



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

**Clerk** Mrs Pauline Bowdery    **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 12 September 2017 at Beechen Hall, Wildfell Close, Walderslade**, commencing at 7:30pm when it is proposed to transact the following business:

**1. Apologies and non-attendance**

To receive apologies from members unable to attend.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying.**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**3. Minutes of the meeting of 11 July 2017**

To consider the minutes of the meeting (previously circulated) and if in order to sign as a true record.

**4. Matters Arising From the Minutes**

4.1 Minute 2991/4.1 Charitable Incorporated Organisations (CIOs). The issue of getting a response from MBC and KCC has been escalated to the MBC Chief Exec and County Councillor Paul Carter.

4.2 Any other matters arising from the minutes, but not on the agenda.

### **Adjournment to enable members of the public to address the meeting.**

**5. Financial report.**

5.1 Reconciliation of accounts reports (page 3).

5.1.1 Cooperative Bank.

5.1.2 HSBC Beechen Hall.

5.1.3 Unity Trust Bank.

5.1.4 Santander Investment Bond.

5.1.5 Barclays Bank.

5.1.6 Lloyds 3 month.

5.1.7 Lloyds Bank 12 mths.

5.1.8 Nationwide Beechen Hall.

5.1.9 Nationwide PC.

5.2 Investments. See 5.1 (page 3).

5.3 Bank Charges. See report (pages 3-4).

5.4 Income/Expenditure report as at 1 September 2017. Report to follow.

5.5 Trial Balance. See report (page 5).

5.6 Phased budgets. Report to follow.

5.7 Completion of End of Year Return 31 March 2017. See report (pages 5-6).

**6. Contingency Fund and Budget adjustments**

None requested.

7. **Personnel matters**
  - 7.1 TOIL, training, leave and leave/sickness cover.
  - 7.2 Staff appraisals. See report (page 6).
  
- 8 **Budget 2018/2019**

Draft Budget 2018/2019. Members are reminded to submit any suggestions or projects to the parish office/committees.
  
- 9 **Grant Requests**
  - 9.1 Remembrance Day Wreath. See report (page 7).
  - 9.2 Maidstone Community First Responders See report (pages 7-9).
  
10. **Independent Internal Auditor Review.**

To consider the current situation. See report (page 9).
  
- 11 **Policies and Procedures: Reports and Reviews**
  - 11.1 General. Risk Assessment. See report (page 10).
  - 11.2 Grievance Procedure. See report (pages 10-12).
  - 11.3 Disciplinary Procedure. See report (pages 12-15).
  - 11.4 Health and Safety. Accident Book report for previous 12 months. One minor accident has occurred, details will be supplied at the meeting.
  - 11.5 Competency Review. See report (page 16).
  - 11.6 General Data Protection Regulation (GDPR). See report (page 16).
  - 11.7 Legal Review. See report (page 16).
  
- 12 **Electronic Communication and Outreach**

To discuss the issues, including the website.
  
- 13 **Matters for Information**

To receive any information.
  
- 14 **Date of Next Meeting**

Tuesday 14 November 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 6 November 2017.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 4 September 2017

Issues to be returned to agenda as they develop: Reserves Policy Review as needed.

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 12 September 2017.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 5. Financial report.**

**Item 5.1. Reconciliation of accounts**

For the information supplied below to be verified the Chairman will have the original supporting documents, including the latest bank statements.

**Account closing balances.**

Item	Statement Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	22.08.17	Coop General Account	£49,192.78
5.1.2	03.08.17	HSBC Beechen Hall	£28,303.08
5.1.3	03.08.17	Unity Trust Bank	£30,940.05
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	25.07.17	Barclays Bank	£41,439.25
5.1.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
5.1.7	22.08.17	Lloyds B (matures 26/10/2017)	£25,000.00
5.1.8	05.04.17	Nationwide Beechen Hall (now 95 day saver account which rolls over	£55,873.90
5.1.9	05.04.17`	Nationwide Parish Council (matures 15/09/2017 and is being withdrawn)	£60,749.66
		Total	£418,341.53

**5.3 Bank Charges.**

Chairman's report. As the parish council has exceeded UTB's £100,000 annual transaction ceiling for free banking, UTB are imposing charges w.e.f. 1 September 2017. The position will be reviewed yearly and should our activity fall below £100,000 free banking will be restored.

The parish council will be charged £6 per month plus 0.15p for each individual credit/debit transaction, in the last 12 months 409 transactions, amounting to just under £139,000 were processed which, if repeated, would attract bank charges of £133.35

[409\*£0.15 + £72]. Expenditure is expected to increase next year due to the planned village hall extension.

In 2014 the F&GPC investigated what bank accounts were available and subsequently choose to open the UTB account. The banking costs report considered by members showed that the charges that would be made by the Co-Op, Barclays, Lloyds, TSB and Natwest were at that point significantly higher than what UTB are now charging. It is unlikely that this has changed and UTB are providing a very satisfactory service. I therefore **recommend** that rather than ask the office to embark on lengthy and probably fruitless research, we take this cost on the chin and accept that this expenditure comes with our growing commitments to our community.

## 5.5 Trial Balance.

Printed on : 01/09/2017

### Boxley Parish Council

At : 10:31

### Balance Sheet as at 31 March 2018

31st March		31st March
	Current Assets	
1,022	Debtors	1,022
5,304	VAT Control Account	1,935
19,539	HSBC General Account	29,748
7,845	Unity Trust Account	42,466
25,779	Co-Op General Account	23,703
75,628	Santander Investment Bond	76,197
16,439	Barclays Bank Account	41,439
50,583	Lloyds 3 mth	50,646
25,366	Lloyds 12 Mnths	25,000
55,874	Nationwide Beechen Hall	55,874
60,750	Nationwide Parish Council	60,750
150	Petty cash control account	150
0	Creditors	115
344,278		409,044
344,278	<b>Total Assets</b>	<b>409,044</b>
	Current Liabilities	
220	Unity Corporate Multipaycard	71
2,135	Creditors	0
525	Accruals	0
2,686	Receipts In Advance	3,790
212	Unpaid Wages, PAYE&NI Due, Sup	0
0	Damage Deposits	35
495	Holding Deposits	510
0	Allotment Deposits	15
6,274		4,421
338,004	<b>Total Assets Less Current Liabilities</b>	<b>404,623</b>
	Represented By	
69,220	General Reserves	135,839
268,784	Earmarked Reserves	268,784
338,004		404,623

5.7 Completion of End of Year Return 31 March 2017. Clerk's report; An administrative error has been highlighted on the External Auditor Report, a figure in the previous year's financial report was inaccurate with an 8 was written instead of a 6 (Section 2.4 (first column)). Correct figure £76,867.

4. (-) Staff costs	78,867	77,806	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

BOXLEY PARISH COUNCIL

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report (KE0037)

Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

The Annual Return was not accurately completed before submission for review. The figures in Section 2, Box 4 of the prior year comparative column do not agree to the prior year final signed Annual Return. The Section 2 Box 4 figure in the prior year comparative column should read £76,867.

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

### 3. 2016/17 External auditor certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

External auditor signature

*Paul Littlejohn*

External auditor name

PKF Littlejohn LLP

Date

24-8-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Item 7 Personnel matters.** Purpose of item: Decision

**7.3 Staff Appraisals** The Clerk's Appraisal meeting with the Chairman was cancelled and will be rearranged.

**Item 9. Grant Requests.** Purpose of item: Decision

9.1 Grant for Wreath for War Memorial. In 2016/2017 members approved a donation of £110.

9.2 Maidstone Community First Responders.

**Boxley Parish Council Grant Application Form.**

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail [clerk@boxleyparishcouncil.org.uk](mailto:clerk@boxleyparishcouncil.org.uk).

Application from

Title/organisation	Maldstone Community First Responders (South East Coast Ambulance Service)
Contact details	Lesley Windless 80 Church Street Boughton Monchelsea Maidstone Kent ME17 4HN
Telephone/email	[Redacted]

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

I would like to ask for a £100 contribution towards the purchase of uniform / medical equipment for Daren Mills who is a CFR based in Penenden Heath covering various parishes including Boxley (please see attached letter).

If applicable, registered charity reference number.

Have you included a copy of the last year end accounts? NO

Are there any restrictions placed on who can use/access the services. NO  
Please supply details of any restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or the following (which is the Parish Council's equal opportunities statement) is signed as an acceptance of the principles.

"No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity."

Signe [Redacted] .....

**State  
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**nd Procedure**

wide area, from the town centre and surrounding urban area to various rural and semi-rural parishes such as Coxheath, Boxley, Bearsted, Kingswood and Lenham.

I am writing to enquire whether Boxley Parish Council would consider supporting me by awarding some funding towards the cost of a new fleece and t-shirt for myself. We are all really dedicated people and ready and willing to devote our time and energy to provide sometimes life saving help to those in need.

You can also find out more about us by visiting the CFR section of the South East Coast Ambulance Service website [http://www.secamb.nhs.uk/our\\_services/community\\_first\\_responders.aspx](http://www.secamb.nhs.uk/our_services/community_first_responders.aspx)

I look forward to hearing back from you and please feel free to get in touch with our fundraising co-ordinator, Lesley Windless, if you require any more information [lesley.windless@secamb.nhs.uk](mailto:lesley.windless@secamb.nhs.uk)

Yours sincerely



Daren Mills  
Community First Responder  
Maidstone Community First Responders





Maidstone Community First Responders  
c/o Lesley Windless  
Fundraising Co-ordinator  
80 Church Street  
Boughton Monchelsea  
Maidstone  
Kent  
ME17 4HN

Pauline Bowdery  
Parish Clerk  
Boxley Parish Council  
Beechen Hall  
Wildfell Close  
Walderslade  
Chatham  
Kent  
ME5 9RU

24<sup>th</sup> August 2017

Dear Ms Bowdery

Maidstone Community First Responders

I am writing to you regarding myself, Daren Mills, a member of the Maidstone Community First Responders team, who lives in Penenden Heath. I currently respond to 999 calls in your parish having recently completed the appropriate training with SECAMB.

Community First Responders (CFRs) are volunteer members of the community who are trained to respond to emergency calls through the 999 system in conjunction with the South East Coast Ambulance Service NHS Trust. Each volunteer responds within a 3 mile radius of their home or work address.

Community responders are not a substitute for the ambulance crews, but because they are based within the community in which they live or work, they are able to attend the scene of an emergency in a very short time, often within the first few minutes and in the majority of incidents they would be first on scene. The responder can then begin vital life saving first aid before the arrival of an ambulance, further increasing the patient's chance of survival.

Each responder has a kit consisting of an automatic defibrillator and a large rucksack containing oxygen, observation equipment, bandages and other consumables. The kit for one responder costs over £1000 to buy and funds have to be raised by the team for this. There are currently eight members of the Maidstone team but we are hoping to recruit more volunteers in the near future who will need kit of their own so that they can begin responding. The Maidstone team members cover a

**Item 10. Independent Internal Auditor Review.** Purpose of item: Decision

After contact with other Clerks and also a discussion with the current IIA the appointment of two IIA to work alternate years may prove difficult for the following reasons;

- Auditors may not wish to undertake a visit every two years.
- It may increase the cost as each Auditor would want to review the previous year's accounts/IIA's work.
- It will be difficult to build up a working relationship.

## Item 11 Policies and Procedures: Reports and Reviews

**11.1 General Risk Assessment.** Deferred from previous meeting. *Clerk's note: An electronic copy will be supplied to members, a paper copy will be provided if requested.*

Parish Councils are required to manage any risk. Members will find in the annexed document the Clerk/RFO's current assessment of general risk with her further comments below.

Your particular attention is brought to the statement contained in 1.1, namely that *Councillors have a responsibility to manage the financial system and must investigate/highlight any concerns that they have. Parish councillors to be clearly briefed on the system being used, the risk management assessment and their responsibilities for checking letters of authorisation etc.*

In parallel with this, staff are to be reminded of their own responsibilities:-  
*Ensure all office personnel audit their colleagues and that there are clear instructions and expectations concerning the reporting of any concerns about any financial transactions or issues.*

Needless to say, this applies equally to us all. Any concerns to be reported to the Chairman of the Parish Council or Clerk as appropriate.

Clerk's notes.

The document has been refreshed. There is an addition at item 12 but otherwise there have been no major changes.

The following from within the document is highlighted **for annual review**.

*2.1 All authorisations of payments by Councillors are to be undertaken in the office using council equipment where appropriate. Review this requirement annually.*

Should members wish to amend this method of authorising then another risk management assessment of any changes will be required.

F&GPC Chairman's note.

The Clerk has informed me that she is concerned about "the volume of risk management documents that the parish council must produce, keep track of, follow and review. Failure to accurately maintain and work to these documents is a risk within itself". She therefore intends to investigate the possibility of amalgamating some of the documents while weeding the folder to remove excessive copies etc. A report on what action has/can be taken to improve matters will be submitted to the November F&GPC meeting for approval. The review will also cover documents produced by the Estates Committee. I completely concur with this action, time-consuming though it will be, and trust that the Estates Chairman will concur.

### **11.2 Grievance Procedure.**

**Grievance Policy & Procedure.** Clerk's note: No notification of any changes has been received from the Kent Association of Local Councils or the Society of Local Council Clerks that there have been any changes. ACAS have also not sent out any recommendation for change.

### **Policy**

Anybody working in an organisation may, at some time, have concerns about their work, working conditions or relationships with colleagues that they wish to have addressed and resolved. The following procedure sets out the framework for such resolution. Its aim is

to give a fair hearing to the grievance and of ensuring consistent and equal treatment in all cases.

In setting this procedure the Parish Council has used the following as its basis:

- ACAS Statutory Code of Practice on Discipline and Grievance (Secretary of State approved on 6<sup>th</sup> April 2009).
- The ACAS Guide which gives information and guidance on good practice.

These documents will be consulted if any issue or situation needs clarification. Mediation, if both parties agree it would be useful, will also be considered.

A flow-chart copied from the relevant ACAS booklet is attached for ease of reference.

## **Procedure**

### **Dealing with grievances informally**

Employees having a grievance or complaint to do with their work or the people they work with should, wherever possible, start by talking it over with their manager or the Parish Clerk. Often a quiet word is all that is needed. A written record of the discussion can be made.

### **Formal grievance procedure**

If the matter is serious or the employee wishes to raise the matter formally, the grievance should be set out in a letter addressed to the Parish Clerk, sticking to the facts and avoiding language that is insulting or abusive. If the grievance is against the Parish Clerk the letter should be addressed to the Chairman of the Parish Council.

### **Grievance hearing**

The Chairman of the Parish Council committee will be responsible for the process.

The Grievance Hearing Committee will be made up of the Vice-Chair of the parish council and the two committee chairs (or vice-chairs if unavailable). Any person named as the cause of the grievance will be excluded from the decision process.

The employee will be called, normally within five days, to a meeting with the Hearing Committee to hear and discuss the grievance. The employee has the right to be accompanied by a colleague or trade union representative at this meeting.

After the meeting the chairman of the Hearing Committee will give the employee its conclusions in writing, normally within 24 hours.

### **Appeal**

If the employee is unhappy with the decision and wishes to appeal they should let the Chairman/Parish Clerk know.

The employee will be invited to a meeting of the Grievance Appeals Committee, normally within five days, to have the appeal heard. The employee has the right to be accompanied by a colleague or trade union representative at this meeting. The Grievance Appeals Committee will normally consist of the Chairman of the Parish Council and two other councillors with any councillor involved in the grievance or earlier hearing excluded.

After the meeting the Chairman will give the committee's decision in writing, normally within 24 hours. The Grievance Appeal Committee's decision is final.

## **Councillors' grievances**

A similar procedure will be followed where a parish councillor has a grievance except that the complainant should normally take up the matter with Chairman of the Parish Council. If the grievance is against the Chairman, it is the Parish Clerk that takes the lead.

11.3 Disciplinary Procedure (Review). Clerk's note: No notification of any changes has been received from the Kent Association of Local Councils or the Society of Local Council Clerks that there have been any changes. ACAS have also not sent out any recommendation for change.

**Disciplinary Policy & Procedure.** Current.

### **Policy**

All employees are to be helped and encouraged to achieve and maintain high standards of conduct, attendance and job performance. However, with the aim of ensuring consistent and fair treatment for all in the organisation, where an employee fails to meet these standards, the procedures set out below will apply.

In setting these procedures the Parish Council has used the following to guide it:

- ACAS Statutory Code of Practice on Discipline and Grievance (Secretary of State approved on 6<sup>th</sup> April 2009).
- The ACAS Guide which gives information and guidance on good practice.

A flow-chart copied from the relevant ACAS booklet is attached for ease of reference.

These documents will be consulted if any issue or situation needs clarification. Mediation, if both parties agree it would be useful, will also be considered.

### **Procedures**

#### ***Informal Action***

Informal action should be considered to resolve problems. Often a quiet word is all that is needed, and where appropriate, resolving an issue by informal action may be considered prior to instigating formal procedures. A written record should be kept of such informal action

The Formal Action procedure below may be implemented at any stage if the employee's alleged misconduct warrants this.

#### **Formal Action**

##### **1. Principles**

No disciplinary action will be taken against an employee until the case has been fully investigated by management.

The employee will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made at a disciplinary meeting.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.

At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary action.

## 2. Responsibility

The Chairman of the Parish Council will be responsible for the process and will, if needed, appoint a Disciplinary Appeal Committee made up of the Vice-Chair of the Parish Council and the two Committee Chairs (or Vice-Chairs if unavailable). Any councillor directly involved in the disciplinary matter will be excluded from the process.

3. The Procedure (see further below for the procedure in cases of Gross Misconduct):

### **First stage of formal procedure**

If conduct does not meet acceptable standards, a first warning for misconduct will be given at an interview. This may take one of three forms:

In the case of first or minor misconduct the council may issue a **Verbal Warning:**

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

In most other cases the council will issue a **Written Warning:**

If there is a repetition of earlier misconduct which resulted in a verbal warning or for different and more serious misconduct. The written warning will set out the nature of the misconduct and the change in behaviour required together with the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after a specified period (e.g. twelve months).

A **Final written warning** may be given where:

The offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the line manager but will be disregarded for disciplinary purposes after twelve months subject to the employee achieving and sustaining satisfactory conduct and/or performance.

The following are some examples of misconduct:

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour

- refusal to follow reasonable instructions
- breach of health and safety rules.

### **Dismissal or other sanction**

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension. Dismissal decisions can only be taken by the Chairman of the Parish Council and the employee will be provided in writing with the reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the line manager but will be disregarded for disciplinary purposes after twelve months subject to achieving and sustaining satisfactory conduct and/or performance.

### **Gross misconduct**

The following list provides some examples of offences which are normally regarded as gross misconduct:

- Theft or fraud
- Physical violence or bullying
- Deliberate and serious damage to property
- Serious misuse of an organisation's property or name
- Deliberately using Parish Council computers or wi-fi to access internet sites containing pornographic, offensive or obscene material
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing the organisation into serious disrepute
- Serious incapability at work brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- A serious breach of health and safety rules
- A serious breach of confidence.

If an individual is accused of an act of gross misconduct, they may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure (with right of appeal), the Chairman of the Parish Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

### **Appeals**

An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Disciplinary Appeals Committee will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.



### **11.5 Competency Review.**

Parish Clerk Report.

The Parish Council is required to appoint a competent Clerk to ensure that it works within the law. This requires the Clerk to keep up to date on any legal changes. As training and newsletters can only do so much the Clerk undertakes a review every 12-18 months of the Legal Topic Notes (LTN) published by NALC and available on the KALC website. With KALC and the Society of Local Council Clerks alerts to any changes in legislation the Clerk considers that the parish council is kept updated.

F&GPC. The Clerk is asked to undertake a review of the working practices of the committee and she considers that the committee is working in an effective and efficient way. Cllr Hayday has suggested for consideration some efficiency improvements to the way the financial reports are produced-

### **11.6 General Data Protection Regulation (GDPR).**

In May 2018 a new EU regulation concerning Data Protection comes into force which requires the parish council to have a Data Protection Officer who should have an expert knowledge of Data Protection law and practices. The Clerk had sourced training with the Society of Local Council Clerks but KALC, which is monitoring the situation because of Brexit, has an expert trainer lined up should this Regulation come into force who is currently recommending a 'wait and see' approach.

The Clerk has undertaken a review of the parish council's current practices under the present legislation and is satisfied that the parish council works to the legislation but will as a matter of good practice arrange to issue an advisory note to all staff and councillors of their personal data retained at the office. Currently the parish council does not process data unless it is for 'legal' purposes e.g. HMRC and Pensions. However as it collects CCTV images and retains e-mail addresses etc. office staff are aware of the relevant requirements and in-office refresher training/discussion undertaken.

### **11.7 Legal Review.**

Clerk's report. During the July/August period the Clerk undertook a review of the NALC/KALC Legal Topic Notes to ensure that the parish council was up to date on any recent legal changes or recommendations. The following new/amended documents have been posted and read by the Clerk.

- LTN 54 Protection of Ownerless Common Land and Village Greens.
- LTN14E Byelaws.
- LTN 13 Policing Your Area

The Clerk has currently not identified any issues that the parish council needs to address.