

**NORTH HORSHAM PARISH COUNCIL ON-LINE PERSONNEL COMMITTEE
MEETING TO BE HELD ONLINE ON THURSDAY 23RD JULY 2020 AT 7.30pm**

Numbers relate to the numbers on the agenda.

3. Public Forum.

Members of the public are invited to put questions or draw attention to relevant matters relating to the business on the agenda to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

4. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

6. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

7. Chairman's Announcements

1. Staff changes in response to the Covid-19 outbreak have been reported at full Council. All full time staff are working from home, coming into the office only when necessary and taking all necessary sanitary precautions. The Facilities Officer continues to work part time inspecting the buildings, covering the caretakers and undertaking other duties as required. Three caretakers are working to cover the halls. Two caretakers who are also Litter Wardens are working to cover litter duties, but are furloughed for their caretaking hours. One caretaker and a member of the office staff are furloughed.
2. A revised pay offer has been tabled by the Local Government employers to the Unions. This is for a 2.75% increase from 1st April 2020 and an

additional day's leave, which would increase the minimum entitlement to 22 days.

3. From 20th April 2020 the Parental Bereavement (Leave and Pay) Act 2018 provides for a period of two weeks' leave for employees following the loss of a child under the age of 18 or a still birth after 24 weeks of pregnancy. Employees with 26 weeks continuous service will be entitled to paid leave at the statutory rate and other employees will be entitled to unpaid leave. The change has been reflected in the Parish Council's Absence Management Policy which was due for review and is tabled for consideration later on the agenda.

8. Financial Report from 1st April 2020 to 30th June 2020

| | Actual spend | Budget | Anticipated spend for three months |
|-------------------------|---------------|----------------|------------------------------------|
| Salaries/NI/Pensions | 72,125 | 305,800 | 76,450 |
| Childcare Vouchers | 508 | 0 | 0 |
| Payroll Admin Charge | 0 | 800 | 200 |
| Staff Expenses/Mileage | 77 | 2,500 | 625 |
| Staff Training | 0 | 1,500 | 375 |
| Recruitment Advertising | 0 | 250 | 63 |
| Protective Clothing | 0 | 400 | 100 |
| Totals | 72,710 | 311,250 | 77,813 |

Expenditure on staff salaries are lower than predicted. The figures don't include any potential pay increase. There has been no need for any overtime. It is hoped that money will be reimbursed from HMRC for those who have been furloughed, which will reduce the staff pay outgoings. There are fewer expenses as the halls aren't open. Staff have ready access to Personal Protective Equipment including sanitising spray and hand gel, gloves and masks. The funding for these has been taken from the cleaning budget to date.



NORTH HORSHAM PARISH COUNCIL

ABSENCE MANAGEMENT POLICY

POLICY STATEMENT

The contribution made to North Horsham Parish Council, by every member of staff, is highly valued and the Council is committed to working with staff to manage health, work and wellbeing to promote good attendance. "Work can have a positive impact on our health and wellbeing". The Advisory, Conciliation and Arbitration Service (ACAS).

KEY PRINCIPLES

North Horsham Parish Council's Absence Management Policy is based on the following principles –

- Providing pay, subject to contractual terms and conditions, to members of staff who are unable to attend work due to sickness.
- Sharing responsibility with members of staff to ensure regular and punctual attendance at work.
- Supporting members of staff who have genuine reasons for absence, including –
 - Special Leave for necessary absences not caused by sickness.
 - A flexible **managed** approach to the taking of annual leave.
 - Programmed return to work in cases of long term sickness absence.
 - The use of qualified Occupational Health Advisors, where appropriate to –
 - Help to identify the member of staff's illness
 - Advise on the best way to improve the member of staff's health and well-being.
- To work with all members of staff in the implementation of this Policy.
- To manage absence and sickness to support the Council in providing a high quality service to members of the public.

WHO DOES THE POLICY APPLY TO?

This Policy applies to all employees of North Horsham Parish Council.

WHAT DOES THE POLICY DEAL WITH?

1. UNAUTHORISED ABSENCE AND LATENESS

2. ABSENCE BY REASON OF SICKNESS

- 2.1. Reporting sickness absence
- 2.2. After seven days continuous sickness absence
- 2.3. Continued sickness absence
- 2.4. Sickness during Annual Leave
- 2.5. Returning to Work
- 2.6. Frequent or intermittent sickness absence
- 2.7. Monitoring sickness absence
- 2.8. Occupational Sick Pay
- 2.9. Conduct during sickness absence
- 2.10. False Declarations in respect of Sickness Absence
- 2.11. Medical Appointments

3. ANNUAL LEAVE

- 3.1 Annual Leave Entitlement
- 3.2 Applying for Annual Leave
- 3.3 Unused Annual Leave
- 3.4 Sickness during Annual Leave
- 3.5 Annual Leave Records

4. TIME OFF IN LIEU

- 4.1. Entitlement to Time off in Lieu
- 4.2. Calculating Time off in Lieu
- 4.3. Using Time off in Lieu
- 4.4. Applying for Time off in Lieu
- 4.5. Time off in Lieu Records

5. OTHER ABSENCE

- 5.1 Dependant Leave
- 5.2 Compassionate Leave
- 5.3 Public Duty
- 5.4 Volunteer Reservists
- 5.5 Jury Service
- 5.6 Adverse Weather Conditions
- 5.7 Records for other absences
- 5.8 Maternity/paternity/adoption/parental leave

6. REVIEW OF POLICY

1. UNAUTHORISED ABSENCE AND LATENESS

- 1.1 Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with their line manager.
- 1.2 Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.
- 1.3 There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be expected to make up any time lost at work to lateness. Persistent lateness may result in disciplinary action being taken.

2. ABSENCE BY REASON OF SICKNESS

2.1 Reporting sickness absence

- 2.1.1. If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. The employee must inform the Deputy Clerk (caretaking/cleaning staff) or the Parish Clerk (administration staff) within one hour of the member of staff's normal start time or by 10am whichever is the later to maintain service levels. If at all possible, a report should be made earlier than this. Only in exceptional circumstances will the council accept notification of absence from a third party.
- 2.1.2. If the Deputy Clerk or the Parish Clerk is not available, the member of staff must leave a message with the Parish Office and ensure that this includes a contact telephone number (if one is available), an appropriate explanation of the illness and some indication of the date when the member of staff is likely to return to work.
- 2.1.3. Regular contact must be maintained with the line manager during a period of absence. For guidance, the Deputy Clerk or the Parish Clerk should be telephoned again on the third day of any absence, informed of progress and likely return date.

2.2. After seven days continuous sickness absence

2.2.1. The member of staff must obtain a Doctor's Certificate dated from the 8th day of sickness. The **original** Certificate must be sent to the Parish Clerk or brought into the Parish Office.

2.2.2. Failure to submit a Certificate **could** result in loss of pay.

2.2.3. Certificates must be sent to the Parish Clerk or brought into the Parish Office, within two days of the date of issue.

2.3. Continued sickness absence

2.3.1. If the sickness absence continues beyond the period stated in the member of staff's Medical Certificate, further Certificates must be obtained promptly by the member of staff, to cover their absence until they are fit to return to work.

2.3.2. In the event of a member of staff being absent through sickness for either –

- a period of four weeks
- or as soon as the Parish Council considers that the sickness absence may be prolonged
- or that the sickness may have been caused by or exacerbated by the employee's work

North Horsham Parish Council reserves the right to require the member of staff to undergo an independent medical examination.

2.3.3. The cost of such an examination will be met by North Horsham Parish Council.

2.3.4. The medical report arising from such an examination will be fully disclosed to North Horsham Parish Council. Any medical information received by the council will be treated as strictly confidential.

2.3.5. Members of staff's statutory rights under the Access to Medical Records Act 1988 and any other relevant legislation are unaffected by this section of the Policy.

2.4. Sickness absence during Annual Leave

2.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

- 2.4.2.** The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave, elsewhere in this Policy.

2.5. Returning to work

- 2.5.1.** If the Medical Certificate does not state the exact date on which the member of staff should return to work, a "Fit to Return to Work" Certificate must be obtained from the doctor before the member of staff resumes their duties. This is a requirement of the Statutory Sick Pay provisions.

- 2.5.2** Absences not covered by a Doctor's Certificate must use the Council's 'Self Certification' form, as outlined in the Employment Rights Act 1996, obtainable from the Parish Clerk.

- 2.5.3** The Council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long term sickness. An employee returning to work following a period of long term sickness will be supported on their return to work, and the following options may be considered:-

- Phased return to work.
- Change of role or working pattern.
- Provision of specialist equipment.

- 2.5.4** Where an employee has returned from any period of sickness, a return to work interview will be conducted by their line manager.

2.6. Frequent or intermittent sickness absence

- 2.6.1.** The Parish Clerk may discuss any sickness absence with the member of staff, but always in the particular instances of –

- Three or more absences in a three month period.
- Frequent or intermittent absences amounting to 8 days in a rolling year.
- Patterns which give rise for concern e.g. absences at weekends, days prior to and after weekends or days adjacent to Bank Holidays.

2.7. Monitoring sickness absence

2.7.1. Records will be kept, in accordance with the terms of General Data Protection Regulation (2018) and other relevant legislation, to enable the monitoring of employees' absences by reason of sickness.

2.8. Occupational Sick Pay

2.8.1. North Horsham Parish Council's Occupational Sick Pay scheme is payable as shown in the table below -

| Length of service | Full Pay for | Half Pay for |
|--|---------------------|---------------------|
| During first year | 1 Month | |
| After completion of 4 months service | | 2 Months |
| During 2nd year | 2 Months | 2 Months |
| During 3 rd year | 4 Months | 4 Months |
| During 4 th and 5 th years | 5 months | 5months |
| After 5 years service | 6 months | 6 months |

2.8.2. The Council **may** withdraw the scheme for any absence (or repeated absence) if it is related to -

- Misconduct.
- An injury incurred whilst working for someone else or self-employment.
- An injury incurred whilst taking part in professional or dangerous sport.

2.8.3. Each individual case will be determined on its merits.

2.8.4. If the member of staff's sickness absence is due to an accident and there will be a claim for damages from a third party, e.g. following a car accident, the member of staff must inform the Parish Clerk.

2.8.5. The claim should include loss of pay which, if successful, must be reimbursed to the Parish Council.

2.8.6. North Horsham Parish Council reserves the right to withhold occupational sick pay if there is evidence which casts doubt on the validity of a sickness claim.

2.9. Conduct during sickness absence

2.9.1. In all cases of sickness or injury, which necessitate taking time off work, it is expected that the member of staff will do everything they can to facilitate a speedy return to fitness and to work.

2.9.2. The Parish Council would not expect any member of staff who is absent from work or on a phased return to work, due to sickness or injury to –

- Participate in any sports, hobbies, social activities or unpaid work inconsistent with their stated illness or injury; and which could aggravate the illness or injury or which could delay recovery.
- Undertake any paid or unpaid employment or voluntary work whilst absent from the Parish Council's employment on sick leave.

2.9.3. A breach of these expectations may be dealt with under North Horsham Parish Council's Disciplinary Code.

2.10. False Declarations in respect of sickness absence

2.10.1. The submission of a fraudulent sickness claim will be considered to be a very serious disciplinary matter, which may result in dismissal.

2.11. Medical Appointments

2.11.1. Employees are expected to arrange medical appointments out of normal working hours wherever possible. The council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments are either the start or the end of the day wherever possible to minimise the disruption to the work of the council. Your line manager should be informed as soon as a medical appointment in working hours is made.

2.11.2. In the case of hospital appointments or procedures taking the whole day, the member of staff should inform their line manager as soon as possible. In patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures in this policy.

2.11.3. In the case of a genuine emergency, the member of staff must contact the Deputy Clerk or Parish Clerk as soon as possible.

2.11.4. Frequent absence for emergency treatment may be dealt with by the Parish Council's Disciplinary Procedures.

- 2.11.5. Necessary paid time off will be granted for the purposes of health screening.

3. ANNUAL LEAVE

3.1 Annual Leave Entitlement

- 3.1.1. Details of the leave entitlement for each individual member of staff are contained in the individual's Contract of Employment.
- 3.1.2. The current Annual Leave entitlement for full-time members of staff is twenty one days, rising to twenty five days, after five years of continuous service.
- 3.1.3. For those members of staff working an alternative working pattern, there is an equivalent leave calculation, which is made available to each member of staff.
- 3.1.4. Half-day Annual Leave is usually either 9am to 12.45pm or 1.15pm to 5pm.

3.2. Applying for Annual Leave

- 3.2.1. Applications for Annual Leave should be submitted to the Deputy Clerk or Parish Clerk, on the dedicated form, for endorsement, before final approval by the Parish Clerk.
- 3.2.2. Cover for caretaker holidays will be arranged by the Deputy Clerk/ Facilities Officer.

3.3 Unused Annual Leave

- 3.3.1. North Horsham Parish Council encourages and expects members of staff to take their full annual leave entitlement during the current leave year which runs from April to March.
- 3.3.2. The Parish Clerk may authorise, in exceptional circumstances only, that untaken annual leave may be carried forward to the next leave year. This discretion will be limited to one week (part time hours *pro rata*) only.
- 3.3.3. Unused Annual Leave will not be paid unless –

- the member of staff leaves the employment of North Horsham Parish Council, when the amount of Annual Leave owing will be calculated pro rata to the date of leaving.
- there are exceptional circumstances preventing the member of staff from taking their Annual Leave entitlement. In such cases, approval can only be given by the Personnel Committee.

3.4. Sickness absence during Annual Leave

3.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

3.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave contained in this section of the Policy.

3.5. Annual Leave Records

3.5.1. An Annual Leave record will be kept in respect of each member of staff.

4. TIME OFF IN LIEU

4.1 Entitlement to Time Off In Lieu

4.1.1. North Horsham Parish Council usually pays overtime to caretaking/cleaning members of staff. However, in some circumstances, where mutually agreed, lieu time may be awarded.

4.1.2. Time off in lieu is awarded to administration staff who are not paid overtime, and who act as Clerk to meetings of the Parish Council, its Committees and Working Groups; or attend meetings on behalf of the Parish Council; or any other approved Parish Council function, outside of normal office hours.

4.1.3 Where office staff cover the opening of the halls, lieu time is awarded. If cover is given for a prolonged period, to cover vacant posts or sickness, overtime may be given with the approval of the Personnel Committee.

4.1.4 The council encourages the use of Time Off in Lieu when it offers a way to help manage the council's salary budget, but this must be

balanced with providing sufficient cover for the office and buildings to run smoothly.

4.2. Calculating Time off in Lieu

4.2.1. Where the event is between 5pm and 10pm, the entitlement is calculated at half a day time off in lieu.

4.2.2. Where the event ends after 10pm, the entitlement is one day time off in lieu.

4.2.3 Office staff who cover the opening and closing of buildings will be awarded lieu time to recompense them for working beyond their contracted hours.

4.3. Using Time off in Lieu

4.3.1 North Horsham Parish Council encourages and expects those members of staff who accrue Time off in Lieu to utilise it during the current leave year.

4.3.2. A member of staff will only be permitted in exceptional circumstances to carry forward accrued Time off in Lieu to the following leave year; and will be subject to the approval of the Personnel Committee.

4.4 Applying for Time off in Lieu

4.4.1. Applications for the taking of Time off in Lieu should be submitted to the Parish Clerk, on the dedicated form, for approval.

4.5. Time off in Lieu Records

4.5.1. A Time off in Lieu record will be kept in respect of each member of staff.

5. OTHER LEAVE

5.1 Dependant Leave

5.1.1. In the event of an emergency involving a dependant, a member of staff may request time off at short notice to deal with the situation and to make any necessary longer term arrangements.

- 5.1.2. A dependant is the husband, wife, child or parent of the member of staff; or partner of family member who lives in the same household as the member of staff.
- 5.1.3. This will normally be for up to two days but may be extended, in exceptional circumstances, at the discretion of the Parish Clerk.
- 5.1.4. Such time off will normally be unpaid but the Parish Clerk may allow the time to be taken as Annual Leave or as Time off in Lieu (if accrued).

5.2. Compassionate Leave

5.2.1. The Parental Bereavement (Leave and Pay) Act 2018 provides for two weeks' leave for employees following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy. Employees with 26 weeks continuous service will be entitled to paid leave at the statutory rate and other employees will be entitled to unpaid leave.

5.2.2 Other compassionate leave is at the overall discretion of the Parish Clerk. The council recognises that each individual's respective relationships are different, however, in order to achieve consistency, in general compassionate leave will be granted in the following circumstances:-

- the death of a close relative ie spouse, civil partner, sibling, parent.
- the diagnosis of, or final stages of care for, a serious (life threatening) illness affecting a close family relative.
- The employee falling victim to a serious crime.
- Fire/flood/ burglary at the employee's home.
- Road traffic collisions or other distressing accidents/ incidents involving the employee or a close family member.

5.3. Public Duty

5.3.1. Members of staff who hold certain public positions under Section 50 of the Employment Rights Act 1996 (for example Justices of the Peace, Prison Board members, Statutory Tribunal members, School Governors etc.) are entitled to be allowed reasonable time off to perform the duties associated with the post.

5.3.2. Whether such time off will be paid will be at the discretion of the Parish Clerk.

- 5.3.3. Members of staff who are considering accepting an appointment under the above legislation are strongly advised to discuss the situation with the Parish Clerk, prior to accepting the appointment, to determine whether a reasonable amount of time off can be allocated.
- 5.3.4. Similarly, members of staff who may be considering joining the Special Constabulary are strongly urged to discuss the situation with the Parish Clerk before doing so.

5.4. Volunteer Reservists

- 5.4.1. Those members of staff who are Volunteer Reservists have special employment protection under The Reserve Forces (Safeguard of Employment) Act 1985, in the event that they are mobilised for operational duties with the Regular Forces.
- 5.4.2. The Parish Council, as an employer, is also afforded protection under the Reserve Forces Act 1996.
- 5.4.3. Members of staff who are either a Volunteer Reservist or considering becoming one are strongly urged to discuss the situation with the Parish Clerk.

5.5 Jury Service

- 5.5.1. If a member of staff is called for Jury Service, the Parish Clerk must be informed immediately.
- 5.5.2. Jury Service normally lasts for 10 days, although some trials may take longer. Jurors are usually warned in advance if this is likely to happen and members of staff should consult with the Parish Clerk if this is likely to be the case and before volunteering to sit on a lengthy trial.
- 5.5.3. Members of staff who are called for Jury Service should give a copy of the Confirmation of Jury Service letter received from the Court to the Parish Clerk as soon as practicable after receipt.
- 5.5.4. Whilst members of staff called for Jury Service will be paid as normal, they will be expected to make the appropriate claim for loss of earnings while on Jury Service.
- 5.5.5. The member of staff must ask the Court for a Certificate of Loss of Earnings which should be passed to the Parish Clerk for completion.

- 5.5.6.** Whilst there are limits to the amounts that can be claimed, the amount claimed and received from The Court Service by the member of staff will be deducted from the next appropriate monthly salary payment.

5.6. Absence due to adverse weather conditions

- 5.6.1.** The decision as to whether the Parish Council's Community Venues are opened at times of adverse weather conditions will be taken by the Parish Clerk, in liaison with the Deputy Clerk.
- 5.6.2.** Where the decision is made to close the Community Venues those members of staff who are rostered to work on any such days will be paid in full.
- 5.6.3.** Those members of staff who are not rostered to work on those days or who are on other leave will not be entitled to a day off in lieu.
- 5.6.4.** Where the Community Venues remain open and members of staff are unable to attend work due to the adverse weather conditions, the member of staff should make contact with the Deputy Clerk or Parish Clerk as soon as possible, ideally before the working shift is due to begin, so that cover for the shift can be arranged.
- 5.6.5.** Where a member of staff is unable to attend for work due to adverse weather conditions, one of the following options may be considered and approved by the Deputy Clerk or the Parish Clerk –
- to work from home (applicable to the Parish Clerk and Deputy Clerk only).
 - to work at an alternative Community Venue (which will be subject to the availability of other members of staff and use of the Venues).
 - to make up the time within the next two months, for example when working authorised overtime hours.
 - to take the time as Annual Leave.
 - to take the time as unpaid leave.
- 5.6.6.** All requests to implement the above will be treated sympathetically and will take into account such factors as the distance to be travelled to and from work, the prevailing weather conditions, the member of staff's usual mode of transport to work and the safety, health and mobility of the member of staff.

5.6.7. Where worsening weather conditions affect a member of staff's journey home approval may be given by the Premises Manager or the Parish Clerk to leave work early, without loss of pay.

5.7. Records of other absence

5.7.1. A record of other absence will be kept in respect of each member of staff.

5.8 Maternity/ paternity/ adoption/ parental leave

5.8.1. The Council recognises an employee's right to maternity/ paternity/ adoption/ parental leave as set out in relevant legislation.

6. REVIEW OF THE POLICY

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Absence Management Policy will be reviewed on a two year basis.

July 2020



North Horsham Parish Council

COMMUNICATIONS POLICIES

The following suite of policies aims to give guidance on all aspects of communication.

1. Policy on the use of the internet, video conferencing, e-mail and IT equipment.
2. Media Policy
3. Social Media Policy.

1. POLICY ON THE USE OF THE INTERNET, VIDEO-CONFERENCING, EMAIL AND IT EQUIPMENT

1. Policy Statement

- 1.1 North Horsham Parish Council is committed to maintaining a safe and proper use of all its IT facilities, including the use of email, video conferencing, the internet and IT equipment for the effective communication and protection of the business of the Parish Council, its staff and Councillors.

2. Key Principles

- 2.1 North Horsham Parish Council's Policy on the use of the internet, video-conferencing, email and IT equipment is based on the following principles –
- 2.2 That use of the Council's email facilities are permitted and used in a safe and lawful manner.
- 2.3 That use of the internet on Council equipment is permitted and used in a safe and lawful manner.
- 2.4 That the use of video conferencing on Council equipment is permitted and used in a safe and lawful manner.
- 2.5 That monitoring of the use of the Council's email systems and the internet may take place within the scope of the General Data Protection Act 2018.
- 2.6 That the Council's IT systems and equipment are protected with a range of IT security measures.
- 2.6 That the potential consequences of breaches to this Policy are clearly identified.

3 Who does the policy apply to?

- 3.1 The Policy applies to all employees and Councillors of North Horsham Parish Council.

4. Use of E-mail systems

- 4.1 North Horsham Parish Council's email system is intended to promote effective communications on matters relating to the provision of services and the business of the Parish Council. The email system should, therefore, only be used for that purpose.

4.2 General guidance on the use of E-mail systems.

- The Council's email system should be used responsibly.
- Emails are to be written in accordance with the standards of any other written communication and the content and language used in the email must be consistent with best Council practice.
- Sent emails must not contain obscene, abusive or profane language.
- The email system should not be used for spreading gossip, for personal gain or be in breach of any of the Council's Policies e.g. sexual or racial harassment.
- Confidential information must not be sent externally outside of the Council.
- Emails are disclosable in any legal action against the Council relevant to the issues set out in the email.
- Emails must not include, either in the text or file attachments, sensitive personal data, without appropriate protection, in order to comply with the General Data Protection Regulations 2018.
- Email addresses should be treated, where appropriate, as confidential and care taken that private email addresses are not wrongly circulated.
- Emails sent to groups of people must be relevant to all concerned.
- Should any member of staff receive an email containing abusive or threatening language the Parish Clerk must be informed.
- Email inboxes will be managed by others when individual members of staff are absent from work by using the IT provider to forward e-mails to their line manager or other appropriate member of staff.
- **Staff must refuse to accept emails with attachments sent by members of the public to facilitate using the photocopying service provided by North Horsham Parish Council. The Finance Committee will be invited to consider withdrawing the photocopying service at their meeting on 16th July 2020.**
- E-mails not of significance must be deleted within 12 months.
- Significant e-mails should be deleted as soon as appropriate.

5 Use of the Internet

- 5.1 The Council's connections to the closed Parish Council Internet are to be used by staff as part of the normal execution of an employee's job responsibilities for the Council's business and provision of services. Connections to the Internet must only by way of IT equipment authorised for the purpose. Councillors using IT equipment owned by the Council must abide by this policy.
- 5.2 Any information (including email messages) that has been down loaded from the Internet by whatever means should be checked for computer viruses before being loaded onto

any machine which is connected to the Council's network. This is necessary in order to avoid the Council's information systems being subjected to computer hacking and software viruses.

- 5.3 The wi-fi code for the open Internet connection must only be given to hirers of the Hall, staff and Councillors.

6. Non-permitted use of the internet

- 6.1 The following instances are deemed as unacceptable use or behaviour by employees or Councillors. This list is not exhaustive -
- Allowing any unauthorised users to access the internet using employees log in details; or while an employee is logged on.
 - Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
 - Passing on such material to colleagues or other external persons or distributing and forwarding such material.
 - Using the internet (or email system) to perpetrate any form of fraud; or software, film or music piracy.
 - Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence.
 - Hacking into unauthorised areas within the Council's systems or externally.
 - Introducing any form of malicious software into the Council's network.
 - Gambling.
 - Disclosing of any confidential Council information without express consent.
 - Registering an account on any website being used for personal reasons.
 - Any other areas where the Council reasonably believes may cause them concern.
 - The use of memory sticks from third parties to facilitate using the photocopying service provided by North Horsham Parish Council.

7. Use of video conferencing facilities

- 7.1 North Horsham Parish Council's video conferencing facility is intended to promote effective communications on matters relating to the provision of services and the business of the Parish Council. The facility should, therefore, only be used for that purpose. Guidance to using the video conferencing facility is contained in a separate document "Guidance for on-line meetings".

8. Monitoring and privacy issues.

- 8.1 The General Data Protection Regulations 2018 does not prevent the monitoring of emails and use of the internet by employees and Councillors on the Council's IT equipment. The Council's reasons for such monitoring are as follows –
- To ensure compliance with the Council's Dignity at Work Policies.
 - To check for resources utilisation.
 - To maintain the reputation of the Council.

8.2 The Council, may retrieve the contents of all incoming and outgoing email messages for the purpose of monitoring whether the use of email system is legitimate, to find lost messages and to respond to new incoming messages. Retrieval may also be undertaken to assist in the investigations of wrongful acts or to comply with any legal obligation.

8.3 Monitoring also includes password protected and deleted items.

9. Consequences of breaches of the Policy.

9.1 Serious breaches of the Policy in relation to non-permitted use of the internet and misuse of the Council's email system may be treated as gross misconduct and as such may be the subject of summary dismissal for employees.

9.2 Less serious breaches of the Policy may result in disciplinary proceedings being commenced for employees.

9.3 Breaches of the Policy by Councillors will lead to them not being able to use the equipment and being reported to the Monitoring Officer.

10. Review of the Policy

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy on the use of the internet, video conferencing, email and IT equipment will be reviewed every two years.

July 2020

2. MEDIA POLICY

1. Introduction

- 1.1 North Horsham Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's Clerk or Deputy Clerk.
- 1.2 The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including the use of the internet.
- 1.3 This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

2 Legal requirements and restrictions

- 2.1 This policy is subject to the Council's obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the General Data Protection Regulations 2018, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's publication scheme and on the Parish Council website www.northhorsham-pc.gov.uk.
- 2.2. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's Publication scheme.

3 Meetings

- 3.1. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
- 3.2. Meetings of the Council and its committees include an opportunity for public participation and the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
- 3.3. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or

tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

- 3.4. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
- 3.5. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
- 3.6. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
- 3.7. The Council will resolve on an individual basis whether the public may participate in a working party. Photographing, recording, filming or other reporting of a meeting of a working party is not allowed.

4 Other communications with the media

- 4.1. This policy does not seek to regulate councillors in their private capacity.
- 4.2. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
- 4.3. The Council Clerk, or Deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
- 4.4. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

5 Monitoring and review of this policy

- 5.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

July 2020

4. SOCIAL MEDIA POLICY

1. Policy statement

- 1.1. This policy is intended to help employees of the Council, Councillors and volunteers make appropriate decisions about the use of social media.
- 1.2. This policy outlines the standards which should be observed when using social media, the circumstances in which we will monitor the use of social media and the action which will be taken in respect of breaches of this policy.
- 1.3. This policy forms part of the suite of Communications Policies.

2. The scope of the policy

- 2.1. All employees, members and volunteers are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the council.
- 2.2. Breach of this policy by employees may be dealt with under the Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1. The Council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks.
- 3.3. All employees, members and volunteers should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Clerk or Chairman.
- 3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites

- 4.1. Only an officer nominated by the Clerk is permitted to post material on a social media website or Facebook in the Council's name.
- 4.2. Agreement should be given by the Clerk to post on social media.

5. Rules for use of social media

- 5.1 Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

- 5.2 Do not name an employee, Councillor or volunteer without prior approval. Any employee, member or volunteer who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform their Line Manager, the Clerk or the Chairman.
- 5.3 Never disclose commercially sensitive, personal, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with your Line Manager, the Clerk or Chairman.
- 5.4 Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 5.5 Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.
- 5.6 When making use of any social media platform, you must read and comply with its terms of use.
- 5.7 Be factual, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 5.8 You are personally responsible for content you publish into social media tools.

6. Monitoring use of social media websites

- 6.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
- 6.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against the Council, the employee, member or volunteer.
- 6.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) offensive or obscene material
 - b) a false and defamatory statement about any person or organisation;
 - c) confidential information about the council or anyone else
 - d) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.
- 6.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the

investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.

- 6.5. If you notice any use of social media by other employees, Councillors or volunteers in breach of this policy please report it to your Line Manager, the Clerk or Chairman.

7. Monitoring and review of this policy

- 7.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

July 2020



NORTH HORSHAM PARISH COUNCIL GENERAL INFORMATION AND WORKPLACE RULES AND GUIDELINES

INTRODUCTION

The following sections set out general information and the rules of the workplace, which staff members are expected to follow. The workplace rules and guidelines are in place to set out what the Parish Council expects of its employees. If members of staff abuse or do not follow the rules and guidelines, this may lead to Disciplinary proceedings, which could result in dismissal.

1. PERSONNEL RECORDS

- 1.1. Each member of staff has an individual personnel file which is kept under secure conditions in the Parish Clerk's office and an electronic file which is password protected.
- 1.2. Individual personnel files can only be accessed by the Parish Clerk, as having overall responsibility for all members of staff; and the Deputy Clerk as the immediate Line Manager for cleaner/caretaker staff, litter wardens, the Administration Clerk and the Facilities Officer.
- 1.3. Data about members of staff will be collected in compliance with the Parish Council's General Privacy Notice (General Data Protection Regulation 2018).
- 1.4. The Data Controller, under the General Data Protection Regulation 2018, acting on behalf of the Parish Council is the Parish Clerk. The Parish Council has appointed an independent Data Protection Officer.
- 1.5. The type of **Personal Data** held in individual personnel files will include information relating to –
 - Employment application forms
 - Data in relation to payroll processing
 - Home address and telephone number
 - Next of kin or other emergency contact details
 - Current and previous contracts of employment with the Parish Council
 - Current and previous Job Descriptions

- References
- All correspondence relating to the employment
- Absence and Leave
- Time Sheets
- Expenses Claims
- Records relating to any disciplinary or grievance proceedings.

Data will be held and destroyed in accordance with the Parish Council's Document Retention Policy.

1.6. Sensitive data will only be processed in line with the Parish Council's General Privacy Notice. (General Data Protection Regulation).

1.7. The types of sensitive data that may be held may comprise of –

- Medical information which would be used - to ensure compliance with health and safety and occupational health obligations; or when considering any health issues that may affect the member of staff's ability to work;
- for the administration and management of insurance, pension, sick pay and other similar benefits.

1.8. A member of staff has the right, under the General Data Protection Regulation (2018), to see information held about them, including personnel files, both written and computerised.

1.9. If a member of staff wishes to see their personnel file, application should be made to the Parish Clerk, who will make the necessary arrangements within five working days. If the reason for seeing the personal file is part of a dispute of substantive request made under a Subject Access Request as part of the General Data Protection Regulation (2018), it will be referred to the external Data Protection Officer.

1.10. At the viewing of the file –

- The member of staff will be accompanied by the Parish Clerk.
- The member of staff must not write on or remove any document from the file.
- The member of staff may request photocopies of documents in the file.

- 1.11.** If the member of staff is unhappy with what is on their file, this should be initially raised with the Parish Clerk. If the issue cannot be resolved, then a grievance should be raised.
- 1.12.** If the member of staff considers that the information is wrong and can provide proof to substantiate this, the member of staff has the right, under the General Data Protection Regulation 2018, to have the information amended.
- 1.13** In respect of any medical information or reports covered by the Access to Medical Reports Act 1988, a doctor may not consent to the member of staff seeing all or part of a medical report if they believe that the information might harm the member of staff or other people; or identify another person.

2. TIME SHEETS

- 2.1** All cleaners/caretakers/litter wardens are required to complete time sheets for all hours worked. Time sheets must be handed in, sent or emailed to the Deputy Clerk as soon as possible after completion of a 4-day shift.
- 2.1.** All members of staff are required to complete a weekly time sheet for any hours worked as overtime, which should be handed in to the Parish Office, as soon as reasonably practicable after the end of the week or shift worked. Overtime should be approved by your line manager in advance if possible. If additional hours have been worked in an emergency, these must be reported to your line manager as soon as possible.
- 2.2.** Time sheets should reflect all the hours worked and should detail the time arriving for work and the time leaving and not an overall figure for the day or shift.
- 2.3.** Time sheets are used in the preparation of the monthly payroll process.
- 2.4.** Time sheets must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk.
- 2.5** In line with Working Time Regulations 1998 all staff should have a break of 11 hours between shifts except in exceptional circumstances and where the employee consents

3. CLAIMS FOR EXPENSES

- 3.1.** All Members of staff are paid the current HMRC rate of .45p per mile for the use of their own car; and .20p per mile for the use of a bicycle.
- 3.2.** Claims for expenses should be made on the Parish Council's in-house form and should give the reason for the journey.
- 3.3.** Claims cannot be made for the first journey of the day or shift to work and the last journey of the day or shift.
- 3.4.** All individual journeys made during each day must be itemised – not the total figure of journeys per day. Expense claims may be refused for payment if this is not followed.
- 3.5.** Claims for expenses under £10 will generally be paid in cash. Other amounts will be paid by cheque.
- 3.6.** Expenses claim forms must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk

4. CUSTOMER RELATIONS

- 4.1.** The Parish Council, as a local authority, provides a public service not just to users of the Council's community venues but also to the wider public.
- 4.2.** All members of staff should treat customers and visitors to the community venues and other facilities with courtesy and be as helpful as possible
- 4.3.** Members of staff should not offer their own personal views to customers and visitors, in respect of Parish Council business.
- 4.4.** In the event that a query is made of a member of staff which cannot be answered, the person making the enquiry should be referred to the relevant member of staff at the Parish Office.
- 4.5.** The Parish Council will not tolerate abusive or violent behaviour towards members of staff from customers or visitors. Any such incidents should be reported immediately to the Parish Clerk. Notices advising this, will be displayed at each of the community venues

5. APPEARANCE AND DRESS CODE

- 5.1. The Parish Council does not operate a Dress Code Policy. However, caretakers are issued with North Horsham Parish Council polo shirts and fleeces to be worn during their working day.
- 5.2. All members of staff should dress appropriately for a public working environment and should not wear items of clothing bearing inappropriate wording, images or logos or that may offend normally accepted standards; and be neat and tidy at all times when at work.
- 5.3. Account will be taken of religious and cultural standards of clothing.

6. CASH HANDLING

- 6.1. Members of staff, other than those administrative staff who work in the Parish Office are not permitted, **under any circumstances**, to accept cash in respect of invoices that have been raised for hire of the community venues or the Multi Courts.
- 6.2. A person wishing to pay in this way, must be referred to the Parish Office, during opening hours **The Finance Committee is considering a recommendation that cash should not be handled by staff members in the future. If that is approved and put forward to the Council for agreement, then 6.2 will be removed and an addition made to 6.1 as follows:- The Parish Council does not accept cash payments.**
- 6.3. This rule is to protect both the member of staff and the customer from any allegations of mis-appropriation.
- 6.4. Caretakers at Roffey Millennium Hall may be asked to hand in cheques to the Parish Office in respect of raised invoices. This is acceptable providing the cheque is in an envelope, stating who the cheque is from and is countersigned and dated by the member of staff taking the cheque.
- 6.5. If cheques, as described above, are offered at Holbrook Tythe Barn or North Heath Hall, these should be politely declined and the person requested to make the payment to the Parish Office

7. USE OF WORK MOBILE PHONES

- 7.1. Caretakers / cleaners** Members are provided with a mobile phone between the two members of staff at each of the buildings.
- 7.2.** These phones are for Parish Council business use only. Misuse of these phones may result in Disciplinary Proceedings and potential dismissal.
- 7.3.** At the end of each four-day shift or other period of working, the phone should be passed to the member of staff taking over.
- 7.4.** In the event that a member of staff loses a works mobile phone, or it becomes damaged, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 7.5.** The member of staff may, depending on the circumstances, be charged the cost of a replacement phone

8. USE OF WORK LAPTOPS

- 8.1** If you are required to work from home, you may be given a work laptop. This is to be used for Parish Council business use only. Misuse of the laptop may result in Disciplinary Proceedings and potential dismissal.
- 8.2** In the event that a laptop becomes damaged or lost/stolen, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 8.3** The member of staff may, depending on the circumstances, be charged the cost of a replacement laptop.

9. KEY HOLDERS

- 9.1.** The Parish Council employs a 24/7 Key Holder Service for the three Community venues. The Facilities Officer, Deputy Clerk and some hirers also hold keys.

10. WORK KEYS

- 10.1.** Keys are issued to members of staff for the buildings they work in.

- 10.2. The Parish Council views the security of all of its buildings as a priority and the loss of keys is viewed as a serious matter.
- 10.3. Members of staff are requested **not** to label work keys with any means of identification as to the building to which they relate.
- 10.4. In the event that a member of staff loses any keys relating to work or they become damaged, the member of staff must report the loss or damage to their immediate Line Manager or the Parish Clerk immediately.
- 10.5. The member of staff may, depending on the circumstances, be charged the cost of a replacement key or key.

11. PERSONAL PROPERTY

- 11.1. Personal property should be stored securely whilst at work. Staff have access to a lockable space, and should inform their line manager if this becomes inadequate.
- 11.2. At Holbrook Tythe Barn and North Heath Hall, members of staff have access to the cleaning materials store cupboards and they are encouraged to place any personal items that they may have with them in these areas whilst working.
- 11.3. Members of staff at Roffey Millennium Hall are advised to keep any personal belongings brought to work in the Parish Office, which should be kept locked when the Office is unattended.
- 11.4. The Parish Council does not accept responsibility for the loss or damage to any personal items.

12. CHILDCARE VOUCHERS

- 12.1 North Horsham Parish Council offered a childcare voucher scheme which works on a salary sacrifice basis and which was open to all eligible employees. The scheme closed on 4th October 2018.

14. REVIEW

- 13.1 As part of the Staff Handbook, the rules and guidelines may be changed or added to at any time if required by law or the needs of the Parish

Council. In any event, the rules and guidelines will normally be reviewed on a two-year basis.

July 2020



NORTH HORSHAM PARISH COUNCIL

GENERAL PRIVACY NOTICE

1. Your Personal Data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

2. Who are we?

This Privacy Notice is provided to you by North Horsham Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

The Parish Council may need to share your personal data it holds with them so that they can carry out their responsibilities to the council. If the Parish Council and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which means there is a collective responsibility to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is

set out in this Privacy Notice

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How sensitive personal data is used

The Parish Council may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have

already made the information public.

Is consent needed to process your sensitive personal data?

In limited circumstances, the Parish Council may approach you for your written consent to allow certain sensitive personal data to be processed. In that event full details of the personal data that we would like and the reason we need it would be provided, so that you can carefully consider whether you wish to consent.

The Council will comply with Data Protection law. This says that the personal data that is held about you must be:-

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

Your personal data is used for some or all of the following purposes.

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from

time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;

- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of hall rental facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to use that.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long does the Parish Council keep your personal data?

The Parish Council will keep some records permanently if legally required to do so. Other records may be kept for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. There may be legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). Some personal data will be retained for this purpose as long as it is necessary to be able to defend or pursue a claim. In general, data will be kept for as long as it is needed. This means that it will be deleted when it is no longer needed.

Your rights and your personal data.

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to access personal data held by the Parish Council

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will

respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

The right to correct and update the personal data held by the Parish Council

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

The right to object to the processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by visiting this website <https://gdpr-info.com/data-protection-contact-form/> or email.

The right to lodge a complaint with the Information Commissioner's Office

You can contact the Information Commissioners Office on 0303 123 1113 or via

email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If the Parish Council wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Policy Review

We keep this Privacy Notice under regular review and we will place any updates on this web page www.northhorsham-pc.gov.uk

The next formal review for the policy is July 2022.

Contact details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The North Horsham Parish Council Data Protection Officer: GDPR-Info Ltd
Email: dpo@gdpr-info.com



NORTH HORSHAM PARISH COUNCIL

TERMS AND CONDITIONS OF SERVICE

1. GENERAL INFORMATION

- 1.1. The conditions of employment of all members of staff during their employment with North Horsham Parish Council are set out in individuals' Statement of Employment Particulars.
- 1.2. These conditions of employment will be as generally set out by the National Joint Council for Local Government Services in the "National Agreement on Pay & Conditions of Service – 'the Green Book' as may be amended from time to time.
- 1.3. A copy of the National Joint Council's "Green Book" is available to view by request to the Parish Clerk
- 1.4. The conditions set out in individual Statements of Particulars is supplemented by the Staff Handbook, which contains –
 - The General Information and Workplace Rules and Guidelines.
 - The Policies in relation to staff as approved by the Parish Council.

2. REVIEW

- 2.1 The Terms and Conditions of Service statement will be reviewed every two years, or sooner if there is a change of legislation.

July 2020.