conduct
- Respectful Social Media — How to deal with attacks and negative engagement by Breakthrough Communications

Desirable

- Uncovering the issues for the public sector
- What makes people become challenging?
- Personal resilience and self-protection
- Understanding psychopathic and narcissistic behaviour
- Code of Conduct

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

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Date for next review: 2027