

GENERAL OCC REPORT

LTN IMPACT REPORT LEADS TO GROWING CALLS FOR RESIGNATIONS

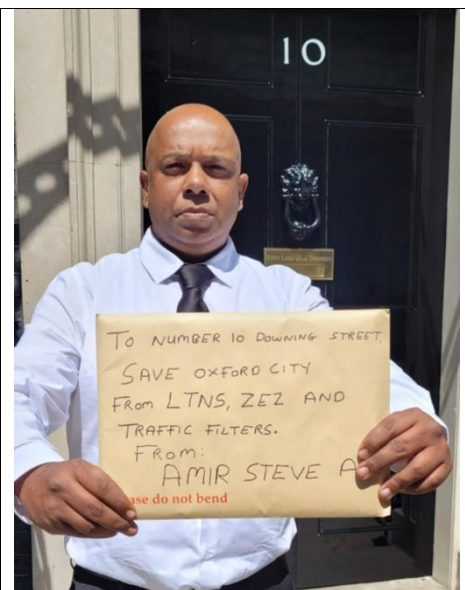
Leading OCC Cabinet members have faced calls to resign after a council report revealed modelling which showed Low Traffic Neighbourhoods (LTNs) lead to ambulances experiencing delays when responding to “life threatening” calls. The council report analysed the impact of LTNs in East Oxford and Cowley on South Central Ambulance Service’s response times and found the traffic measures cause delays of between 35 to 45 seconds to response times for life threatening, emergency, and urgent calls in East Oxford. County councillor and leader of the Conservative group at the county council, Eddie Reeves, has since called for Andrew Gant, cabinet member for highways management and Duncan Enright, Cabinet member for travel, to resign for not releasing the information in an “open and transparent manner”.

THREE ROADS IN OXFORD TO BE MANAGED BY ANPR IN PLACE OF BOLLARDS

OCC has approved proposals to install automatic number plate recognition (ANPR) cameras at three low traffic neighbourhood (LTN) closure points in Cowley, Oxford. The decision was made on Thursday 22 June by the Cabinet member for highways management at a delegated Cabinet member decision meeting. Motor vehicles without exemptions who drive through these points will be subject to a penalty charge notice.

PETITION DELIVERED TO DOWNING ST CALLING FOR NO CONFIDENCE VOTE IN OCC

Community champion Amir Steve Ali delivered a petition to Downing Street which calls for a no confidence vote in OCC due to its role in pushing ahead with Low Traffic Neighbourhoods (LTNs), the Zero Emissions Zone (ZEZ) and traffic filters (the four-sector plan). The petition on Change.org had been signed by more than 3,600 people on June 19 and it claims that the council’s traffic measures have caused more pollution and have led to emergency vehicles becoming stuck behind gridlocked traffic. The petition describes the council’s traffic measures as a “big threat to members of public freedom and businesses”. An Oxfordshire County Council spokesman said: “We are aware of the petition on Change.org. This is something for central government review subject to it meeting parliamentary petitions criteria.”



DECARBONISING PENSION INVESTMENTS IN OXFORDSHIRE

Pension funds invested for local government workers at Oxfordshire councils and a large number of other local organisations have been re-shaped to align investment decisions with the administration’s aim of creating a “greener, healthier and fairer county”. At its meeting earlier in June, the Pension Fund Committee agreed to reduce its allocation to the UK market and in particular to the FTSE100 companies that have links to major oil, gas and mining companies. The committee also chose to end investments in emerging markets reflecting concerns about social and governance issues – specifically within China and Saudi Arabia.

HOME UPGRADE GRANT LAUNCH

OCC was recently awarded £6.417m of funding from the government's Home Upgrade Grant Phase 2 (HUG2). HUG2 follows on from the Sustainable Warmth funding that officially ended in March this year, and is a two-year scheme running across Oxfordshire (with the exception of Oxford City, which has its own scheme) until March 2025. HUG2 publicly launched in June and is aimed at low-income owner occupier or privately rented households living in off-gas homes rated EPC 'D' or below, to enable a range of energy efficiency improvements to be retrofitted free of charge e.g. cavity wall and loft insulation, heating upgrades and solar PV. More information about the funding and the eligibility criteria can be found on the OCC website.

OCC SEEKS GOVERNMENT PERMISSION TO ADOPT LANE RENTAL SCHEME

Utilities and other companies who close Oxfordshire's roads could be encouraged to minimise congestion and disruption when they carry out their work or face financial penalties of up to £2,500 a day. OCC will ask the government to allow it to introduce a lane rental scheme (LRS) which allows organisations working on the county's busiest roads at the busiest times to face extra charges. If approved, the LRS would encourage those working on the highway to prioritise off-peak hours and to complete the work as quickly as possible to reduce their costs. Surplus money raised by the council would be used to help manage and improve the highway network.

POTHOLE INNOVATION TRIAL

After a winter that saw the number of potholes reported in Oxfordshire double compared to the same period last year and heavy criticism from the public, a trial has taken place aimed at improving the repair process. On Monday and Tuesday, 26 - 27 June, OCC and its highways contractor Milestone Infrastructure used the road between Steventon and East Hanney as a test site to trial seven different methods of filling in potholes or repairing minor defects requiring 'patching'. Some of these methods are already used in Oxfordshire – including the Milestone [dragon patcher](#) – while the others were new ones sourced by Milestone. The Hanney/Steventon Road was closed and a 1km stretch was divided into sections. Each section had a different type of pothole or patch repair carried out to get a direct comparison of the various methods. Last year, Milestone Infrastructure, a part of M Group Services, repaired 31,413 road defects. This was against a backdrop of perfect pothole-forming weather conditions – a prolonged freeze over winter followed by a protracted period of wet weather, which led to an unprecedented increase in the number of emergency pothole repairs. The trial will allow comparisons of the type of repair, equipment, material, and labour used, and the time taken. This would include an understanding of the potential results, longevity of repairs, waste generated, carbon impact, use of recycled content and productivity that may be achievable. The next stage will involve contractors returning for at least four more days of work and additional testing and analysis to enable a longer-term review of the methods.

MONEY-SAVING STREETLIGHTING PROJECT SET TO BE COMPLETED NEXT YEAR

All of Oxfordshire's streetlights are scheduled to be converted to energy efficient LED units in the next 12 months, saving millions of pounds and thousands of tonnes of carbon. The programme commenced under the previous Conservative administration. A total of 86 per cent of lights have now been converted. When completed, the £38 million project is expected to lead to energy savings of millions of pounds over the next 20 years. The LED lights will reduce the amount of carbon dioxide being produced by 70 per cent. Before the conversion programme started, the county's streetlights accounted for around 7,596 tonnes of CO2 every year – representing nearly 35 per cent of the council's total emissions.

Title	Proper Officer Report
Authors	Responsible Financial Officer
Meeting	East Challow Parish Council Meeting – 12 th July 2023

11.1. To approve addition cost of £42 for a Cllr to attend the RoSPA playground inspection.

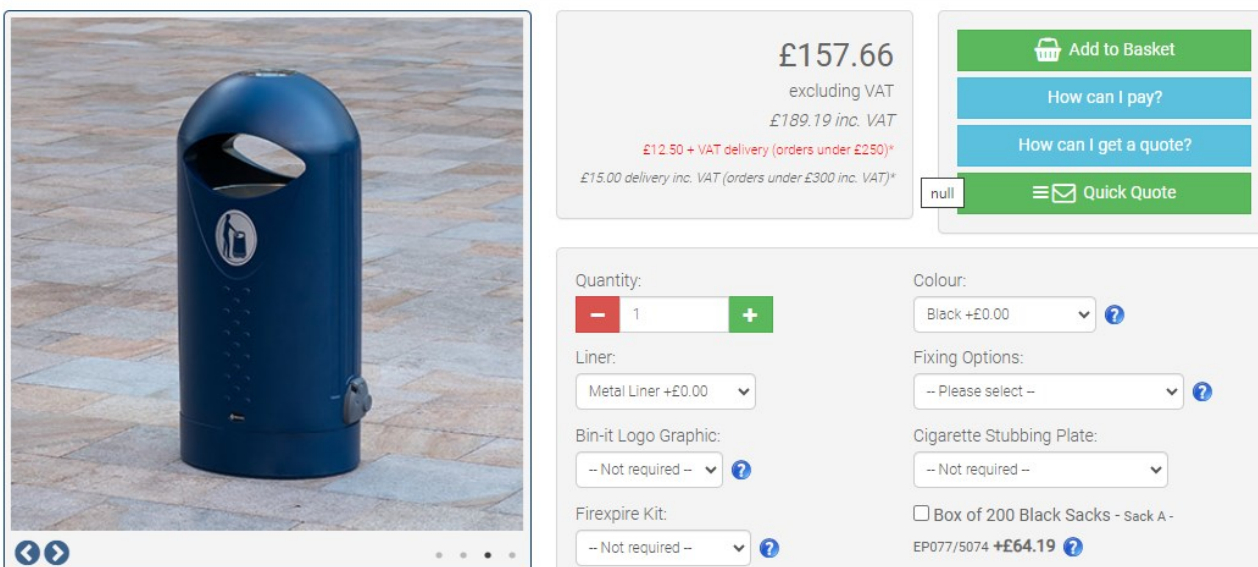
Cllr Hayes has asked to accompany the RoSPA inspector.

11.2. To approve budget and design of a new noticeboard.

Recommend lockable, side hinged and to take at least 12 sides of A4. Depending on style requested may cost up to £1000.

11.3. To note that official parish council e-mail addresses are required by the updated Joint Panel on Accountability and Governance – Practitioner Guide, March 2023. Email addresses and login details will be provided to all Cllrs to use going forward.

11.4. To approve installation of additional waste bins in the parish, agree location, permissions to be received and financial implications of ongoing collections.



The screenshot displays a product page for a blue waste bin. On the left is a photograph of the bin. To the right, the price is listed as £157.66 excluding VAT, with a total of £189.19 including VAT. Below the price are buttons for 'Add to Basket', 'How can I pay?', 'How can I get a quote?', and 'Quick Quote'. The 'Quick Quote' button is currently disabled (null). Below the price information are configuration options: Quantity (set to 1), Colour (Black +£0.00), Liner (Metal Liner +£0.00), Bin-it Logo Graphic (Not required), Firexpire Kit (Not required), Fixing Options (Please select), and Cigarette Stubbing Plate (Not required). There is also an option for a 'Box of 200 Black Sacks - Sack A - EP077/5074 +£64.19'.

Shield offer a competitive waste collection service, up to £5 per bin per week.

11.5. To approve purchase of 2 sets of replacement defibrillator pads

Awaiting confirmation of defibrillator type.

11.6. To approve advertising for a new "PTR" Public Transport Representative

An important voluntary role for rural parishes – responsibilities include attending online quarterly updates and reporting back to the parish anything of local value.

Title	Proper Officer Report
Authors	Responsible Financial Officer
Meeting	East Challow Parish Council Meeting – 12 th July 2023

11.1. To approve the payments lists for July 2023

Total Staff Costs:

All other Payments.

[To Follow]

11.2. To note the receipts lists for June 2023.

HMRC VAT return, 15th June 2023, £2084.69

11.3. To note the reconciled bank accounts for 23rd June 2023 (latest bank statement)

[To Follow]

11.4. To approve opening a new bank account with Unity Trust and transfer all parish funds to that account, and close the other 2 bank accounts.

To consider adopting an investment policy at a future meeting.

To leave enough money in the co-operative account to cover uncashed cheques.

A verbal report will be given at the meeting.

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COMPLAINTS POLICY

1. Introduction

This policy sets out procedures for dealing with any complaints that a person other than a member of the council may have about East Challow Parish Council's administration and procedures. It applies to Parish Council's employees. Complaints against councillors are covered by the Code of Conduct adopted by the Council. Formal complaints of conduct by councillors should be made to and investigated by Vale of White Horse District Council.

2. Complaints on Policy Decisions

Complaints against policy decisions made by the council or any of its committees shall be referred back to council in accordance with Item 7 of the council's standing orders, which provides as follows:

- a Except where significant relevant new facts or an error come to light, a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

3. Oral Complaints

If a complaint about procedures or administration as practised by the council's employees is notified orally to a councillor or the clerk to the council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the clerk to the council and be assured that it will be dealt with promptly after receipt.

If the complainant prefers not to put the complaint to the clerk of the council they should be advised to put it to the chair of the council.

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4. Complaints Procedure

- a) On receipt of a written complaint the chair of the council or the clerk to the council (except where the complaint is about their own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving them an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
- b) Where the clerk to the council receives a written complaint about the clerk to the council's own actions, they shall refer the complaint to the chair of council. The clerk to the council shall be notified and given an opportunity to comment.
- c) The clerk to the council or chair of council shall bring any written complaint that has not been settled to the next meeting of the council. The clerk to the council shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter be related to grievance, disciplinary or standard board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under confidential business to exclude any member of the public or the press, or deferred on appropriate advice received).
- d) The council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the council meeting in public.
- e) As soon as practicable after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
- f) A council shall defer dealing with any written complaint only if it is of the opinion that issues of law and practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received

5. Review

The Complaints Policy was approved for use at the meeting of the Parish Council on 12th July 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 12th July 2023

Cllr V Bosley, Chair of the Council

EAST CHALLOW PARISH COUNCIL

REQUESTS FOR INFORMATION POLICY

1. Introduction

East Challow Parish Council is subject to the Data Protection Act 2018, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. It complies with the requirements of all this legislation.

From 25 May 2018 the General Data Protection Regulation 2016 took effect (GDPR).

Many requests for information can be dealt with in the ordinary course of business and do not need to be processed under any of the above legislation. If the information can be provided immediately, or can be made available routinely, then we will do this. Please check our website, or noticeboards, first to see if the information is available before making any request. It is also worth looking at the Information Commissioner's website at www.ico.org.uk which has guidance for the public on making requests.

2. The contact details for making a request

Clerk to the Council,
East Challow Parish Council,
[Insert Mailing Address]

or email: EastChallowClerk@gmail.com [To be updated when Parish Council website emails are live]

3. Data Protection Act 2018

We will acknowledge receipt of a request for personal information as soon as possible. As long as the information is not subject to exemptions (or contains personal data relating to third parties) we will provide a written response within one month.

Under the terms of the Data Protection Act, we will provide you with a statement, or copies of data, as long as:

- it is "personal data" as defined by *Durant v Financial Services Authority* (2003) that is, truly personal, not merely incidental mention of a person, and within a structured, relevant filing system;
- it is not exempt from disclosure;
- we have been able to verify your identity; and
- you have not repeatedly requested the information in a short space of time.

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4. Frequently Asked Questions

What is the purpose of the right of access under GDPR?

The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of (and can verify the lawfulness of) the processing. It also allows them to check the accuracy of the data held and to challenge why it is necessary for the data to be held.

Is there a fee for dealing with a subject access request under GDPR?

No. A copy of the information will be provided free of charge. However, a 'reasonable fee' can be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive.

A reasonable fee can also be charged to comply with requests for further copies of the same information. This does not mean that there can be charges for all subsequent access requests.

The fee will be based on the administrative cost of providing the information.

What is the timescale for responding to a request?

Under the GDPR the information should be provided without delay and at the latest within one month of receipt of the request.

The period of compliance can be extended by a further two months where requests are 'complex or numerous'. If this is the case, the individual will be informed within one month of the receipt of the request with an explanation as to why the extension is necessary.

What if the request is manifestly unfounded or excessive?

Where requests are manifestly unfounded or excessive, in particular because they are repetitive, we can:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

Where we refuse to respond to a request, we will explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

How will the information be provided?

We will verify the identity of the person making the request using 'reasonable means'.

If the request is made electronically, we will endeavour to provide the information in a commonly used electronic format.

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The GDPR introduces a new best practice recommendation that, where possible, organisations should be able to provide remote access to a secure self-service system which provide the individual with direct access to his or her information. This is not appropriate for all organisations and we do not yet have this type of facility. The right to obtain a copy of information, or to access personal data through a remotely accessed secure system, must not adversely affect the rights and freedoms of others.

What about requests for large amounts of personal data?

The GDPR permits us to ask the individual to specify the information the request relates to.

The GDPR does not introduce an exemption for requests that relate to large amounts of data, but we can consider whether this makes the request manifestly unfounded or excessive.

5. Freedom of Information Act 2000 (“FOI”)

Timescales and ways of making requests

We will respond to an FOI request in 20 working days counting the first working day after the request is received as the first working day. An FOI request can be made by anyone, from anywhere, for any purpose. It must be in writing and there must be a return address to send the information to. We will confirm or deny whether we hold the information within the 20 days. If we do not hold the information we will explain why not. We will let you know if we need longer than 20 days to apply the public interest test and we will tell you at that point what exemptions we are looking at and how long we think we need. If we do need more time to apply the public interest test this will be up to a maximum of a further 20 working days so the total time will be a maximum of 40 working days.

Refusal

We may refuse a request if we consider that:

- it is vexatious (designed to cause disruption or annoyance rather than having a serious purpose, see below)
- to comply would exceed the statutory cost limit (£450 with staff time charged at £25 an hour which is the statutory rate). If we believe it will exceed the cost limit we will issue a refusal notice and invite the applicant, if possible, to revise the request to make it less expensive.
- it falls within an exemption under the legislation (see below)

Charging

We can charge for photocopying and disbursements and can request these fees in advance by issuing a fees notice within twenty working days of receipt of the request. When the fees notice is issued the time limit for responding stops. If we do not receive the fee within three months we are not obliged to comply with the request.

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Clarification

We can seek clarification about what is being requested. The time limit for responding stops whilst we wait for a response to our request for clarification.

Exemptions

The most common exemptions are:

- Section 21 – information reasonably accessible to the applicant by other means. There is a duty to confirm or deny whether we hold it and to tell the requestor where they can find it. This is an absolute exemption which means the public interest test does not need to be applied, (see below).
- Section 22 – information intended for future publication. This means it is in draft, still being worked on but when completed, or approved, it will be published. The public interest test must be applied here.
- Section 31 – prejudicial to law enforcement (preventing crime, collecting tax)
- Section 36 – prejudicial to the effective conduct of public affairs
- Section 40 – personal data
- Section 42 – legal professional privilege
- Section 43 - commercial sensitivity

All except section 21 are qualified exemptions requiring the application of the public interest test. This means weighing up whether the public interest is best served by disclosing the information, or not disclosing it.

6. Environmental Information Regulations 2004 (“EIR”)

Environmental information broadly relates to:

- Air, atmosphere, water, soil, land, landscape, plants, animals, biological diversity and genetically modified organisms
- Emissions, discharges, noise, energy, radiation, waste, recycling, and pollution
- Measures and activities such as policies, plans and agreements
- Reports, cost benefit analysis and economic analysis
- The state of human health and safety, contamination of the food chain
- Cultural sites and built structures (the effect of the environment on the human world)
- Planning and development, building control, construction and renovation, floods and flooding issues, land use, traffic, parking, location of mobile phone masts and demolition of buildings

It covers documents, photos or maps. There is no distinction between formal approved documents, and anything else. The duty is to make the information **available**. This is not the same as the duty to disclose under FOI.

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There are 20 working days to respond to the request. Unlike FOI there is no extension to the time limit for consideration of the public interest test. A further 20 days is permitted though if the request is complex, or there is a large amount of information involved. There is no right to charge for inspection. Cost recovery is permitted with reasonable charges published in advance.

Exceptions

There are exceptions to the requirement to disclose, these exceptions are subject to the public interest test like FOI. The exceptions are:

- personal data
- information not held when the request was made
- the request is manifestly unreasonable (similar to “vexatious” under FOI but with “manifestly unreasonable” used instead. The courts have treated both in the same way)
- the request is too general
- information is in draft or is unfinished
- information is an internal communication
- disclosure would adversely affect the course of justice or commercial confidentiality.

There is a lot of guidance, and case law, on the use of both FOI exemptions and EIR exceptions which can be found on the Information Commissioner’s website at www.ico.org.uk.

7. Publication Schemes

This is a scheme available via the website, setting out the classes of information that will be made routinely available and any charges. This includes policies and procedures, minutes of meetings, annual reports and financial information. This information is easily and quickly available.

8. Internal Review

If you are unhappy with the way your request has been dealt with you may request an internal review. This will be carried out within 20 working days of the request for a review being received. If you remain unhappy with the result of the review you can ask the Information Commissioner to look at your concerns. We will provide you with details of the internal review process when you request it. The process will vary depending on the type of request and who is available to review the process within the timescales.

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9. Vexatious Requests

Whilst East Challow Parish Council wishes to be open and transparent and to provide as much information as possible about the work it does there are occasions when it might be necessary to decide that a request is “vexatious” within the meaning of the legislation. There have been a number of legal cases which have helped to clarify what is meant, legally, by “vexatious” and which have stated that parish councils have limited resources and that their obligations under the legislation must be proportionate to those resources.

Public authorities do not have to comply with vexatious requests. There is no requirement to carry out a public interest test or to confirm or deny whether the requested information is held.

The key question is whether the request is likely to cause **a disproportionate or unjustified level of disruption, irritation or distress**. There is no exhaustive list of circumstances. Every case is unique and judged within the context and history of that specific situation.

“Vexatious” Indicators

- Abusive or aggressive language
- Burden on the authority
- Personal grudges
- Unreasonable persistence
- Unfounded accusations
- Intransigence
- Frequent/overlapping requests
- Deliberate intention to cause annoyance
- Scattergun approach
- No obvious intent to obtain information
- Futile requests

Process we will follow to determine if a request is vexatious

The parish clerk deals with all requests for information on behalf of the Parish Council. If a request is considered to be potentially vexatious the clerk will prepare a summary setting out the context and history to the request. This summary will be reviewed by the Parish Council.

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The review

The following will be considered:

- The purpose and value of the request
- Whether the purpose and value justifies the impact on the public authority
- The context and history so, for example, if there has been a long and frequent series of requests the most recent request, though not obviously vexatious in itself, will contribute to the aggregated burden.
- Have there been numerous follow-up enquiries no matter what is supplied? This will be balanced against how clear our responses have been, has contradictory or inconsistent information been supplied or is a legitimate grievance being pursued?
- Whether there are alternatives to the vexatious route. If it is too expensive then section 12 (costs in excess of £450) will be used. The Information Commissioner permits the total costs for all requests from one person (or several acting in concert) to be aggregated during a period of sixty days so long as they are requests for similar information.
- Is this a round robin, a “fishing” expedition or part of an orchestrated campaign? None of these make it vexatious but are factors.

Final Warning

If, having considered all of the above, the Parish Council thinks there is a case for treating the request as vexatious then consideration will be given to a “final warning”. This is a letter, or email, to the person making the request explaining the impact the request(s) are having and asking that their behaviour be moderated. This “final” warning will not be appropriate in all cases but, if it is possible that the person making the request has not appreciated the impact of what they are doing, then it may assist.

Advice and Assistance

In addition the Parish Council may want to ask the person making the request whether advice and assistance would help in clarifying what exactly they wish the organisation to provide. Again this may not be appropriate in every circumstance but will be considered.

Report to the Parish Council

The history of the matter will go forward as part of a report to the Parish Council setting out the evidence and reasoning behind the recommendation to propose that the request be treated as vexatious.

The decision to declare a request vexatious will be taken by the Parish Council. This decision should be taken within 20 working days of receipt of the request. This time limit should be achievable in normal circumstances, however, if there is no meeting scheduled within that timescale then the decision will be formally delegated by the adoption of this policy to the chairman of the Council [in consultation with the vice chairman]. In a small parish it is not

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possible for there to be an internal review process once the Parish Council has reached the decision that the request is vexatious.

Under section 14(1) of the Freedom of Information Act the refusal notice will set out our internal review procedure (if one is available) and the right of appeal to the Information Commissioner's Office. However, under section 17(6) if the authority has issued a previous refusal notice for a vexatious request (and it would be unreasonable to provide another one) it is not necessary to do so. This will be done where the complainant has already been warned that further requests on the same, or similar topics, will not receive any response.

Please note that if a request is found to be vexatious and further requests are received on the same topic no response will be provided.

10.Review

The Requests for Information Policy was approved for use at the meeting of the Parish Council on 12th July 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 12th July 2023

Cllr V Bosley, Chair of the Council

EAST CHALLOW PARISH COUNCIL

PUBLICATION SCHEME

1. Introduction

The following schedule details the information available from East Challow Parish Council.

Note also that hardcopy documents may be viewed at no cost by prior arrangement with The Clerk.

This document should be read in conjunction with the council's policy on requests for information.

2. Schedule

Information to be published	How the information can be obtained	Cost
Class1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and/or website	
Who's who on the Council and its Committees	Website Hardcopy	Free See Scheme
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hardcopy	Free See Scheme
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Current and previous financial year as a minimum	Website Hardcopy	Free See Scheme
Annual return form and report by auditor	Website Hardcopy	Free See Scheme
Finalised budget	Website Hardcopy	Free See Scheme
Precept	Website and VoWHDC Hardcopy	Free See Scheme
Financial Standing Orders and Regulations	Website Hardcopy	Free See Scheme
Grants given and received	Part of budget	
List of current contracts awarded and value of contract	Website Hardcopy	Free See Scheme

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Members' allowances and expenses	Part of income & expenditure	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hardcopy	Free See Scheme
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Part of Minutes of Meetings	Free
Agendas of meetings (as above)	Website Hardcopy Copies are posted on Parish Notice Boards at least three clear days in advance of meetings	Free See Scheme Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free See Scheme
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website See Minutes page of web site Hardcopy	Free See Scheme
Responses to consultation papers	Hardcopy	See Scheme
Responses to planning applications	Via VoWHDC Web site	As per VoWHDC
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hardcopy	Free See Scheme
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy	Free See Scheme

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Information security policy	Website Hardcopy	Free See Scheme
Records management policies (records retention, destruction and archive)	Website Hardcopy	Free See Scheme
Data protection policies	Website Hardcopy	Free See Scheme
Schedule of charges (for the publication of information)	See Scheme	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Assets Register	Hardcopy	See Scheme
Register of members' interests	VoWHDC website Hardcopy only	Free See Scheme
Register of gifts and hospitality	Hardcopy only	See Scheme
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Cemetery Regulations	Website Hardcopy	Free See Scheme
Parks, playing fields and recreational facilities	Part of minutes of meetings	Free See Scheme
Seating, litter bins, clocks, memorials	Part of minutes of meetings	Free See Scheme
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hardcopy	Free See Scheme
Additional Information	(hard copy or website; some information may only be available by inspection)	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Register	Website Hardcopy	Free See Scheme

EAST CHALLOW PARISH COUNCIL

3. Contact Details

The Clerk to the Council

East Challow Parish Council

[INSERT ADDRESS]

EastChallowClerk@gmail.com [Update when website specific email address is live]

EastCallowPC.co.uk

4. Review

This document was approved for use at the meeting of the Parish Council on 12th July 2023 it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th July 2023

Cllr V Bosley, Chair of the Council

EAST CHALLOW PARISH COUNCIL

PRIVACY NOTICE

This sets out the type of information we collect (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about councillors and employees. We are supplied with a copy of the register of electors by the district council. We do not sell personal information to other organisations.

The data controller for your personal data is East Challow Parish Council

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (for example, about allotments or burial plots).
- To provide services to residents including sending you information about current and future services. This might include lists for example of current allotment holders and waiting lists for allotments. It includes mailing lists for newsletters, agendas or minutes.
- To provide certain online facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services.
- To allow other organisations to provide services to residents.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood Plan) if we carry out a survey to find out what the community thinks.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments

Who might we share the information with?

We might share information with the district/county council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us your letter or email will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

EAST CHALLOW PARISH COUNCIL

Your contact details may be passed to survey contractors to carry out surveys. This could be as part of a Community or Neighbourhood Planning process. These contractors will use your details only for that purpose and will then delete them.

If you are in debt to us, we may give other people information for the purposes of recovering the debt

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so

Transfer of data outside the EEA

The parish/town council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured by contract.

How long do we keep data?

We will publish a retention policy detailing the length of time data will be retained.

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Data Protection Officer:

East Challow Parish Council, [INSERT ADDRESS]

Email: EastChallowClerk@gmail.com [Update to website Specific Address when Live]

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

EAST CHALLOW PARISH COUNCIL

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545745 or 0303 123 1113 (local rate) or email: casework@ico.gov.uk

Review

This document was approved for use at the meeting of the Parish Council on 12th July 2023 it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th July 2023

Cllr V Bosley, Chair of the Council

EAST CHALLOW PARISH COUNCIL

FINANCIAL RISK ASSESSMENT AND MANAGEMENT REGISTER

For the period 1st April 2023 – 31st March 2024

1 Income

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L2 x i8=16	Full PC Minute – RFO follow up	Diary	12 months
	Not paid by DC	L2 x i8=16	Check & Report To PC.	Diary	12 months
	Adequacy of precept	L8 x i8=64	Quarterly review of budget to actual	Diary	12 months
Grants – All	Claims procedure	L4 x i8=32	Clerk/RFO check quarterly	Diary	12 months
	Receipt of grant when due	L4 x i8=32	Check & Report to PC.	Diary	12 months
Investment Income	Receipt when due	L2 x i4=8	Check & Report to PC	Diary	12 months
	Investment Policy	L2 x i4=8	Review policy annually	Diary	12 months
	Surplus funds	L2 x i4=8	Review policy annually	Diary	12 months
Invoices: Not Currently Relevant	Invoices not paid to terms	L6 x i8=48	Review relevant policies annually. Do not issue permits until invoices are paid in full.	Check bank regularly for receipts, chase outstanding invoices	Quarterly
VAT	Quarterly Return not submitted on time. VAT incorrectly charged or reclaimed, Council does not receive recovered VAT	L2 x i4=8	Breakdown of VAT is recorded in Scribe. Returns submitted directly from [Finance Software] via MTD. All receipts and payments are reviewed and approved at each monthly meeting of the Council	Month end bank reconciliation	Quarterly

2 Expenditure

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	L4 x i8=32	Check to minute	Member verify	12 months
	Wrong hours paid	L4 x i8=32	Check to timesheet/contract	Member verify	12 months
	Wrong rate of pay	L4 x i8=32	Check to contract	Member verify	12 months
	False employee	L2 x i4=8L	Check to PAYE Records & lists	Member verify	12 months
	Wrong deductions – NI	L4 x i8=32	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions – Income tax	L4 x i8=32	Check to PAYE Calcs	Member verify	12 months
Direct Costs and overhead expenses	Goods not supplied to TC	L4 x i8=32	Order system	Approval check	12 months
	Invoice incorrectly calculated	L4 x i4=16	Check arithmetic	Approval check	12 months
	payment is excessive	L4x i8=32	Signatory initials approval	Member verify	6 months
	payment to wrong party	L2x i6=12	Signatory initials approval	Member verify	6 months
Cllrs Expenses or Allowances	Cllr overpaid	L2 x i2=4	Claim form & minute	RFO verify	6 months
	Income tax deduction	L2 x i4=8	Check to PAYE Records & lists	RFO verify	6 months
Fiscal Support	Power to pay	L4 x i8=32	Minute power	Member verify	12 months
	Agreement of Council to pay	L4 x i6=24	Minute	Member verify	12 months
	Conditions agreed	L2 x i6=12	Use reasonable condition	RFO check	12 months
	Cheque & voucher	L2 x i6=12	Signatory initials approval	Member verify	12 months
	Follow up verification	L4 x i8=32	RFO check and consider budget	RFO verify	12 months
Election Costs	Invoice at agreed rate	L2 x i4=8	RFO check and consider budget	RFO verify	Whenever
Insurance	Inadequate cover, lapsing of policy, invalid policy, increase in premiums	L4 x i8=32	Check policy schedule, monitor premiums and get quotes from other providers. Diarize renewal dates, RFO check and consider budget	Diary & RFO verify	Renewal or when any changes occur

3 Other

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Bank Error / Fraud.	Loss of Council money, Loss of reputation	L2 x10=20	Fidelity Insurance Finance Committee see the original bank statements monthly,(not just downloads) all receipts and payments are signed off by two members after checking the invoice copy / timesheet/ work sheet	Member verify	Monthly
Asset mismanagement	Loss of community assets. Value incorrect for disposal of community assets	L4 x10=40	Assets checked monthly, repairs carried out promptly subject to budget being approved by full Council. Any assets identified for disposal are subject to professional valuations from appropriate specialists and then put before the full Council for consideration followed by public consultation.	Delegation to Clerk to get the valuations. Full Council Verification	Whenever change occurs

Likelihood	10	20	40	60	80	100
	8	16	32	48	64	80
	6	12	24	36	48	60
	4	8	16	24	32	40
	2	4	8	12	16	20
	2	4	6	8	10	
	Impact					

RISK
High
Medium
Low

4 Review of the policy.

This policy was approved for use by the Parish Council at its meeting on 12th July 2023 and will be reviewed annually.

Signed:

Cllr V Bosley, Chair of the Council

Dated 12th July 2023

EAST CHALLOW PARISH COUNCIL

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

For the period 1st April 2023 – 31st March 2024

Expected Standard	Evidence of Achievement	Areas for Development
1. Scope of internal audit	Terms of reference will be approved by full council on prior to engagement of the Auditor Scope of audit work takes into account risk management processes and wider internal control. Terms of reference define audit responsibilities in relation to fraud.	Standing Orders and Governance Documents are formally reviewed throughout the year, with Standing Orders Approved as suitable for use at the Annual Council Meeting. (This year approved at June meeting) Audit responsibilities are reviewed annually and address concerns of ways to protect against fraud.
2. Independence	Internal Auditor has direct access to those charged with governance (see Financial Regulations). Reports are made in their own name to council. Auditor does not have any other role within the council.	Confirmed.
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Confirmed.
4. Relationships	Responsible officers (Clerk, RFO etc) are consulted on the internal audit plan and on the scope of each audit, (evidence is on audit files). Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of council members are understood; training of members is carried out as necessary.	Confirmed, though training is determined as it is locally available, based on need. Clerk, Assistant Clerk and all Councillors are provided information about all opportunities for training, and to support this effort funds are budgeted each year.
5. Audit planning and reporting	The audit plan properly takes account of corporate risk. The plan has been approved by the council. Internal Auditor has reported in accordance with the plan.	Confirmed. For the audit plan, see Financial Regulations. Internal audit report received by the council on 21 st June 2023 was in accordance with the audit requirements.

Characteristics of 'Effectiveness'	Evidence of Achievement	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's governance assurance needs.	Confirmed, and reviewed each year.
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the council's annual governance statement.	Confirmed, and reviewed each year.
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Confirmed. Internal audit and Financial Risk Assessment drives procedural changes for continuous improvement.
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	Confirmed. There is a history and ethos in the Council to address any internal concerns and recommendations as they arise.
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Confirmed. This is addressed as changes are notified and is considered in each annual review.
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than solely relying on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Confirmed.
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal Auditor understands the body and the legal and corporate framework in which it operates.	Confirmed.

Note: Review of effectiveness of internal audit must be reviewed and adopted by council annually during the financial year and before 31 March.

Review of the policy.

This policy was accepted by the Parish Council at its meeting on 12th July 2023 and will be reviewed annually.

Signed:

Cllr V Bosley, Chair of the Council

EAST CHALLOW PARISH COUNCIL

STATEMENT OF INTERNAL CONTROLS

For the period 1st April 2023 – 31st March 2024

1. Scope of the Responsibility

- 1.1. East Challow Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

- 2.1. The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.2. The system of internal control is in place at the Council from date of approval for the year ending 31st March 2024 and up to the date of approval of the annual report and accounts in accordance with proper practice.

3. The Internal Control Environment

3.1. The Council

- 3.1.1. The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.
- 3.1.2. The Council reviews its obligations and objectives and approves budgets for the following year at its November meeting. The November or January meeting of the Council approves the level of precept for the following financial year.
- 3.1.3. The Council monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters.
- 3.1.4. The full Council normally meets at least 10 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk.
- 3.1.5. The Council carries out regular reviews of its internal controls, systems and procedures.

3.2. Clerk to the Council & Responsible Financial Officer

- 3.2.1. The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.
- 3.2.2. NOTE, at time of approval of this document, the Council is seeking to appoint a Clerk. The RFO is carrying out the responsibilities of the Clerk during the recruitment period, until such time as a Clerk is appointed.

EAST CHALLOW PARISH COUNCIL

3.3. Payments

3.3.1. All payments are reported to the Council for approval. Two members of the Council must authorise all payments.

3.4. Risk Assessments / Risk Management

3.4.1. The Council carries out regular risk assessment in respect of actions and regularly reviews its systems and controls.

3.5. Internal Audit

3.5.1. The Council will appoint an independent Internal Auditor for the year 2023/2024 who will report to the Council on the adequacy of its records, procedures, systems, internal controls and risk management. The effectiveness of the internal audit is reviewed annually.

3.6. External Audit

3.6.1. The Council has been appointed External Auditor Moore until further notice. Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to the Council.

4. Review of Effectiveness

4.1. East Challow Parish Council has responsibility for conducting an annual review of the effectiveness of its system of internal controls. The review of the effectiveness of the system of internal controls is monitored and informed by:

4.1.1. the Clerk to the Council/Responsible Financial Officer

4.1.2. the work of the Independent Internal Auditor

4.1.3. the External Auditors through the Annual Return and their annual letter

4.1.4. the number of significant issues that are raised during the year.

5. Review of the Statement

This statement was accepted by the Parish Council at its meeting on 12th July 2023 and will be reviewed annually.

Signed:

Dated: 12th July 2023

Cllr V Bosley, Chair of the Council